Distance Education (DE) Committee Academic Senate Meeting Report

February 13th, 2018

Submitted by Kate Sims, Co-Chair

The current committee membership includes:

- Leanne Urasaki, Co-Chair
- Kate Sims, Co-Chair
- Carrie Butler (BEaT)
- Elizabeth Shaver (replacing Donnalyn Kalei) (SSCI)
- Kuulei Kanahele (HUM)
- Cheryl Puntil (NURS)

The DE Committee met on **Jan. 23rd, 2018** and **Feb. 13th, 2018**.

1. Preparing for accreditation by formalizing our practices into policies, the DE Committee finalized our draft of the [Quality of Online Course Scheduling and Quality Assurance.](#) It was sent back to the EPC after their concerns were noted and edits were made. We have asked for the document to be presented at the next Academic Senate meeting for a vote.
2. The DE Committee is now working on a document which defines what we mean by a "hybrid class." Stay tuned!

At the November 2nd meeting, the DE Committee worked on the ***Description of Online***

Course Scheduling and Quality Practices, a document that describes College practices regarding how we schedule online courses, decide who teaches them, and ensure integrity and quality in our DE offerings. Some of the practices described the College already follows; others are aspirational. However, with the upcoming accreditation team visit, the DE Committee felt it was important to document what we do, and perhaps firm up practices into sound policies.

On November 14th, Kate Sims shared a draft of this document at a DC meeting to get preliminary feedback from DCs. Feedback was positive. On November 17th, 2017, Cheryl Puntil introduced this document to the Academic Senate and received many positive comments and some feedback asking for a context for the document and more detail. The DE Committee revised according to suggestions and to then sent the document to the EPC as directed by the Academic Senate. (It was sent to the EPC on January 7th, 2018.) The Committee is now awaiting feedback from that committee.

This is a link to the revised document which was sent to the EPC:

Description of Online Course Scheduling and Quality Practices