Distance Education (DE) Committee Academic Senate Meeting Report

October 18th, 2018

Submitted by Kate Sims, Co-Chair

Current committee membership:

- Kate Sims, Chair
- Leanne Urasaki (ITSO)
- Carrie Butler (BEaT)
- Camille Hernandez (NURS)
- Joshua McDaniel (MNS)

We are looking for members to represent ATE, HUM, SocSci.

We met on September 25th, 2018. What happened?

1. The semester meeting schedule was set:
   a. We'll meet October 23rd and November 20th.
   b. Meetings will be conducted through Polycom RealPresence. (Joshua needs a computer with a camera and mic next time.)
2. Leanne and Kate presented a history of the DE Committee for the new members.
3. We discussed preparation for the visit of the Accreditation Team, including policies and practices we'd want to share with the visiting team.
4. Leanne revealed that the UH System LMS Review resulted in the decision that **the college will stay with Laulima for the next three years**. UH System will undergo its next review after that time.
5. We discussed the definition of a **hybrid class** for the purpose of defining this for the college this year. We're looking for input from all faculty.

   Hybrid courses: Courses that replace 50% of face-to-face "seat time" with online instruction. Face-to-face instruction is reduced but not eliminated. In compliance with the US Department of Education credit hour definition and the UH System Credit Hour policy (Policy #5.228, May 2012), the combined face-to-face and online instructional time remains equivalent to a traditional face-to-face course.
   The syllabus must indicate both in-class and online requirements including:
   a. The number of hours that are face-to-face vs. online
   b. The activities that will be held face-to-face vs. online
      i. Student attendance/participation for the face-to-face hours is mandatory

On October 16th, 2018, Leanne and Kate met with members of the Accreditation Team to discuss Distance Education policies and practices at the college.