DISTANCE EDUCATION COMMITTEE
MINUTES
March 18, 2015, Room D-235

CALL TO ORDER:
Chair Sharla Hanaoka called the regular meeting of the Distance Education Committee to order at 12:35 p.m.

Present: Sharla Hanaoka, Wojciech Lorenc, Claire Hitosugi, Alphie Garcia, William Puette, Leslie Opulauoho (guest) and Brad Koanui (ex-officio)

Absent: Orlando Garcia-Santiago

APPROVAL OF THE MINUTES:
The minutes of the February meeting were approved.

REPORTS:
Ex-officio Koanui provided update on the latency issues of Laulima. Reported to ITS. Laulima should be working properly. If there are connectivity issues, please report to IT.

The Instructional Designer will be starting on April 1, 2015. Her office will be in the Library B223.

Guest Opulauoho updated the committee that DE liaisons from the Student Affairs office will be traveling to the neighbor islands at the end of the month. Fall applications are being processed. 92 neighbor island students were accepted. As of the meeting, 78 have accepted.

Alphie reported on Tokai University’s move and the affect on the library in regards to in person library use only.

NEW BUSINESS ITEMS:
The Laulima Teaching with Technology nomination period is open. A sub-committee for the review and selection is being created. As of today, 2 faculty have submitted their nominations.

The clarification of the roles and responsibilities of DE was discussed by the committee members. There were concerns about overlapping of duties. The draft resolution modifying the DE committee’s roles and responsibilities has been postponed pending the meeting of the DE, Curriculum, and Program review meeting. Chair Hanaoka will provide follow up to the DE committee at the next meeting.
Chair Hanaoka proposed a DE form and a modification to the CC1 to include modality of instruction. She circulated examples from other campuses. Discussion proceeded. The committee tasked her to confer with the Curriculum and Program Review committee chairs to see approach and modification. She will report back from their meeting and provide a draft DE form for review.

Meeting adjourned at 1:30 pm.

Next meetings:
April 18, 2015 D235 from 12:30 – 1:30 p.m.