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, William Puette, Wojciech Lorenc, Claire Hitosugi, Orlando Garcia-Santiago, Brad Koanui (ex-officio), Rian Barerras (guest)

Absent: Alphie Garcia and Leslie Opulauoho (guest)

APPROVAL OF THE MINUTES:

The minutes of the March meeting were approved.

REPORTS:

Ex-officio Koanui provided feedback on faculty reports of latency issues on and off campus and unplanned outages. Koanui speculated that some of the unplanned outages are probably due to the 2.9 upgrade maintenance.

Rian Barerras, the new instructional designer in the VCAA office was introduced. This added position will help in the creation of support services for instruction.

Member Garcia-Santiago followed up on the lockdown browser software. IT and DE will need to do more research due to recent logistical developments in the lockdown browser system-wide

NEW BUSINESS ITEMS:

Chair Hanaoka brought forth the draft DE form. This form will be used for all new online/hybrid courses. The committee moved to recommend this form with Amendments to the Senate. Chair Hanaoka has been in discussions with the Curriculum Committee (CC) and Institutional Effectiveness Director, Jacque Honda on the process of the review and management of all DE courses. The DE and CC will revise their Charter duties and responsibilities to clarify the review process for all DE courses. Chair Hanaoka will also share this with the Faculty Senate chair for input. Discussion proceeded.

Meeting adjourned at 1:28 pm.

Next meetings:
TBA