DISTANCE EDUCATION COMMITTEE
Meeting Notes
September 20, 2013
D-235

Present: William Puette, Paula Mathis, Alphie Garcia, Orlando Santiago, Sharla Hanaoka and Linda Maeno (ex-officio), Irene Morrow (ex-officio), Eun Ahn (guest)

The meeting was convened at 1:03 p.m.

Associate VCAA Eun Ahn addressed the group about the WASC letter of concern regarding Distance Education.

Charter, Section 7. Distance Education Committee. The DE Committee discussed the process of the selection of committee chairs, which, it is expected, will be resolved by Senate Charter amendment at the October 4th meeting.

Student Satisfaction Survey. The results were circulated to the committee for review for the next meeting.

New Business:
1. New Instructional Designer: The roles and responsibilities of the new instructional designer, Sharla Hanaoka, to help faculty with their online course design was explained. Linda Maeno will still provide basic Laulima Tools support.
2. Laulima Showcase and CTLE: Linda Maeno and Brenda Machosky are planning the Laulima Showcase. The date will be announced soon.
3. Blackboard Collaborate: The DE Committee received notice from ex-officio Member Maeno that the license for Collaborate has been extended to December 2014. She then presented another option for web conferencing called Halawai, using Adobe Connect which ITS supports. There are only a limited number of seats, therefore a decision needs to be made early so that UHWO IT can let ITS know. The Committee adopted W. Puette’s motion requesting the VCAA to make a decision and notify faculty before the end of this semester as to whether or not we continue the contract with COE for BB Collaborate beginning in 2015 or move to Halawai. A motion was also adopted that VCAA continue the contract with COE to provide UHWO use of BB Collaborate through 2015.
4. Member Hanaoka announced she will be redesigning the Distance Learning page on the main website with the Communications Department. Member Major emphasized the importance of having an updated list of online classes. Ex-officio member Morrow seconded the importance. Member Hanaoka said that she will work with Terry Ota and give an update to the Committee at the next meeting.
5. Member Hanaoka described her plan to redesign the Distance Learning page and asked the Committee for suggestions for renaming the page for the next meeting.

6. Member Hanaoka notified the Committee that she is also working on a Laulima DE Online site where faculty can use as a resource for context building and quick access to the request for service form.

Meeting adjourned at 2:24 p.m.

Next meeting: October 16, 2013, 12:15 pm