

**DISTANCE EDUCATION COMMITTEE  
MINUTES**

September 24, 2014 Room D-235

**CALL TO ORDER:**

Chair Sharla Hanaoka called the regular meeting of the Distance Education Committee to order at 12:36 p.m.

Present: William Puette, Sharla Hanaoka, Wojciech Lorenc, Claire Hitosugi, Julius Vea (guest), and Katherine Wong-Nakamura (guest)

Absent: Irene Morrow (ex-officio), Orlando Garcia-Santiago, and Alphonse Garcia

**APPROVAL OF THE MINUTES:**

The minutes of the April 2014 meeting were approved.

**RATIFICATION OF CHAIR'S NOMINEE:**

Member Hanaoka will serve as the DE committee chair this year due to the two-year provision of the policy. No ratification was necessary.

**REPORT:**

Stephanie Wilson received the Laulima Award.

IT Director Kathy Wong-Nakamura reported that the Laulima latency issue has been fixed. IT will continue to monitor the situation. Wong-Nakamura asked us to report any problems with Laulima to the IT helpdesk website. <http://www.hawaii.edu/efacilities/>

**UNFINISHED BUSINESS:**

Continued discussions on the definition of a hybrid course has been postponed.

**NEW BUSINESS ITEMS:**

Claire Chun from COE at UHM gave a workshop on Blackboard Collaborate on September 23. Licenses have been extended to unlimited. Appreciation sent to VCAA, Linda Randall. Wong-Nakamura mentioned that the UHWO's IT will support Blackboard Collaborate within the provisions provided by both VCAA office and IT. There are known incompatibility issues, such as that the Blackboard web camera. They do not work on Windows 8.

An advertised position for Laulima tech support will be closed shortly and Wong-Nakamura will then start screening the candidates.

The committee discussed quality issues in an online course suggested by WASC. This is a

long-standing issue. The new instructional designer will work on creating an online course assessment tool.

Committee discussed DE strategic plan.

Committee discussed the incompatibility of a newer OS and existing applications. Updating the programs on UHWO computers needs to be done with caution. Saving the work in an older version of the program is suggested when using a newer version of the program.

Meeting adjourned at 1:30 pm.

Next meetings:

October 29 (Wed) 12:30–1:30

November 26 (Wed) 12:30–1:30