CALL TO ORDER:
Chair Hanaoka called the regular meeting of the Distance Education Committee to order at 12:34 p.m.

Present: William Puette, Sharla Hanaoka, Wojciech Lorenc, Alphie Garcia, Claire Hitosugi, Katherine Wong-Nakamura (guest), and Brad Koanui (guest)

Absent: Irene Morrow (excused), Orlando Garcia-Santiago (excused)

APPROVAL OF THE MINUTES:
The minutes of the September 24, 2014 meeting were approved.

REPORT:
IT Director Wong-Nakamura reported that the Laulima latency issue has been resolved and no high latency has been reported since she intervened in the situation in September.

Chair Hanaoka reported that the VCAA office approved an Instructional Designer position, and the search will be conducted shortly. She also reported that Laulima workshops were conducted during the last month. Five to six instructors attended the workshop.

Chair Hanaoka announced that the WASC team will visit the UHWO campus between November 19 and 21, and that the last time the WASC team visited UHWO, the DE program was critically reviewed.

NEW BUSINESS ITEMS:
Chair Hanaoka addressed the University’s Strategic Plan and the goal of DE’s Strategic Plan. Member Puette will work on drafting a DE Strategic Plan for the committee to work on. Majority of the DE committee members and IT Director agreed that DE and IT strategies should be in line with the UHWO campus-wide strategies, and Wong-Nakamur also added that procurements of IT related materials should be in line with the strategic plans.

The committee explored how DE courses can be improved. The last WASC visit pointed out the lack of DE support in general, and the inconsistency of online course quality. Various suggestions were made as measures to improve DE quality: merit badges, setting guidelines for student/teacher ratios, instituting the best practice guidelines, assessment requirement for online courses and a Media Center to support the DE faculty. Chair Hanaoka suggested the implementation of merit badges. However, the term, “merit badges” needs to be reconsidered to make it more appropriate to an academic context. Member Lorenc and Garcia will look into a more appropriate name and the specifics of what might constitute “badges”. Puette will look into Blackboard participant capacity.

Next meeting: November 26 (Wed) 12:30–1:30, D235

Meeting adjourned at 1:33 pm.

Minutes taken by C. Hitosugi