DISTANCE EDUCATION COMMITTEE MEETING
Thursday, October 2, 2014
2:45 – 3:45 pm, Palanakila 117

Present: Johnny Singh, Michael Tom, Ross Langston, Jamie Boyd, Jody-Lynn Storm, Sam Craddock, Audrey Badua, Kehau Iwashita (proxy for Kaahu Alo)

Absent: Elizabeth Ratliff

Guests: none

1. **Call to Order.** 2:46 pm

2. **Approval of Minutes.** Motion to approve the September 4, 2014 minutes with corrections submitted by Sam Craddock, seconded by Ross Langston. Motion passed on a voice vote.

3. **Election Results:**
   a. Audrey Badua is the Division I Representative.
   b. In addition to his current role, Mike Tom will also temporarily assume Brian Richardson’s role on the committee.

4. **Late Add Process:** Students who would like to late add an online class during the second week of instruction must do so in person. The committee would like to know if there is a way to automate the process so that online students can late add during the second week of classes (with instructor’s permission) without coming in person. Johnny will send the request to Ardis, Judy, and Kalawaia.

5. **Max Class Size:** Currently there is no policy on maximum class size for online courses. However, there is a policy that caps the enrollment for new online courses at 25 students. Ross moved to recommend that the maximum class size for online courses be equivalent to corresponding face-to-face courses. Jamie seconded the motion. The motion passed by a voice vote.

6. **eCAFE:** There was a concern that instructors who use the student evaluation form for online courses would not be able to access their results. In the past Brian Richardson collected the data and made them available to instructors teaching online courses. Mike will follow up on gathering the old data. For the current fall semester instructors teaching online courses should use eCAFE. The availability by instructors to adjust the default eCAFE survey needs to be addressed. The discussion will be tabled for the next meeting in November.

7. **Charter:** Updated charter still needs to be posted on the WCC webpage.
8. **Success Rate**: The committee would like to compare the success rates of online courses vs. face-to-face. Current data is not available at this time. Mike shared a handout of older data from 2008-2010, which showed that the success rate for online courses was lower than that of face-to-face. Also included in the data sheet was how WCC compared nationally. At the time of this report WCC scored poorly with a median of 22% of students withdrawing from online courses whereas the national median was 14.5%.

Johnny shared the success rates for three of his courses; Math 203, Math 100, and Math 24. The success rate was 78% for Math 203 and 73% for Math 100. Both of these courses had been taught multiple times. In 2011 Johnny taught one developmental Math 24 class online which had a success rate of 60%. Comparatively speaking his face-to-face courses had a higher success rate than the online courses.

The committee would like current data comparing the success rates of online vs. face-to-face courses. Johnny will request available data from Jan Lubin, and also request that she attend the next meeting.

9. **WCC Distance Learning Strategic Plan Draft**: Tabled pending data for online courses.

10. **Other Business**: Instructors who use the Laulima gradebook cannot access information from students who have withdrawn from the course. This is a concern when collecting data comparing success rates between courses, or assessing assignments graded before the withdraw date. Ross to follow up on the process (if there is one) of retrieving data.

11. **Next Meeting**: Thursday, November 6, 2014 in Palanakila 117 from 2:45 – 3:45 pm.

12. **Adjournment**: Meeting adjourned at 3:52 pm.

Minutes submitted by: Jody-Lynn Storm