Distance Education Committee (DEC)
Minutes for November 6, 2014
Location/ Time: Palanakila 117 from 2:45pm – 3:45pm (~4pm)

Present: Johnny Singh, Jody-Lynn Storm, Sam Craddock, Kaahu Alo, Ross Langston, Jamie Boyd, Elizabeth Ratliff, Michael Tom, Audrey Badua

Guests: Jan Lubin, Ardis Eschenberg

The meeting was called to order at 2:45 pm. The minutes of October 2nd meeting minutes were read and approved.

Discussion Items

1. Using MySuccess for 100 level Online Classes

Ardis Eschenberg described the MySuccess initiative as a process that tracks student success. MySuccess is currently being piloted in Frosh Cohort and Developmental Education classes. The process requires that participating faculty use this program to raise red flags when there are concerns regarding student performance and attendance. This will allow counsellors to do a follow up with the student and provide update.

This pilot program had some success with this select group of courses, on the following measures: course completion rates, course success rates, and course withdrawal rates. MySuccess committee is suggesting that this initiative be expanded to target all students taking online 100 level courses for the spring 2015 semester. Training on how to use MySuccess software will be provided to interested faculty before the start of spring semesters (perhaps around spring convocation). Ardis suggested that data would be most valuable if all faculty teaching 100 level online course agreed to participate.

Discussion Issue: It has been observed that some students in courses using MySuccess have been put off by red flags generated by the software and have prematurely withdrawn from their course. It was suggested that the software needs to be improved to reflect growth mind set and cues to success in the software need to be continual instead of sporadic.

Action: The motion, “The DEC highly recommends that all instructors teaching 100 level online courses participate in the MySuccess initiative during spring 2015”, was proposed by Ross Langston, 2nd by Jody Storm. The motion passed unanimously.

2. AUSH Representative (Bruce Collins) – Student Survey Results and Comments

The AUSH Representative was invited to this meeting but could not attend.

Action: Excerpts from the IEC meeting relating to distance learning where Bruce Collins was in attendance will be circulated to the committee.

3. Online Student Evaluation (non eCafe)

There are currently two processes for evaluating online course, eCafe and specialized online survey. Currently eCafe does not have a sufficient number of questions that are relevant to online courses. Ross Langston is the campus representative on the System-wide eCafe Committee. He reported that efforts to revise the eCafe process to include more questions that
are relevant to on-line courses has been overshadowed by a push to revamp eCafe to evaluate all course SLO’s instead of being strictly a formative evaluation tool.

There continues to be a need for a separate campus generated online survey that can be used along side, or instead of, the eCafe questions. Elizabeth Ratliff will handle the non eCafe online course evaluation surveys requests for this semester using the same format that was developed by the previous Dean of Instruction for Division II. It was suggested that the DEC research best practices in online course evaluations and revise the current format for On-line Course Evaluations, especially if there are no improvements to eCafe forthcoming for the coming Spring and subsequent semesters.

Action: Elizabeth Ratliff will send out a notification to all instructors teaching on-line courses providing information about the campus generated On-line Course Evaluation surveys.

4. Distance Education Data and Analysis Report – Part 1 (Jan Lubin and Elizabeth)

Jan Lubin brought a copy of the Distance Learning Report that the WCC Institutional Research office are compiling based on system DE Data. Jan read from the report giving a summary of the format and shared with committee members a sample data analysis based on the data set used by Leeward Community College. IR would like to know from this committee what other data set to use and what other data needs to be pulled.

The Committee offered these comments about the kind of data they felt would be useful:

- Can we ascertain what kind of class preparation the students have before enrolling into an on-line class? Yes, Faculty would need to provide the sequence of courses surrounding each on-line courses to be able to collect data for measuring student success. This needs to be given to the IR department.
- How many on-line students are not home based at WCC?
- How identifying outliers of student success for individual online courses?
- How many on-line credits have students taken previously to enrolling in an On-line course?
- How and who will use the data in this report?

Action: Elizabeth Ratliff will scan and distribute the reports that Jan presented.

Action: Include in the next agenda defining the data set for this report that the DEC would like the IR office to use.

5. Complete withdraw from a campus requires student visit and changing from/to credit/no credit requires instructor’s signature. Can this be accomplished remotely?

Ardis explained that since 25% of students are not based at WCC, there have been informal workarounds developed in Student Services, under Special Requests, for allowing on-line or remote students to complete withdrawals, drops and adds, etc., without physically coming to campus.

Action: Invite Judy and Gerri to next meeting to address how to formalize these workarounds into campus practice for on-line or remote students.

Meeting was adjourned at 4:05 pm. Next meeting will be held in Hale Palanakila 117, on Tuesday, December 2nd from 2:45pm - 3:45pm (~4pm). This will be the final meeting of the semester.