Distance Education Committee (DEC)
Meeting Minutes for December 2nd Meeting
Location/ Time: Palanakila 117 from 2:45pm – 3:45pm (~4pm)

Present: Navtej Singh, Jody-Lynn Storm, Sam Craddock, Kaahu Alo, Jamie Boyd, Elizabeth Ratliff, Michael Tom, Audrey Badua
Excused: Ross Langston
Guests: Geri Imai, Judy Oliveira, and Deborah Hornsby (University of Phoenix)

Meeting called to order at 2:50 pm.
The minutes from November 6th meeting were read and approved as circulated.

Discussion Items:

1. University of Phoenix on supporting professional development for online classes and specific area of need (Deborah Hornsby, Director of Academic Affairs at UP)
   o She compared F2F and distance courses – faculty preparation about student engagement, resources, motivation
     ▪ Mandatory faculty training? – Are we ready to teach these classes?
     ▪ Faculty behaviors dictate student engagement and student success.
   o Student preparation – online classes are “convenient” which doesn’t mean easier
   o Why are students choosing online courses vs. F2F?
     ▪ Mandatory orientation? – Are the students ready?
   o What does your college need?

2. What can be automated Complete withdraw from a campus requires student visit and changing from/to credit/no credit requires instructor’s signature. Can this be accomplished remotely? (Geri)
   This is a system wide policy and was started so that students would meet with their financial aid officer. If student needs to drop the class, they are able to drop their classes remotely. They need to complete a “Special Request Form” and call/email.
   There is a process in the works for students to be able to drop classes remotely. The financial aid department is meeting soon to put this process in place, because financial aid was the reason that the students had to come to campus initially.
   WCC could allow students to select C/NC when they enroll, but students will not be able to change to a letter grade, and if they are in a program and the course is required, they will need a letter grade.

3. Student comments on improving online classes: - Communication, immediate feedback, flexibility in completing the assignment, educate students on taking
how to take online classes, short help video on assignments, one site with all the information, and fixing laulima.

- Data:

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<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
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<tbody>
<tr>
<td>WCC Dist. Ed</td>
<td></td>
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<tr>
<td>WCC Course Taught</td>
<td>43</td>
<td>65</td>
<td>86</td>
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<tr>
<td>Fill Rate</td>
<td>90%</td>
<td>86%</td>
<td>84%</td>
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<tr>
<td>Completion (C or higher)</td>
<td>54%</td>
<td>59%</td>
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- Discussion about article in Ka‘Ohana – these are comment from students in the article. How can DE committee address some of these issues? Consensus: we need to have a mandatory video about online learning.

Meeting adjourned at 3:58 pm.