Distance Education Meeting 10/7/2015

Present: Kaahu Alo, Present: Elizabeth Ratliff, Alex Parisky, Allison Beale Hongwei Li, Mike Tom, Jody-Lynn Storm, Jamie Boyd, Audrey Badua

Guest: Nalani Kaun, Information Specialist from Office of Planning, Research and Assessment

Absent: None

Secretary: Jamie Boyd

Meeting Convened at 1:11 PM

Meeting Notes:

1. Meeting minutes of 9/29 approved with recommendations for edit. Elizabeth will edit and post online at mailto:https://windward.hawaii.edu/Committees/Distance_Education/Documents.php

2. DISTANCE LEARNING SURVEY
   a. Circulated to students via email.
      i. Preliminary results being gathered at this time.

3. SYNOPSIS OF THE UH SYSTEM AND DL
   a. UHCC initiative looking at possibility to attain an online degree purely by taking online courses from the various campuses.
      i. Elizabeth will send out more information via email.

4. PROCTORU
   a. Vice Chancellor of Academic Affairs signed an agreement to make Proctor U available at WCC
   b. Invite sent out this morning to invite faculty to attend training on 10/9 from 11:30-12.

5. CREATING A VIRTUAL CAMPUS
   a. Chancellor Dykstra – spoke with Elizabeth about HCC’s work on creating a virtual campus – perhaps a model similar to HCC.
   b. The committee recommended inviting Mike Meyers to tell us what HCC is doing. We may not be able to replicate entirely what HCC is doing but may be able to adopt some elements.
      i. Considered either inviting Mike to meet with just DLC members first or with entire campus as a forum.
         1. Elizabeth motioned to invite Mike to DLC first and Allison 2nd. Motioned carried.
   c. What is a virtual campus?
      i. Possibility of offering ALL courses online in addition to in-class offerings.
ii. Need to clarify if ‘virtuality’ includes hybrid classes.

6. GOALS FOR 2015-16
   a. One possible goal of the DLC is to gather support for resources for online courses in terms of requests to PBC.
   b. Need to update DE report with current data
      i. Basic elements are constant
         1. Courses taught, teachers instructing, students enrolled vs. completed, etc.
      ii. *Hybrid* needs to be defined. Some campuses define hybrid differently than WCC
   c. Quest Presenter: Nalani Kuan presented data template shared with DLC committee.
      i. The DLC’s subcommittee on Data Analysis and Recommendations (Ross, Elizabeth, Mike, & Kaahu) reported at the 2/24/15 meeting that they were working with WCC IR on gathering data related to:
         ✓ Number of classes taught (f2f and online)
         ✓ Enrollment (online vs. f2f)
         ✓ SSH (Student semester hours)
         ✓ Class size
         ✓ Fill rate
         ✓ Percent taught by lecturer vs. fulltime faculty
         ✓ Percent of successful completion (by department)
         ✓ Retention rate
         ✓ Number of W’s
         ✓ Average incoming GPA of students entering online vs. f2f classes (addresses
         ✓ Issue of at risk students selecting online courses as opposed to f2f courses)
         ✓ Credit hours before entering an online course

   a. PBC requests for the VCAAC
   b. Circulate copy of last year’s Strategic Plan for comments/recommendations.
   c. Make recommendations to PBC
      i. Review last request to VC
      ii. Alex and Elizabeth will draft ideas to present to committee.
   d. Work in alignment with UH strategic plan to reduce cost of education by offering more elements of training (instruction, books, course material) online.
      i. OER

**MEETING ADJOURNED:** 2:31

**NEXT MEETING:** Wednesday, October 21st