Distance Education Committee (DEC)
Agenda for 11/18/2015
1:00-2:00 pm., Imiloa 123

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

Guest: Doug Dykstra cancelled due to BOR planning

Absent: Kaahu Alo, Audrey Badua

Secretary: Jamie Boyd

Meeting Convened at 1:10 PM

Meeting Notes:

New Business

1. Approve Minutes from 10/07/2015
   a. Motion by Hongwei Li, 2nd by Jody

2. Chair’s Report

   1. CDC discussing the system definition of Hybrid courses.
      a. Definition being used now is the one used by Banner.
         i. HTI (Hybrid course) - the gest of the definition is that Hybrid Courses are courses that make intensive use of online such that the schedule of class meetings is altered.
      b. Hawai’iCC – had determined that a Hybrid course is one that has 50/50 inclass/online
      c. LCC has greatest volume of Hybrid and their ratio of per cent time in class vx. Online vary greatly.
      d. There may be a future discussion of adding ‘Tech’ fees.
         i. Downside to adding a fee may be that students at several campuses may have to pay the fee to multiple campuses.
         ii. Tech fees can be used differently at diff. campuses
             1. For example: at MauiCC, it pays for bridging to Moloka’i and Lana’i and computer lab support.
      e. Information from Peter Quigley re: ProctorU
         i. No new significant info from CDC

2. Canvas presentation for December 7th at 1pm in Hale Kuhina 114
   a. Non credit folks will be using Canvas

3. DL Testing Center website changes
   a. Problems with testing centers (finding locations, websites with unclear information, etc.)
      i. Recommendation to make information more clear especially in specifically identifying the testing location.
ii. The system DL site needs improvements
   1. recommendations are appreciated...
      a. Guide posted online does not state rules related to if a
         students shows up 45 minutes into a 1 hour exam that
         students would not be allowed entry.

4. Proctor U training: scheduling more trainings
   a. One person attended
   b. Plan to improve access to training is to offer info at spring 2016 convocation

5. DL Survey summary
   a. Response rate poor (< 5%)
   b. How will information gain be used?
      i. Elizabeth is working with a course development guide that is responsive
         to insights from student responses in the survey.
   c. Significant insights from survey
      i. Students want quick feedback from instructors
      ii. Students want a detailed syllabus

6. Who on this committee is representing Admin?
   a. Will Ardis appoint a new person? We need to check into adequate
      representation.

4. Discussions open for feedback
   1. Comments on HCC Virtualization project?
      a. No comments
   2. Comments on the System Initiatives?
      a. Were sent out by Elizabeth via email.
   3. Comments on WCC Distance Learning Strategic Plan or Request for Support Memo?
      a. 
   4. Comments on DL Survey Results?
      a. See above
   5. Turnit-in
      a. Really easy to cheat, especially with websites that support plagiarism
      b. DLC should consider sending out a memo to campus to make others aware of
         the problems with verifying authentic student work.
   6. Need to increase publicity of distance courses offered at WCC
      a. Maybe support students can make a video that can be posted on digital media
         around campus
      b. Could ask Bonnie to develop a publicity banner for the WCC homepage directing
         students to look at DL course offerings.
   7. Blackboard account executive will be visiting on 12/8, Tuesday.

Next Meeting: Dec 2nd meeting postponed until 9th