**Distance Education Meeting 9/23/15**

**MEETING NOTES:**

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

**Secretary: Jamie Boyd**

1. Over the summer the Chancellor asked for a Distance Learning Survey of students to be developed to explore issues surrounding what can be done to improve online enrolment and to attract online students to this campus. A survey was developed but had yet to be released.

2. There is a Campus Distance Coordinators (CDC) team – comprised of coordinators from each campus looking at practices across the system
   a. The CDC is looking at:
      i. Set up one stop web site of testing service sites for distance students
      ii. Online proctoring of tests
      iii. CDC found that HonCC is using the ProctorU service – a 24-hour online proctoring service for a fee to students (not campus). Uses Skype – type technology
         1. HonCC has agreement with ProctorU
      iv. ACTION – ask Ardis to consider as service like ProctorU (including ProctorU) as a service for WCC
         a. Motion made by Allison Beale and 2nd by Jamie

3. Elizabeth meeting with Suzzette Robinson at Morton’s office – helping to coordinate distance ed at system level.
   a. According to accreditation – the system would implement services for Professional development and certification for online teaching
      i. Elizabeth will ask:
         1. How is the plan for DE professional development coming along to meet accreditation obligations
         2. What is the impact
         3. How does it apply to faculty who teach in-class vs. online

4. Mike Tom is coordinator for Campus eCafe issues
   a. DE may need to have alternative tool such as Survey Monkey to better match DE survey needs.

5. Hongwei Li is DE rep on Staff Development, Jamie Boyd is also on SD committee

6. Jamie Boyd is DE rep on Faculty Senate

**Possible Goals For 2015-16 FY**

1. Make formal request to PBC (via the VCAAC) for a dedicated staff member to support DE development
   a. Looking at position needs and budget needs to increase online student success
      i. We will look at data to support any position / budget

2. Look at DE strategic plan
   a. It will be prudent to look at the DE strategic plan and how it aligns with the a system level plan to include Open Educational Resources (OER) Preparation
   b. Suggest Plan or Methods for Identifying Resources, training and support systems

3. Look at guidelines that are in place / need to be updated / need to be created - to ensure quality and student success in online courses

4. Look at the Analysis of Data for Accreditation Report and inclusion of obligations for DE and identification of weaknesses in DE

**ADJOURN 2:05**  
**NEXT MEETING: Wednesday, Oct. 7, 2015**