Distance Education Committee (DEC)
January 27th Meeting Minutes
Location/ Time: Imiloa 122 from 1pm – 2:30pm

Present: Navtej Singh, Jody Storm, Elizabeth Ratliff, Michael Tom, Ross Langston, and Jamie Boyd
Absent: Kaahu Alo
Excused: Sam Craddock and Audrey Badua,

Meeting Call to Order at 1:10pm

Discussed/Action Items:

- December 2nd meeting minutes were approved as circulated. [Ross 1st, Jody 2nd]

- Since there is no mechanism in the charter for filling vacated positions during the term, the committee unanimously appointed Hongwei Li as Division II representative to replace Sam Craddock. Johnny will inform Hongwei about this decision. [Ross 1st, Elizabeth 2nd]

- Membership for next year: Committee charter call for annual membership renewal. The committee decided to go through the membership process for next year sooner so that people can plan their Fall 2015 schedule. Johnny will send out an email to wcc-facstaff asking for nomination for two online instructor representatives, one division I representative, and one for division II representative by this Friday. Nomination request will be open for one week. Elizabeth and Mike Tom will handle the voting process. Jamie will meet with Mike Moser to determine CTE representative. Johnny will communicate with Mike Doi for student service representative.

- It was recommended that instructors should allow all students to take their exams at any testing center within UH system for online course unless there are physical limitations. Elizabeth is developing guidelines for online teaching to post at WCC website and she will include this recommendation in this document.

- Ross, Elizabeth, Mike, and Kaahu will server on Online Data Sub-Committee (ODSC) to examine available and gathered data from Office of Institutional Research on online learning. The subcommittee will organize and analyze this data and share their findings/recommendations at February 24th meeting.

- Jamie, Johnny, Audrey, and Jody will serve on Distance Learning Strategic Plan Sub-Committee (DLSPSC) to prepare a draft document. Johnny will invite Ardis to this subcommittee, so that she can provide administrative prospective. The committee will share updated version of the draft at March 17th meeting.

Meeting Adjourned: 2:15pm