Distance Education Committee (DEC)
Minutes for February 24th Meeting
Location/Time: Imiloa 122 from 1pm – 2:30pm

Present: Navtej Singh, Jody Storm, Audrey Badua, Michael Tom, Ross Langston, Jamie Boyd, Hongwei Li, Alex Parisky (proxy for Elizabeth Ratliff)

Absent: Kaahu Alo

Meeting Call to Order at 1:06pm

Discussed/Action Items:

• The January 27th meeting minutes were approved as circulated

• Dr. Hongwei Li was welcomed as the Division II Representative

• Member Nomination, Election, and Selection Process for next year’s Distance Education Committee. There was no Division 1 representative nominated. Audrey Badua agreed to continue on as the Division 1 representative. OCET Director Mike Moser appointed Dr. Jamie Boyd to continue as the OCET representative.

• Nominations that fulfilled one category were accepted for next year. Candidates fulfilling multiple categories were assigned as best fit. Members for next year:
  Division I: Audrey Badua
  Online Instructor: Allison Beale, Alex Parisky
  Division II: Hongwei Li
  Student Affairs: Kaahu Alo
  OCET: Jamie Boyd
  Computing Services: Mike Tom
  Administrator: Mike Tom (interim)
  Chancellor appointed: Jody Storm (pending chancellor’s approval)

The new members will be invited to the last meeting at which time the chair will be selected.

• Distance Education Data Analysis and Recommendations (Ross, Elizabeth, Mike, & Kaahu). Ross reported on the proposed data that will be requested:
  o Number of classes taught in Face to Face (f2f) and online.
  o Enrollment (online vs. f2f)
  o SSH (Student semester hours)
  o Class size
  o Fill rate
  o Percent taught by lecturer vs. fulltime faculty
  o Percent of successful completion (by department)
  o Retention rate
  o 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

Mike Tom to request the data from IR. The data needed should be for f2f and online, by semester (and by class if possible) for the past 5 years. The target date to have the data available is March 11th. It is noted that this is not a onetime request, but rather an ongoing request.

- WCC Distance Learning Strategic Plan Draft (Jody, Johnny, Audrey, & Jamie). The subcommittee will be meeting today and will report back at the next Distance Ed meeting. They agreed to share their work with the Vice Chancellor to seek further guidance.

- Other Business / Suggestions Box Comments
  - Mike Tom reported that the increase in enrollment at WCC is mainly due to the increase of enrollment in online courses. The percent of students from other campuses taking online courses at WCC has increased from approximately 25% to 31%. The increase in enrollment has financial implications, as it will increase our chances of receiving any requested funds. A possible focus for the committee would be to increase the number/variety of online courses offered at WCC. A suggestion would be to facilitate f2f instructors with low enrolled courses to switch to an online course, or switch to a piggyback course with the option to view recorded lectures via Illuminate (Blackboard Collaborate).

  - Alex Parisky volunteered to give two workshops on Blackboard Collaborate: March 3rd and March 5th. Both workshops will be at 1pm. Meeting place TBA.

- Future Meeting Dates, Time, and Location:
  - March 17, 2015 from 1pm – 2:30pm in Imiloa 122
    Note: Jamie Boyd is excused from the March 17 meeting.

  - April 28, 2015 from 1pm – 2:30pm in Imiloa 122

Meeting Adjourned: 2:04pm