Ad-hoc Distance Education Committee

General Information
The ad-hoc Distance Education Committee was initially established at the December 6, 2013 Academic Senate Meeting. In Spring 2015, at the end of the initial two year charge (April 24, 2015 meeting), the committee requested another two year ad-hoc term, with the following charge:

The Hawai‘i Community College ad-hoc Distance Education Committee of the Academic Senate shall research the latest distance education trends and practices and draft a distance education master plan. The committee will propose policies regarding distance education at Hawai‘i Community College to ensure online courses are of quality and meeting standards. Furthermore, the committee will research, discuss, and develop an evaluation tool for peer evaluation of online courses.

The ad hoc DE committee will submit reports on a monthly basis to the Academic Senate. The committee and its functions shall terminate at the end of the Spring 2017 semester, at which time the Senate will review the status of the committee and determine if it should become a standing committee of the Academic Senate.

Membership, Meeting dates
2015-2016 Committee Members:
- Leanne Urasaki (Chair, Academic Support/ITSO)
- Jessica Lerma (Philosophy)
- Larissa Leslie (Counseling) (joined Oct. 2015)
- Violet Murakami (Humanities) (resigned Nov. 2015)
- Cheryl Puntit (Nursing) (joined Oct. 2015)
- Kate Sims (English)

2015-2016 Meeting Dates:
- September 2, 2015
- October 7, 2015
- November 6, 2015
- December 4, 2015
- February 3, 2016
- March 2, 2016
2015-2016 Meeting Notes:

- **September 2015:**
  - The Committee reviewed the work of the previous ad-hoc committee and two of the tabled goals of the previous committee – (1) the development of a peer evaluation tool, and (2) the creation of a system that would ensure the quality of our online classes are meeting federal guidelines.
  - The committee decided to start with the peer evaluation tool to address concerns about the previous draft evaluation rubric developed by a previous Ad-hoc Distance Education Committee and maintained by ITSO (Instructional Technology Support Office) in 2012. Concerns included that it focused too much on the build of an online course, and not enough on the teaching of the course, and also that it was too comprehensive and daunting to complete.
  - Note: We lost several members from the previous ad-hoc committee and made an announcement in the September Academic Senate meeting that we’re looking to add several people to the committee.
  - Next Steps - Each committee member to research three sample evaluation tools and document what they like and don’t like about it.

- **October 2015:**
  - The committee discussed the researched evaluation tools.
  - The committee determined the focus (scope) and function of this new tool – for peer evaluations (that would most likely be used for dossiers). The committee also decided to have the focus of the tool be to evaluate the quality of the teacher’s attentiveness and effectiveness in teaching the online class, and agreed that a second tool (similar to the rubric being used currently) would continue to be available and used to evaluate the structure/build of the online class.
  - Note: Larissa Leslie (Counseling) and Cheryl Puntill (Nursing) have joined the committee.
  - Next Steps - Committee members will do a thorough review of the samples.

- **November 2015:**
  - The committee identified qualities, characteristics and features of tools that we felt we wanted in our tool.
  - Note: Violet Murakami resigned from the committee.
  - Next Steps – A first draft of our tool will be developed and shared at the December meeting.

- **December 2015:**
  - The committee reviewed the draft tool, provided feedback and recommended revisions.
  - Next Steps – After revisions are made, several committee members will trial the tool and report findings at the next meeting.
February 2016:
- Committee testers reported findings, and additional revisions were suggested.
- Next Steps - A second round trial of the tool was scheduled with all committee members, findings will be reported at the next meeting.

March 2016:
- Committee testers reported findings, and final revisions were suggested.
- The committee decided that the draft peer evaluation tool was ready for a large-scaled trial and feedback from the Senate.
- Next Steps – Present draft tool to the Senate at the March Senate meeting, at which time ask for volunteers to help further test the tool and provide feedback.

Next Steps for Committee (2016-2017):
- Continue to test the draft peer evaluation tool and solicit feedback from volunteers.
- Finalize the tool and submit to the Academic Senate for endorsement.
- Research and recommend a system to the Academic Senate that would ensure the quality of our online classes are meeting federal guidelines.