

Distance Education (DE) Committee Academic Senate Meeting Report

March 14 th, 2018

Submitted by Kate Sims, Co-Chair

The current committee membership includes:

- Leanne Urasaki, Co-Chair
- Kate Sims, Co-Chair
- Carrie Butler (BEaT)
- Elizabeth Shaver (replacing Donnalyn Kalei) (SSCI)
- Kuulei Kanahale (HUM)
- Cheryl Puntil (NURS)

The DE Committee met on March 13th, 2018. The next meeting is April 17th, 2018.

Announcements:

Leanne shared updates regarding UHCC Online Degree Pathways (completely online AA programs aligned to specific 4 year degrees) that will consist of 5 wk classes offered by faculty across the UHCCs. VCAAs to create a system schedule of classes, and identify instructors who will teach these courses. Instructors will be required to participate in PD, use templates, follow guidelines, etc. Home campus will be determined by student's geographic location.

Discussion:

1. Preparing for Accreditation by Formalizing our Policies and Practices:

The final revised modification of **Policy 5.200: Distance Education** (which now incorporates the DE Committee's former **Policy for Online Course Scheduling and Quality Assurance**) was forwarded to EPC. (The previous version was presented at the Feb. 23rd Senate meeting as a "First read." It was discussed and David Tsugawa from the Educational Policy Committee then sent it out to the campus for comments via email listservs. Based on feedback from faculty as well as the Chancellor, the content from the policy was added to an existing DE policy (HAW 5.200). The DE Committee members were given the chance to make further comments on the revised draft. A revised version of the policy was then re-sent to EPC as an update to that policy. They reviewed it on 3/16/18 and made minor changes. It will be on the agenda for the March 23 Academic Senate meeting. [Here is the revised Policy 5.200, which will be sent to the Senate for the March 23rd meeting.](#)

2. What are we defining as a hybrid course?

We revised the Hybrid Definition document. Next Steps: Leanne will create copies of the hybrid doc with commenting access for committee members to share with their departments for feedback.