

**Distance Education (DE) Committee Annual Report to the Academic Senate**  
**AY 2017- 2018**

Submitted by Kate Sims, Co-Chair

The committee membership and attendance this year:

	10/12	11/2	12/7	1/23	2/13	3/13	4/17
Leanne Urasaki (GSSS) Co-Chair	X	X	X	X	X	X	X
Kate Sims (ENG) Co-Chair	X	X	X	X	X	X	X
Carrie Butler (BEaT)	X	X	X	X	X	X	X
Elizabeth Shaver (SSCI Spring 2018)				X	X	X	X
Donnalyn Kalei (SSCI Fall 2017)	X						
Kuulei Kanahale (HUM)							
Cheryl Puntil (NURS)	X	X	X		X	X	X

**Meeting dates:**

- October 12, 2017
- November 2, 2017
- December 7, 2017
- January 23 2018
- February 13, 2018
- March 13, 2018
- April 17th, 2018

Co-Chairs reported to the Academic Senate in October, November, January, February, March and April.

**Actions:**

1. In addressing a need identified during the accreditation self evaluation process, the DE Committee updated the [DE Policy \(HAW 5.200\)](#). The revision passed through the EPC and then the Senate on March 23rd. This policy now identifies important practices for DE classes, including
  - a. how the College decides which classes to offer online,

- b. who will be able to teach online classes,
  - c. how online classes will be scheduled, and
  - d. how the College will evaluate and monitor online classes for quality, as well as how they meet national and accreditation expectations.
2. The DE Committee discussed and updated the definition of hybrid courses at the college.

**For next year:**

1. Develop and propose a policy that defines what a hybrid class is.
2. Evaluation of online classes
  - a. DE Committee members to become evaluators, Quality Matters trained?
  - b. Evaluation tool used?

**Committee membership 2018-2019:**

3. Kate, Cheryl, Carrie, Elizabeth, Leanne will continue. Other seats are not committed and will be advertised via Senate. **Needed: representatives from Math/Science, HUM, A.T.E.**
4. Committee chair 2018-2019: Leanne is stepping down; Kate will chair with Cheryl as co-chair