

Distance Education (DE) Committee Annual Report to the Academic Senate

AY 2018- 2019

Submitted by Kate Sims, Chair

The committee membership and attendance this year:

	9/25	10/23	11/20	1/24	2/21	3/28	4/18
Kate Sims (ENG) Chair	X	X	X	X	X	X	X
Carrie Butler (BEaT)	X	X	X	X	X	X	X
Camille Hernandez (NURS)	X	X	X	X		X	X
Josh McDaniel (MNS)	X	X	X	X		X	X
Leanne Urasaki (GSSS)	X	X	X	X	X	X	

Meeting dates:

- September 25, 2018
- October 23, 2018
- November 20, 2018
- January 24, 2019
- February 21, 2019
- March 28, 2019
- April 18, 2019

Actions:

1. We began the year by preparing for accreditation and answering questions regarding distance education on our campus from the Accreditation Team, which meant informing new members what the D.E. Committee does and about policies and guidelines that the committee has been involved in creating/modifying for Senate.
2. We reviewed, revised, and brought to Senate a modified definition of what our college considers a "hybrid" class. This was approved at the November 30th Academic Senate meeting and was posted in two places on the Hawai'i Community College website: [DE Webpage](#) and [Faculty/Staff Resources page under Teaching Resources](#):
 - a. <https://hawaii.hawaii.edu/sites/default/files/assets/faculty-staff/docs/definitions-for-online-and-hybrid-courses.pdf>
 - b. <https://hawaii.hawaii.edu/de/what-is-de#types-of-de>

3. The D.E. Committee worked on developing a new Online Evaluation Rubric. To do this, we modified a tool that is used at Mau'i College, trialed it, modified it again, and then sent it out to everyone in the Academic Senate through department chairs, committee members and e-mail to the general faculty. After feedback and revisions, we brought the evaluation tool back to the Senate for approval in April.
4. In the March meeting of the Academic Senate, a motion was made to have the D.E. Committee create a [HAW 5.200](#)-type document for vidcon classes, including discussion of training, protocols and types of classes taught in this mode. Discussion has started but will be continued next year.

For next year:

1. Develop a [HAW 5.200](#)-type document for vidcon classes, including discussion of training, protocols and types of classes taught in this mode.
2. Further development of a variety of evaluation tools for different purposes.

Committee membership 2019-2020:

1. Leanne, Kate, Carrie, Josh and Camille will continue. Other seats are not committed and will be advertised via Senate. Open seats: SocSci, HUM, A.T.E.
2. Committee chair 2019-2020: Carrie Butler