

Distance Education Advisory Committee (DEAC)  
Friday, September 25, 2009  
1:00 PM – 2:00 PM  
Building 7, Room 101 Conference Room

Present: Bill Becker (ITC), Ross Egloria (Assessment), Gregg Gruwell (Cable Production), Ralph Kam (UC), Miles Nakanishi (DE Faculty), Pat Patterson (DE Faculty), Jan Petersen (DL), Marcia Roberts-Deutsch (ALO), Stefanie Sasaki (Library), Wayne Sunahara (Disabilities), Jonathan Kama Wong (NHC)

Unable to attend: Charlie Anderson (Student Services), Jon Blumhardt (EMC)

Welcome

Jan convened the meeting, and members introduced themselves.

Chairperson and Recorder Selection

Last year's Chair Jan Petersen volunteered to be the Recorder, since last year's Recorder Cynthia Smith is on leave. With no other volunteers or nominations, Jan will be the Recorder by acclamation. Jan thanked Pat Patterson for agreeing to serve an additional year and noted that she and he had been working with Cynthia during the summer on DE accreditation issues. Since Pat will be assisting the committee with the completion of the DE Faculty Handbook and the DE Assessment Plan, Jan nominated Pat Patterson to be committee chair. Marcia Roberts-Deutsch seconded, and Pat was elected as Chairperson.

Prioritization of Agenda Items

Jan listed Old Business items from last year:

- DE Faculty Handbook
- Assessment Plan
- IT Governance

Bill Becker is currently taking the exam to be certified as a CIS auditor and will keep the committee updated regarding IT issues.

Pat Patterson will send out the link to the draft of the DE Faculty Handbook. All members should review and comment by the next meeting. Marcia noted the need for a DE Student Handbook. She relayed that the Dean of Student Services noted a high number of DE students who were not aware of the tuition refund deadlines. The committee will look into ways to publicize via print, online, and faculty. There is also a new task force on student orientation.

Marcia asked that the accreditation issues be moved to the top of the committee's priority list. All members should read the accreditation Midterm Report by the next meeting. Ross Egloria noted that assessment of DE classes should not be limited to only knowledge surveys and that other options will need to be discussed.

Ralph Kam stated that the Substantive Change requests for the FIRE and A.A degree programs via distance have been approved. For the future, perhaps Early Childhood is the next program that needs to prepare a Substantive Change request. Also, a Program Change Request (PCR) for a web support position needs to be resubmitted as a budget item. The earlier requests no longer apply.

Jonathan Kama Wong noted that the faculty development Lualima Series on campus is occurring now. He also mentioned that there is a USDA grant that will provide technology and DE support in 3 areas:

- 1) an online synchronous platform for a virtual classroom through Elluminate, through a partnership with UH-Manoa's College of Education
- 2) a voice thread a synchronous platform that will allow faculty to post lectures
- 3) Soft Chalk, a web development platform that will assist faculty with web site construction

The next meeting is scheduled for Friday, October 22, same time, same place.

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Jan Petersen, Recorder