

Distance Education Advisory Committee Meeting
Friday, October 23, 2009
1:00 PM – 2:00 PM
Building 6, 101 Conference Room

Present: Bill Becker Ross Egloria, Ralph Kam, Miles Nakanishi, Pat Patterson, Jan Petersen, Marcia Roberts-Deutsch, Stefanie Sasaki, Wayne Sunahara, Jonathan Kama Wong

Unable to attend: Charlie Anderson, Jon Blumhardt, Gregg Gruwell

Pat Patterson, DEAC Chair, opened the meeting at 1:10 PM.

Announcements

Marcia Roberts-Deutsch asked for the clarification of the terms DL and DE. Jan Petersen explained that the UH System uses DL for Distance and Distributed Learning in its policy, Jan's official job description title is DL for Distance Learning Coordinator, and WASC uses DL for Distance Learning for accreditation purposes. The UH System uses the more widely-understood DE for Distance Education for all operational, internal, and external communication purposes, especially for students and campuses, hence, DE for this committee.

Jonathan Kama Wong announced that there is a new Title III technology grant that has purchased the use of Elluminate, a synchronous, teaching platform, which can be used with and archived through Lulima. There will be a demonstration in B7-420 on Thursday open to anyone interested. The demo will also be recorded and rescheduled again if there is a demand. Kama is looking for interested faculty to pilot Elluminate for Spring 2010. Interested faculty should contact Kama for paperwork processing. Pat Patterson volunteered. The grant goes to 2011, and HCC has piggybacked with the UH College of Education, for \$25,000 per year, no limit on participants. Bill Becker stated the need for participants to understand that this is a 2-year pilot, and Kama asked to DEAC to participate in the evaluation of the activity. Bill suggested adding it to the IT Service Plan.

In response to concerns that Marcia shared at the last meeting, Jan Petersen showed a handout of important registration and tuition refund deadlines that she found available at the Records counter. She will put that information up at the HCC web site. The information has to be updated each semester.

Jan announced a change in the procedures for the DE Review Board approval process, and she asked for the endorsement of the DEAC. During the schedule-building periods of the Fall semester and Spring/Summer semester (6 to 8 weeks), only courses with PRIOR DERB approval will be allowed to be scheduled. Courses with PENDING DERB approval will no longer be scheduled into the Banner Schedule of Classes. She gave an explanation of the complex logistics and awkward time constraints that are currently putting pressure on the integrity of the process and jeopardizing the validity of the process in terms of accreditation. Marcia motioned to endorse, and Ross Egloria

seconded the motion. The DEAC unanimously endorsed the change in procedures. Ralph suggested that all departments identify and encourage faculty and lecturers to be DE ready, especially in cases like the enrollment surge that occurred in Fall 2009.

Old Business

DE Handbook

Pat will post both draft versions on the DE HCC Intranet and asked all committee members to spread the word and return feedback by December 13. Certain sections have nothing yet or need more information: sections 3, 1.E.5, 4C, 2.A.3, and 2.B.6. Bill will look at 2.A.3. Ross will address the academic honesty statement, plagiarism, etc. and send to 4.B. Ralph suggested that the handbook standardize and consistently use the spelling of "Web site". Jan will send Pat the DE Review Board list of recommendations for DE syllabus preparation. Pat will notify DE faculty. Jan will ask Jerry Cerny to put a new DE link on the Faculty Development page once the handbook is finalized.

Assessment Plan

Pat proposed that someone review data and draft a summary assessment. Jan suggested that the DEAC start with some data analysis of the existing set of DE student surveys of the DE program. Ross volunteered to bring draft narratives of the program analysis to future meetings. The committee agreed that the analysis should emphasize the strengths of the program, and possibly include student demographics, retention and persistence. Ross will work with Steven Shigemoto, IRO.

Marcia announced that the campus should hear from AACJC by January at the latest and that the campus should set a framework now for the next accreditation visit in 3 years. Ralph noted that a lot of strategic planning and funding is based on program review.

Ross informed the committee that good assessment takes time and is about coordination. While assessment of satisfaction outcomes (of specifically DE) as well as indirect assessment outcomes (knowledge surveys) are good, an assessment of direct knowledge (course stated SLOs) need to be coordinated between face-to-face (F2F) and distance education (DE) instructors. All instructors, regardless of modality, should be using the same standardized course SLOs as the basis for what is being taught in the course. In order to determine if F2F and DE are comparable, a common assessment instrument/technique/process should be devised so that the student learning in the course can be measured (and thus the modalities of F2F and DE can be compared to each other). In order to devise the common assessment, a great deal of coordination must take place between F2F and DE instructors. For example, take English 100 that uses a research paper as their "culminating" assignment. The research paper should utilize all of the various skills that the student has learned and practiced throughout the semester. Using samples of research papers from students in both modalities (F2F and DE) with names and instructors removed from the papers, then devising a common rubric from which to judge certain criteria (based on course SLOs), and then using a panel (of both Language Arts experts and laypeople) to score the rubric is one example of how an assessment plan

is devised and carried out. Another example is Math 100. Regardless of the modality the course is taught in, there are certain skills that students should have learned as stated in the course SLOs. A common assessment can be devised such as using the same questions (that are directly tied to specific course SLOs) on quizzes, midterms, and finals and then gathering the responses from those questions and comparing the results in order to compare the F2F and DE modalities. The difficult part is not in developing how to do the assessment or coming up with a plan. The difficult part is in the coordination of getting the F2F and DE faculty together to be able to discuss the plan, implement it, and then reconvene to discuss the results. Ross can help with this but needs help in getting all of the faculty members together to begin this discussion. Ross also pointed out that assessment on this scale is very labor and time intensive and is not done every year (for example, do 1/5th of all courses one year, then the 2/5th the next, etc. until 100% of all courses are done and then we start all over again in 5 years). The discussion was tabled for a future whole meeting.

IT Governance

Bill reported that an IT Task Force has been formed and that Jonathan Kama Wong is in charge. Bill Becker, Pat Patterson, and Miles Nakanishi are on the committee. There is no update of the progress yet.

Marcia reported on problems surrounding SurveyPro, the primary assessment survey instrument used by Liberal Arts, the Focus Boards, and Distance Education. SurveyPro 2 was fine. SurveyPro 4 will not be supported by ITC, and there are plans to switch to eCafe. Marcia, Language Arts, the Div Chairs, the UC Dean, Ross, and David Fink, will meet on the issue. ECafe cannot produce aggregate reports and will not accept transfer of data and reports from Survey Pro. ECafe is only good for end of semester course evaluations. Marcia asked for clarification from IT of the direction for SurveyPro. In the meantime, David Find is using Zoomerang as a replacement this semester, and General Education hallmarks have been added to many surveys. The eCafe campus representative is at UH Manoa and is supposed to coordinate with various departments. ECafe will only allow for 6 open-ended questions to be added. Jan will check with Campus Distance Coordinators. This is a critical problem for DE and for the campus. Marcia moved that DEAC ask that this issue be moved forward. Ross seconded. The motion was carried unanimously.

The next meeting is scheduled for Friday, December 4 same time, same place. The meeting was adjourned at 2:18 PM.

Jan Petersen, Recorder