1. **Rolling Plan** – Paula will work with the MSG and the Campus DL Coordinators group to update the annual Rolling Plan. Programs tentatively ending in 2005 or 2006 include: BA English, Cert. in Substance Abuse, Hawaiian Studies, Cert. Hawaiian Medium, IMED, COE Early Childhood, MSW (Maui).

2. **Survey of MSG Responsibilities** – A survey was taken of MSG members in March to determine MSG’s role in light of organizational changes that have occurred during the last couple of years. The MSG does not report to the DLAC, but remains a group that supports the administration of distance learning under the guidance of the OVP APP. The MSG concluded that DLAC is a policy level group and groups, such as the Campus DL Coordinators Committee, are an operational level group.

- The MSG members agreed that the following are MSG responsibilities:
  
  1. Work directly with the academic programs to coordinate systemwide support of distance delivered programs and support services.
  2. Receive proposals from programs planning to offer statewide distance delivered programs.
  3. Receive requests for systemwide ITV resources and determine allocation of resources for statewide delivered programs.
  4. Review ITS schedule of ITV classes and approve the schedule for each semester.
  5. Identify important distance learning data reports and fields of information in data systems.
  6. Generate reports, such as the annual fall enrollment report and the annual Rolling Plan of programs offered.
  7. Report on distance delivered courses and programs and implementation, administration, and coordination issues.
  8. Propose revisions to the Distance Learning policies.

- The MSG members agreed that the following are NOT MSG responsibilities:
1. Identify statewide higher education programs that can be delivered via distance delivery. DISCUSSION: the University Center directors should take the lead on determining coordinated neighbor island higher education needs. They could initiate recommendations with the Council of Chief Academic Officers to determine statewide need and priorities. The MSG could then work with academic programs to coordinate systemwide support of the program delivery and services.

2. Receive proposals from programs planning to offer distance delivered programs primarily out of state.

3. Analyze projected program and enrollment growth. DISCUSSION: this is the responsibility of the academic program which may want to work with University Center directors.

4. Examine status of online services. DISCUSSION: The MSG may advocate on-going development of online services, but other groups, such as the CCDOSS and Council of Student Services Officers should take responsibility for this effort. It might be that the MSG recommends a specific online service to the group that is responsible.

5. Determine receive site needs. DISCUSSION: Although receive site needs may be brought to the attention of the MSG, the responsibility for the receive sites lies with the academic programs and campuses. The Chief Academic Officers and Council of Chancellors should take responsibility for the sustainability and growth of receive site (UH Centers, Education Centers) resources.

3. Program reviews and updates

- **UHM COE** – guest Paul McKimmy introduced Xu Di, the recently appointed Assistant Dean of Academic Student Services in the College.

  1. Confirmed that the **PostBacc in Secondary Ed** will not need fall semester ITV slots. If needed in the future they will request. There are 26 students statewide.
  2. **M.Ed in C&G Voc Rehab** – requesting on-going Friday afternoon ITV slot beginning spring 2006. This slot will be shared by two courses. **MSG approved pending site confirmation.**
  3. They are still having difficulties securing approval to purchase ITV equipment for the Kauai facility. Molokai is done. Lanai is pending.
  4. Teacher prep students will be required to purchase laptop computers. Will start with cohort after fall 2005 at UHM.
  5. Paul is exploring **Elluminate** conference, class software. He will invite to a demo. ITS has been looking at BreezeTime. Another product is HorizonLive.

- **UH Hilo**
1. **MA Hawaiian Studies** will not continue after next year. They were supported by a Title III grant.

2. **BA Psychology** is requesting the same Saturday and T,Th slot (11-12:15) spring 2006 – spring 2008 for the on-going program. MSG approved pending site confirmation.

- **UH West Oahu**

  1. **BA Social Sciences** w/ concentration in Early Childhood Education – notice of intent to begin fall 2006, but no specifics at this time.

  2. **Certificate in Substance Abuse and Addiction Studies** – Melinda announced on-going offering through summer 2008. Courses are predominantly online.

- **UH Mānoa**

  1. **School of Public Health Maternal and Child Health Certificate** – requested 1 slot, preferably Wed afternoon, beginning spring 2006. MSG approved pending site confirmation.

  2. **BS NREM in CTAHR to Maui only** – will use Polycom

  3. **LIS** – requesting a 2nd slot in addition to their Saturday slot. MSG approved a Tuesday slot pending confirmation of availability.

  4. **School of Travel Industry Management** is developing a MS to Singapore that will have online and F2F courses, and an online grad certificate in Supply Chain Management.

  5. **NIMBA – Kim Fujiuchi** reported that the next cohort will start in spring 2006. They are not planning on using ITV, but rather Polycom videoconferencing, 6 pm – 8:45 pm. [Receive sites need to confirm availability of systems for days and times needed.] Kim is working with Royd in ITS. Kim will work with Center directors to hold interest meetings in their communities and to do marketing. They currently have a list of almost 100 names. Most on Maui. CBA will provide student assistants at each site, a TA to assist faculty, Nov. 1 application deadline. GMAT will be required. Tuition rate -- $454/credit, plus small fee. There may also be a student fee of about $250/year.

  6. Masters in Human Resources has 10 students in the program.

- **Kauai CC** – offering Spanish 201 and 202 online.