DOIS/ADOIS MEETING ON DISTANCE  
February 1, 2002, Noon – 4 pm  
Chancellor’s Conference Room

ATTENDING:
Bernadette Howard  Harry Kawamura  Carol Pang  Mike Pecsok  
Jan Petersen  Suzette Robinson  Helen Sina  Cynthia Smith

QUESTION: What courses will be listed on a rolling 2-year schedule available on the UHCC website and in print?
DECISION: A general template of AA requirements covering Fall 2002, Spring 2003, Summer 2003, Fall 2003, Spring 2004 and Summer 2004 will be sent to all the campuses by next week. Campuses will fill in distance courses (and technology) which they will offer during these 6 semesters. This listing will be completed by the campuses by 2-21. Qualifiers will need to be developed as well as an unwritten campus commitment.

DECISION: Cynthia/Jan and Bernadette will send Gayle the evening course disclaimer verbiage.

Discussion included:
- Do we want/need a 2-year schedule?
- Development of courses should be course-based instead of instructor-based.
- Drawback would be that instructors may not be guaranteed that they would teach the course they developed. It is also difficult for another instructor to step into and teach a distance class someone else has developed. A standard and mentoring with experienced distance faculty is needed here; for example one of the overwhelming issues a new distance instructor faces is the tremendous amount of email.
- How do we scale courses? Haw CC offers faculty a 2cr overload for more than 40 students in primarily HITS classes. Distance courses that qualify for this 2 cr overload are Asian Studies, History 151, 152 and Phil 110.
- How will we address low enrollment? F2F classes are cancelled; usually distance courses are not.
- What are the budget concerns to guarantee a course?
- There seems to be a trend away from ITV. More internet courses need to be developed, especially if we are considering going out of state.
- Definitions needed to be clarified:
  - What IS a Rolling 2 Year Schedule?
  - What is Paula counting for Distance?
  - What does policy say?
- If we want to develop a 2-year schedule and common calendar, we need to check what has already been set by campuses (e.g., the Hon CC calendar has been set through Spring 2003).
- Presently the system seems to be faculty driven, is it time to change the culture and switch to a more program-or student-driven system?
• How will Mau CC’s switch to a tri-semester (3 even sessions over 12 months) by Fall 2003 affect this rolling 2 year schedule?

**QUESTION:** What will be the academic calendar so that registration dates and add/drop dates are the same throughout the UHCC system with other dates occurring within a “window?”

**DECISION:** Deferred to the Feb 7 meeting of the DOIS and DOSS.

**QUESTION:** What are the courses for which enrollment can be scaled?

**DECISION:** Discussion will continue at the 2-28 meeting.

**DECISION:** Helen will set up a FIGS/DOIS meeting to discuss scaling of enrollment.

Discussion included:

• Scalability can be identified as an expandable cap. Presently we seem to adjust upward. How about downward? Can we consider students instead of classes? Is workload for certain classes an issue? Which classes require more work by the instructor?

• Work out with FIGS scalability for distance classes. Perhaps this could be an Excellence in Ed topic?

• Review Board Policy on workload.

• Check how this issue is handled by each campus.

• How is a shared lecturer paid for a lab? For example, a teacher is given 2 credits for the same course that KapCC gives one credit.

• Campuses and faculty can come to an agreement.

• Students are aware that too many students in a class results in less time with the instructor.

**NEXT MEETING:**
2-28, 2:00-4:00pm, Chancellor’s Conference Room

**Agenda Items:**
• Review AA Chart
• Discuss common dates from DOIS/DOSS meeting
• Scalability of courses

**Other Concerns:**
• Differences in course pre-requisites
• Residency requirement
• Science labs liability
• Systemwide consistency of admissions and academic policies