# DOIS/ADOIS MEETING ON DISTANCE

Thursday, February 28, 2002; 2:00 – 4:00 pm
Chancellor’s Conference Room

## ATTENDING:
Harry Kawamura  
Ramona Kincaid  
Louise Pagotto  
Carol Pang  
Jan Petersen  
Suzette Robinson  
Helen Sina  
Cynthia Smith  
Stacy Thomas (for Bernadette Howard)

## AGENDA ITEM DISCUSSION ACTION/RECOMMENDATION

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| 1. Review Tsunoda Memo | • For the Common Academic Calendar: What will happen if we move from a 15/14 week semester? What about tri-semester?  
• There’s a need to code and track students to benefit faculty and data collecting. How are you counted if your home campus is HawCC and you live and take the class on Oahu? | • On Quotas: Keep slots and open before classes begin. Once there is a Common Calendar, it will be easier to move to first come first served. |
| 2. Review Feb 1, 2002 Meeting Notes | | • Approved with minor changes. Final copy will be sent to all DOIS/ADOIS and posted at the 3D’s website. |
| 3. Look at ways to include any campus not attending in decision making? | • Send agenda and handouts to all? At Kapiolani, send to M. Tagawa, M. Lee, C. Hoshiko and L. Pagotto. (For distance issues, send to M. Tagawa and L. Pagotto.)  
• Preset the meetings?  
• Meet by distance? Difficult to schedule. | • Send agenda and handouts out to those that aren’t able to attend.  
• Meetings set for:  
  Wed. March 27 9-4 pm  
  Thur. April 18 9-4 pm  
  Thur. May 23 9-4 pm  
  Gayle will confirm location |

### FOR YOUR INFORMATION:

4. No printed Schedule of Classes by Distance. | Is your campus putting in distance offerings from other campuses in your Schedule of Classes?  
HawCC is already at the printer-no.  
KapCC lists their offerings and refers all others to UHCC.e-learn.  
KauCC lists all other campuses. |  |
### 5. Chart-UHCC Distance Courses Offered & Enrollment for 2001
- Information gathered for a request by Outreach College. The internet count needs to be double checked with Paula. Is it enrolled or completed numbers?
- Gayle will check with Paula and advise the group.

### 6. Science labs and liability to be a topic at Excellence in Education
- Tom Smithwick (KauCC) will present problems in developing Chemistry + lab online. Someone from UHM General Counsel’s Office is scheduled to field questions on liability.

### 7. Historical review of how courses have been determined. Decisions that need to be made:
1. What needs to be added to the distance offerings to allow students to earn an AA from each campus?
   - How do we work with the unsettled new UHM and UHH cores?
   - What backup system will ensure courses can be offered?
   - Will all students who want a particular course from the basic group be able to take it?
   - How will basic, committed courses be merged with the other courses campuses choose to make available?
   - How will the rolling schedule be posted?
   - Who will post information?
   - Who will maintain the site?
2. Will campuses list the basic distance courses in their Schedule of Classes?
   - What distance AA courses will be available on a set schedule? Will they be available regardless of enrollment?
   - Should we guarantee an AA track if we don’t guarantee for F2F? Chancellor mandated guaranteed distance courses.
   - With budget cuts, why are distance students being accommodated? Can we do a back up for these courses?
   - For the 2 year commitment of courses, one campus asked faculty what they would minimally be willing to offer. That way, if there are limited seats, it’s not any different from what a F2F student encounters with an on campus class.
   - If there are enough on campus students, offer the course on campus. Does this address the student who can’t come to campus? Scalability is one option.
   - Perhaps we need to check statistics of who wanted to take the class but couldn’t because it was full. That could justify any request.
   - At British Open University, there is a development team that develops the course and someone else teaches.
   - Priority registration should be given to students who need the class to graduate (in practice at MauCC and HonCC).
   - If we’re goint to market the AA internationally, we need to develop larger classes. Perhaps we need to modify the “chatting”.
   - The early “pioneers” in developing courses exercise intellectual freedom. It may be difficult to impose best practices, templates, etc.
   - Some welcome the structure – better able to concentrate on pedagogy instead.
   - It should be noted that UHCC distance may be controlled by UHM system. Paula is now reporting to Deane Neubauer. She should have some information.

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Cynthia will send HonCC evening class disclaimers to Gayle.
- Gayle will send the request for courses to KapCC (Louise), HawCC (Harry) and LeeCC (Stacy).
- DOIS to check if their campuses AA can be completed by distance with the committed 2 year courses beginning Spring 2002.
- Gayle and Helen will work on a rolling calendar.
- Cynthia will provide union issues to DOIS. Must apply across the board including F2F.
- Louise to come up with compensation for +10 student formula.
3. Shall we meet with the CDC’s to review mutual concerns?
4. What information should be provided for the meeting to be scheduled with the FIGS on scalability of courses?

- idea of the direction of distance by June/July. Rose Tseng is no longer active in Distance.
  - There’s a moratorium on cable language classes for 1 year. Reasons: scheduling problem for instructor, language by cable not effective, enrollment low from other campuses, dislike “canned” courses.
  - Need to look at the Olelo requirements for language by cable. KapCC offers Japanese by internet and ASL by HITS. HonCC and MauCC will be changing their AA requirements to align with UHM.
  - Technology terminology needs to be standardized.
  - Evening classes disclaimer.
  - Perhaps we could list all the courses on UHCC.e-learn but not all the sections so students would be aware of what will be offered.

| Next Meeting(s) | • Wednesday, March 27 from 9-3 pm, Chancellor’s Conference Rm.
|                | • Thursday, April 18 from 9-4 pm, Chancellor’s Conference Rm.
|                | • Thursday, May 23 from 9-4 pm, Chancellor’s Conference Rm. | • Agenda items for 3/27
|                |                                                                | 1. Work load
|                |                                                                | 2. MQ’s (Stacy to send information from other campuses) |