

Faculty DLAC
February 23, 2012
10:00 am to 12:00 pm

Minutes

Attendees:

Greg Walker - LCC
Dennis Nullet (Geography) - KCC
Eric Engh (English) - MauiCC
Kate Sims (ITSO) - HawaiiCC
Truc Nguyen (CRDG) - UHM
Hae Okimoto (ITS) - UHM
Ross Egloria - HCC
Ryan Girard - KauaiCC
Leticia Colmenares - WCC

Minutes not yet available for review from November 29, 2011 meeting

1. **Updates from DLAC – Truc**

- a. Joanne Itano sent out the chapter 5 Board of Regents policy on Distance Learning. It is at the end of these minutes.
- b. Self disclosure of ADA
 - i. For students to receive special services or accommodations regarding special access to DL materials, they must self disclose to that campus. One campus cannot disclose ADA status to another campus. It must be self disclosure.
 1. Is it possible to students to allow records to be shared rather than duplicating it over and over?
 2. Perhaps we should insert a paragraph of the accessibility office on your campus
 - ii. **Action item**: Ross to send paragraph used at HCC
- c. All campuses shared that they had same student grievance policies for DL students as they did for f2f students. General consensus that a student is a student and should be treated differently just because of the medium of instruction.
- d. Truc has received reports from everyone on observations instruments and rubrics. She needs more time to compile and prepare a report. Will be forthcoming.
- e. Committee charge is forthcoming. Some items of concern are about senator standing and the “appointment” language. Will resolve and Truc will send out soon.
- f. The state agency that takes complaints regarding online courses in Hawaii is the Department of Commerce and Consumer Affairs.

- g. Keep in mind that as we consider some of the issues, WASC accreditation changes all the time also.

2. **Campus Issues**

- a. Financial aid “checks” are becoming increasingly difficult. Instructor needs to verify that student came to class. Some instructors do not know what to do.
 - i. Possible solution is to use site stats? Not necessarily. Dept of Education does not accept site stats. Federal policy says that faculty must give the date when the student last communicated or did work that was directly related to the course material.
- b. E5.204 states that campuses are responsible for their own DL policies for accreditation purposes.
 - i. Eric mentioned that his campus was meeting later in the day. Is there a boilerplate?
 - ii. Kate mentioned that a draft is available in the system-wide DL group that has been working on the Online Learning Strategic Plan. The policies are in draft form.
 - iii. **Action Item**: Kate will send to Committee as they evolve.

3. **University Centers**

- a. Can we create an online test proctoring form?
 - i. **Action item**: Request possibility of developing an online test proctoring form.
- b. Question raised about the burden placed on these centers. Is there data on the amount of work done by the University Centers on behalf of DL/DE courses?
 - i. **Action item**: Truc to ask Joanne Itano. If no data, Faculty DLAC will ask DLAC to craft and administer a survey.

Next meeting to be determined by poll. Likely in April 2012.

This section is from chapter 5 of the BOR policies regarding DL

Section 5-10 Distance Education and Offsite Instruction.

a. In keeping with its established purpose as the state’s sole public University, the University strives to provide quality education and training to meet state needs and provide postsecondary access and opportunity for the people of Hawai’i. To achieve these ends, the University is committed to a vigorous distance education effort and offsite instruction.

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b. Distance education is instruction delivered synchronously or asynchronously using one or more technologies that support regular and substantive interaction

between students who are separated from the instructor.

c. Offsite instruction is instruction offered at a location off campus in which there is direct contact between students and faculty.

d. The University's on-going goal shall be to offer distance education and offsite instruction in Hawai'i at a cost to the student similar to charges for regular on-campus instruction. Applicable nonresident tuition applies unless superseded or supplemented by special credit course or other fees approved by the President.

e. Responsibility for Distance Education and Offsite Instruction.

(1) A fundamental requirement for distance education is that the quality and standards of such courses and programs be comparable in rigor and breadth to similar on campus instructional programs of the University and focus on student outcomes. It is the responsibility of faculty to establish or approve standards that apply to all instructional programs of their campus, and to apply those standards to on- and off-campus programs in the process of program review.

(2) It is the responsibility of the University and campus administration to ensure that distance programs are consistent with institutional role and mission; that there is a planning and evaluation process and academic oversight; that the technology infrastructure and services and associated faculty support are adequate to enable instructional quality; and that there are appropriate processes for verification of student identity. In addition, distant/offsite learners have comparable access to campus services including but not limited to admissions, orientation, financial aid, registration, advisement, tutoring, and library services.

The executive policy on distance learning is located at

<http://www.hawaii.edu/apis/ep/e5/e5204.pdf>