Faculty DLAC
November 29, 2011
10:00 am to 12:00 pm

Minutes

Attendees:
Truc Nguyen (CRDG) - UHM
Ross Egloria - HCC
Greg Walker - LCC
Dennis Nullet (Geography) - KCC
Hae Okimoto (ITS) - UHM
Eric Engh (English) - MauiCC
Kate Sims (ITSO) - HawaiiCC
Ed Coll for Ryan Girard - KauaiCC
Leticia Colmenares - WCC
Joanne Itano (System) - UH

1. **Introductions and Charge to Committee – Truc**
   - Two historical documents
     - UH Distance and Distributed Learning Action Plan, May 8, 2003:
       http://www.hawaii.edu/dlplan/dlplan_final.pdf
     - Reconstituting the DLAC:
       http://www.hawaii.edu/offices/app/aa/cms/dlac.pdf
   - Action Item: Truc to craft a revised charge for the committee

2. **State Authorization issue**
   - WECT Database, http://wcet.wiche.edu/advance/state-approval
   - Essentially need to have three things in place for DL
     1. Get approval to run the DL course from the state in which the student resides
     2. Have a complaint process in place
     3. Have a clear fee and payment structure
   - Action Item: What is the complaint process at your campus? (formal vs. informal), go back to campus and find what the policy says,

3. **Campus Discussion for Faculty About DE**
   - Should there be minimum qualifications to teach a DE course? (self-paced training, end-of-semester evaluations, mandatory peer evaluations, etc.)
   - The assumption that everyone should work from is that DE is NOT THE SAME as a Classroom course. DE is much more heavily scrutinized by external organizations (Federal Gov., State Gov., Accrediting Agencies, etc.) than classroom courses are.

- **Action Item**: Please locate and share rubrics/criteria for DE with everyone, go back to campus and find.
- **Action Item**: Please determine if your campus has an observation form that department chairs can use to evaluate their online instructors.

4. **Faculty Support** –
   - Discussion of Training
     - There is difference between willingness of faculty versus quality instruction
     - We all recognize that teaching online and f2f is NOT the same
     - Dept chairs, who themselves may not teach online, do not know how to assess the effective of another faculty member online
   - Incentives to Teach Online
     - Some faculty shy away from teaching DE
     - More scrutiny
   - University Centers discussion
     - Inconsistency between Test Center Policies (photocopying, mailing, etc.),
     - they do about 60% of the proctoring for online courses
     - Why are there still paper-based exams?
     - In an ideal world, we would expand testing center resources
     - Why do we expect students to authenticate for online courses when we can barely do that for f2f courses?
   - Tools and Substantial Changes
     - Why can't faculty be informed earlier of substantial changes, especially in the middle of a semester?
       - Hae responded that major changes only occur during breaks, never during an instructional semester. Sakai was a 2-year rollout, so ITS tried to keep everyone informed. Not that there are default values about which ITS has no control. So, there are changes we choose and settings over which we have no control.

5. **Feedback on Laulima Student Support site.**
   - Faculty/Student Feedback back to Hae. Send to DE listserv. Maybe add to DE survey.
   - **Action item**: Encourage your faculty to look at Laulima student introductory video. Encourage feedback submission to UH iTS.
   - Can we turn on Laulima course one week prior instead of two weeks prior?
     - Hae responded that it is all or nothing and that ITS has selected 2 weeks after faculty input.

Next meeting to be determined by poll. Likely in January or February 2012.