

# End of Year Report: Distance Education Committee 2015

Chairperson: Brent Hirata

This year the Distance Education committee became a standing committee of the Faculty Senate. The committee has met 8 times and made progress on the following items and initiatives.

- Distance Education list of Acronyms and Definitions:  
Upon the request of the Faculty Senate Chairperson the DE Committee worked on a list of acronyms related to Distance Education. The approved list of acronyms and definitions has been posted on the DE committee blogsite ( <http://blogs.leeward.hawaii.edu/decommittee> ).
- Met with Actionable Improvement Plan (AIP) persons:  
Met with Pete Gross and Helmut Kae to discuss the question of whether online and face-to-face courses at Leeward are assessed by the same SLO's. The response from the committee was that they currently are assessed the same.
- Updated DE questions in eCafe:  
Voted unanimously to include the following question in eCafe "The instructor provided meaningful and regular interaction and opportunities for students to interact with each other."
- Survey for Faculty Feedback:  
The DE Committee thought it'd be beneficial to have DE instructors complete an optional and anonymous satisfaction survey. The DE Committee will examine the results and identify items which the committee needs address. The DE Committee unanimously voted to conduct the survey with qualitative questions. The survey will remain open and active to collect feedback all year round. Results of the survey emailed to all DE Faculty (Feb 18, 2015) can be found here (<https://docs.google.com/a/hawaii.edu/spreadsheets/d/10YslrnfOvkfXINIXgATq3hp75MlybIZScLzO-FyCxQQ/edit?usp=sharing> )
- Incorporated IOTA rubric into DE Peer Evaluation Process:  
Each spring, the DE Committee offers an award called the Innovative Online Teaching Award (IOTA). The judging for this award is based on an extensive rubric. It was suggested that this rubric be used as a guiding document when completing a DE peer evaluation. Doing so would allow each instructor to think about specific DE measurables that they otherwise might not initially consider. The committee also created a process for DE peer evals where faculty member self-evaluates first and

then a peer evaluates, using the IOTA rubric as an addendum. This new procedure was implemented in Spring 2015.

- Innovative Online Teaching Award

The IOTA sub committee reviewed a record 6 applications. The sub committee used the IOTA rubric to evaluate all applications and nominate a winner to the Chancellor. The IOTA winner will receive recognition at the campus end of the year celebration in addition to a cash award. Runners up will receive a memo thanking them for their submission that should include meaningful feedback based on the IOTA rubric. The 2015 winner of the IOTA award is Christina Keaulana for her course ED 283 (<https://www.youtube.com/watch?v=uThq6Jh9BVc&feature=youtu.be>).

A complete listing of all video submissions is available for viewing on the IOTA award website: <http://emedia.leeward.hawaii.edu/emc/innovative-online-teaching-award>

- New Hiring Committee Questions

The DE Committee worked to address the need to have an up to date pool of interview questions asked of people hired to fill positions that may include DE teaching duties. New list of questions was shared with Mike Wong in the hopes of having them approved by Fall 2015.

2014- 2015 Membership: Carina Chernisky, Daniela Dutra Elliott, Christian Ganne, Brent Hirata, Michelle Igarashi, Rachael Inake, Warren Kawano, Karim Khan, Dalybeth Reasoner, Heather Takamatsu, Greg Walker

2014-2015 Note Takers/ Meeting dates (8): Carina 9/29, Warren 10/27, Dalybeth 11/10, Karim 12/1, Daniela 1/12, Michelle 2/9, Heather 3/9, Rachael 4/13

Distance Education Website: The DE committee believes in openness and transparency and therefore posts all approved meeting minutes and agendas on it's blog site.

<http://blogs.leeward.hawaii.edu/decommittee>