



UNIVERSITY of HAWAII®
LEeward
COMMUNITY COLLEGE

DISTANCE EDUCATION COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2018-2019

The Distance Education (DE) Committee serves as the primary voice for the faculty senate in matters of Distance Education on the Leeward CC campus. The committee consists of at least one member from each campus division/unit and one APT representative. The committee has met seven times and made progress on the following initiatives.

New Distance Education (DE) Guidelines and Evaluations

The DE Guidelines and Peer Evaluation was last revised and approved by the Faculty Senate in 2012. In the 2018-2019 academic year, the DE Committee has created new Distance Education Guidelines and Evaluations to reflect best practices and provide faculty a framework for building a quality DE course. The "[Leeward CC Distance Education \(DE\) Guidelines](#)" provide standards for designing a DE course.

Included with the new DE Guidelines is an revised [DE Peer Evaluation](#) Form and new [DE Self-Evaluation form](#). The Self-Evaluation will be completed by DE instructors every 3 years and serve as a tool for ensuring quality DE courses at Leeward CC. The previous DE Federal Regulations self-evaluation has been included in the new Peer and Self-Evaluations. The revised DE Peer Evaluation replaces the previous version and is aligned directly to the new DE Guidelines.

The development of the new DE Guidelines and Evaluations went through many revisions throughout the academic year, obtained the support of the Division Chairs, and was presented for Faculty input at two breakout sessions during the Spring 2019 convocation. The Faculty Senate unanimously approved the new DE Guidelines and Evaluations for adoption at its March 13, 2019 meeting.

DE Faculty Survey

In Spring 2019, the DE Committee created and implemented a DE Faculty Survey to identify the needs of DE instructors. The data has been collected and will be analyzed in the 2019-2020 academic year.

DE Liaison Program

DE Committee members continue to serve as "DE Liaisons" to their respective divisions/units. The goal of this program is to help instructors teaching online connect with campus resources and colleagues and build relationships amongst those who regularly teach online.

<http://blogs.leeward.hawaii.edu/decommittee/de-liaisons/>

Innovative Online Teaching Award (IOTA)

The DE Committee reviewed four applications and used the [IOTA Evaluation 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. Runner-ups will receive a memo thanking them for their submission and highlighting notable features in their courses. The 2019 IOTA winner is Cara Chang, for her course, ENG 100.

<https://youtu.be/ULpG6U4x81Y>

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2018-2019 Membership

Warren Kawano (Business, Chairperson), Brent Hirata (Academic Services - EMC), Rachael Inake (Academic Services - EMC), Michelle Igarashi (Language Arts - English), Tracie Losch (Arts & Humanities), Daniela Dutra Elliott (Math & Science), LeeAnn Egan (Student Services), Karim Khan (Arts & Humanities), Camden Barruga (APT), Annemarie Paikai (Academic Services - Library/LeeCC Waianae), Christy Takamure (Language Arts - Speech), Matthew Egami (Professional Arts & Technology), Kelsie Aguilera (Social Sciences).

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

DE Committee Meeting Dates (Academic year 2018-2019)

- Monday, September 10
- Monday, October 8
- Monday, November 5
- Monday, December 10
- Monday, January 14
- Monday, March 11
- Monday, April 8

Distance Education Website

The DE committee believes in openness and transparency and therefore posts all approved meeting minutes and agendas on its blog site. <http://blogs.leeward.hawaii.edu/decommittee>

Sincerely,



Warren Kawano
Chairperson, Distance Education Committee