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COMMUNITY COLLEGE

DISTANCE EDUCATION COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2019-2020

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, one APT representative, and the campus/EMC DE Coordinator. The committee had eight formal meetings and made progress on the following initiatives:

Website Changes

Kathleen Cabral worked with the EMC and our committee to create a new website for DE instructors. This website replaces iLearn and iTeach. The website contains information and links regarding our DE Guidelines, DE Support, Tools and Resources, our Excellence in Online Teaching Award, and DE Policies and Procedures.

<http://www2.leeward.hawaii.edu/emc/distance-education>

DE Guidelines Self-Assessment Implementation

- Presentations: [DE Guidelines Self-Assessment presentation to faculty senate](#) on 12/6/19, [Convocation](#), and repeats of convocation session on 2/19/20 and 3/3/20.
- The DE Guidelines Self-Assessment is to be completed by online instructors once every three years for each online course taught. All current online instructors have been added to a schedule in which they will complete the DE Guidelines Self-Assessment at some point from 2019-2022. New online instructors will be added into the rotation each year. Instructors who have completed the UH System 5-week Course training and evaluation process for a course can use that evaluation in place of the DE Guidelines Self-Assessment in the 2019-2022 cycle. The UH System 5-week Course training and evaluation process is much more rigorous than the DE Guidelines Self-Assessment.
- In 2019-2020, the first group of online instructors went through the DE Guidelines Self-Assessment Process. 82.5% (33 of 40) in the first group of online instructors completed the DE Guidelines Self-Assessment or UH System 5-week Course training and evaluation. Although not all instructors met the deadline, some instructors expressed that they will complete the self-assessment in the summer.

Excellence in Online Teaching Award (EOTA)

A subcommittee revised the Innovative Online Teaching Award to align with the [Leeward CC DE Guidelines](#). Our award, now called the Excellence in Online Teaching Award, recognizes not just innovation, but all-around excellence in course design and delivery. The theme of this year's award was DE Guideline 5: Interaction. The subcommittee nominated Heather McCafferty to the Chancellor for the 2020 EOTA, as her course design and delivery for AG 100: Hawai'i Agriculture Industry scored high according to the [EOTA Evaluation Rubric](#). Her [application video can be watched via this link](#). The EOTA winner will receive recognition at the campus level in addition to a cash award.

Distance Education Counselor

Leeward CC hired a new counselor, Jordan Lewton, who focuses solely on DE students, primarily students in 5-week online courses.

Collaboration with the EMC on Tech Fun Fridays

In collaboration with the EMC, the DE Committee and the EMC offered a new series of Tech Fun Fridays sessions during the spring semester which were offered completely online and synchronously (i.e. in live time) via Zoom. Topics focused on Distance Education in support of the [Leeward CC DE Guidelines](#), in particular, DE Guideline 5 (Interaction). The nine sessions were recorded and the recordings can be accessed via the Tech Fun Fridays website. <http://www2.leeward.hawaii.edu/emc/tech-fun-fridays>.

DE Faculty Survey

In Spring 2020, the DE Committee implemented the annual DE Faculty Survey to identify the needs of DE instructors. The data has been collected and will be analyzed in the 2020-2021 academic year. As of May 7, 2020, 47 DE instructors responded to the survey.

Response to COVID-19

The value of the DE Committee to our campus community was highlighted in Spring 2020 amid the challenging circumstances COVID-19 created for teaching and learning. As face-to-face courses transitioned to distance-delivery, the DE Committee worked hard to support our faculty, especially those who were new to online teaching. One of the ways in which the DE Committee responded was by deploying our DE Liaisons within each division to serve as a resource and point of contact for instructors as they coped with the abrupt transition to distance-delivery. The DE Committee also worked to support the EMC during these times. Unfortunately, the EMC went into Spring 2020 short-staffed, so the DE Committee pitched-in when asked. The DE Committee helped the EMC facilitate a Google Meet workshop and with their virtual office hours. The positive response to all of these efforts was encouraging.

In May 2020, tasked by administration, the DE Committee worked with the EMC to create "[Baseline Recommended Actions for Distance-Delivered Instruction](#)". These recommended actions will serve as a contingency plan in the event that face-to-face courses may still have to be transitioned online in Fall 2020. These recommended actions aim to guide instructors toward the most essential components of an online course. These recommended actions were created with instructors new to distance-delivery in mind and are not to supersede the [Leeward CC DE Guidelines](#), which would be the next progression for online course design. The intention is that once the recommended actions are properly vetted through the governing bodies, they will be given to the divisions to implement in ways that best suit them. The "[Baseline Recommended Actions for Distance-Delivered Instruction](#)" were brought to the Faculty Senate for a vote on May 7, 2020.

2019-2020 Membership

Warren Kawano (Business, Co-chair), Kelsie Aguilera (Social Sciences, Co-chair), Brent Hirata (Academic Services - EMC), Rachael Inake (Academic Services - EMC), Michelle Igarashi (Language Arts - English), Tracie Losch (Arts & Humanities), Sandro Jube (Math & Science), LeeAnn Egan (Student Services), Jordan Lewton (Student Services), Karim Khan (Arts & Humanities), Camden Barruga (EMC), Annemarie Paikai (Academic Services - Library/Leeward CC Waianae), Cara Chang (Language Arts), and Matthew Egami (Professional Arts & Technology).

DE Committee Meeting Dates (Academic year 2019-2020)

- Monday, September 16
- Monday, October 14
- Monday, November 18
- Monday, December 9
- Monday, January 13
- Monday, February 10
- Monday, March 9

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- Monday, April 13

Sincerely,

Warren Kawano and Kelsie Aguilera
Co-chairs, Distance Education Committee