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LEEWARD
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DISTANCE EDUCATION COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2020-2021

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 seven formal meetings and made progress on the following initiatives:

Leeward Online Learning Orientation Sub-Committee

Jordan Lewton, Leeward CC counselor, chaired this new sub-committee which was formed for the purpose of facilitating the LEE Online Learning Orientation Laulima course site. The course site was strategically designed for UH students, including students whose home campus is Leeward Community College. The content and interactivity of the Orientation provides a general how-to guide and low-risk practice environment for Leeward CC students who are:

1. exploring the option to take an online course(s) through Leeward CC,
2. preparing for online course(s) through Leeward CC, and/or
3. preparing for any course through Leeward CC that relies heavily on the use of Laulima.

In general, the Orientation is set up like an online, asynchronous course. Although the course is open to all students, participation is optional. The Orientation is designed to be interactive, so students are prompted to complete Learning Activities throughout to allow students the chance to practice using Laulima tools such as Forums, Assignments, and more. The members of the LEE Online Learning sub-committee (Brent Hirata, Camden Barruga, Evelyn Wong, and Karim Kahn) served as manual graders. Feedback and points were awarded, similar to how it would occur in an actual course.

In the spirit of continual improvement, the sub-committee met regularly to discuss overall feedback about the Orientation, implementation strategy, and facilitation/grading activities. Jordan Lewton also met with UH Online's public-facing Orientation facilitator and representatives from across the UH system who have implemented the Orientation on their campus/in their program to discuss overall experience, strengths, and opportunities for improvement. The LEE Online Learning Orientation sub-committee will continue to serve under the DE Committee in the upcoming academic year.

DE Guidelines Self-Assessment Sub-Committee

This academic year, we reflected upon how the [DE Guidelines Self-Assessment process](#) went the first time last academic year, made revisions to it based upon feedback, and launched it again this academic year with the second group of instructors to be guided through the process. One point of feedback that was received last academic year was that faculty felt they could use more training on the DE Guidelines Self-Assessment process. Therefore, the Self-Assessment Subcommittee hosted an informational session on Oct. 26, 2020. About 10 instructors attended live.

- [Presentation Slide Deck](#)

- [Presentation Recording](#)

As of the close of this current academic year 2020-2021, 92% of instructors in the first group of instructors to go through the DE Guidelines Self-Assessment process and 74% of instructors in the second group completed the DE Guidelines Self-Assessment or UH System 5-week Course training and evaluation. Rachael Inake chaired the Self-Assessment Sub-Committee and Kelsie Aguilera, Warren Kawano, and Annemarie Paikai served as members.

DE Faculty Survey Sub-Committee

In Spring 2021, 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 2021-2022 academic year. As of May 2, 2021, 50 DE instructors responded to the survey. Matt Egami chaired the DE Faculty Survey Sub-Committee and Cara Chang, Tracie Losch, and Sandro Jube served as members.

Excellence in Online Teaching Award (EOTA)

The Excellence in Online Teaching Award aligns with the [Leeward CC DE Guidelines](#). The award recognizes not just innovation, but all-around excellence in course design and delivery. The theme of this year's award was DE Guideline 6: Assessment. The subcommittee nominated Alyssa MacDonald to the Chancellor for the 2021 EOTA, as her course design and delivery for BIOL 172/172L: Introduction to Biology II with lab 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 by email, in addition to a cash award.

Response to COVID-19

In May 2020, an envisioning group was formed in response to the need for implementing a Covid-19 aware plan for the Leeward campus. The envisioning team requested that key working groups provide recommendations to the Leeward Chancellor, Carlos Peñaloza, and his administration. DE Committee members were invited to serve the following working groups.

- **Technology:** Evelyn Wong served in this group in recommending technological solutions to support faculty and staff in the implementation of the Covid-19 aware plan. The Technology Working Group was charged with inventorying existing campus technology, and then recommending technological solutions to assist the Instruction Working Group to meet their charge. Their final work led to the recommendation of technological resources to support faculty teaching under the constraints of the COVID-19 pandemic.
- **Instruction:** Kelsie Aguilera and Rachael Inake served in this group in recommending safe instructional modalities that abide by CDC guidelines for higher education. The Working Group delivered its final recommendations to the Chancellor and his administration, Division Chairs, and Discipline Coordinators through the presentation: [Recommended Instructional Modalities](#).
- **Campus Services:** Brent Hirata applied his DE experience with UH online learning tools to contribute ideas for campus services to avoid long lines and gathering, such as using [window signs](#) with QR codes and Google Forms for walk-up students to use their mobile devices to “sign up” for a callback time, similar to “take-a-number” (simple, scaleable and socially distanced). Another contribution was to think through and describe a model for using Zoom with a waiting room and multiple breakout rooms to support drop-in online academic counseling. Students’ would have one Zoom session to join then a receptionist would place the student into a breakout room with a counselor for individual counseling. As a whole, the Working Group came up with many thoughtful ideas for the campus service units to consider.

Looking Forward

Next academic year, the DE Committee will continue its current projects in addition to new projects such as:

- Reviewing DE processes to ensure compliance with new federal guidelines and ACCJC policies on distance education.
- Encouraging faculty to transition their “distance-delivered” courses to fully “distance education” courses that align with the Leeward CC DE Guidelines.
- Reviewing and updating the Leeward CC DE Guidelines to ensure they are up to par with current DE best practices.

2020-2021 Membership

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

DE Committee Meeting Dates (Academic year 2020-2021)

- Wednesday, September 16
- Wednesday, October 21
- Wednesday, November 25
- Wednesday, January 20
- Wednesday, February 17
- Monday, March 24
- Monday, April 21

Sincerely,



Kelsie Aguilera and Evelyn Wong
Co-chairs, Distance Education Committee