



UNIVERSITY of HAWAII*
LEEWARD
COMMUNITY COLLEGE

DISTANCE EDUCATION COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2016-2017

The Distance Education committee serves as the primary voice for the faculty senate in matters of Distance Education on the Leeward CC campus. The committee has met 7 times and made progress on the following initiatives.

DE Liaison Program

In order to improve the quality and delivery of DE courses, without creating an approval/certification program, the DE committee has created the DE Liaison program. There is a minimum of one DE liaison per division who will serve as a content specific DE resource for instructors new to online teaching as well as any instructor who wants to improve the learning experiences of his/her students. The DE Liaisons will serve as a bridge to the DE Coordinator, Educational Media Center, and other professional development workshops. The DE Liaison Program has the support of all division chairpersons.

Who Is this Program for?

This program is particularly targeted towards new instructors teaching online, but is open to any instructor wanting to improve his/her students' learning experiences.

Role and Responsibilities of the Division Chairperson

The division chairperson will be responsible for referring DE instructors to DE Liaisons. The division chairperson will also inform the DE Liaison of the referral(s). The referral can come at any time in the semester, but it is preferred that the recommendation be made the semester prior to an online teaching assignment.

Role and Responsibilities of the DE Liaison

The designated DE Liaison by division will reach out to the DE instructor to schedule a needs assessment meeting. It is the responsibility of the liaison to guide the DE instructor to specific resources to meet his/her needs. Together the DE Liaison and the DE instructor will develop a plan to meet identified need areas. The DE instructor will receive a letter of completion from the DE Committee upon implementing the agreed upon action plan.

The DE Liaison's responsibilities include, but are not limited to:

- 1) Meeting for a minimum of three times (beginning, middle, and end) with the DE instructor.
- 2) Identifying the DE needs of the DE instructor.
- 3) Suggesting best practices on how to meet Leeward CC DE Guidelines.
- 4) Providing feedback, evaluations, and general advice.

96-045 Ala `Ike
Pearl City, Hawai'i 96782
Phone: (808) 455-0213
Fax: (808) 455-0471

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- 5) Documenting the DE instructor's needs and progress.
- 6) Connecting the DE instructor to DE services.
- 7) Connecting the DE instructor to discipline/division colleagues who teach online regularly.

Role and Responsibilities of the DE Instructor

The DE instructor will be referred to a DE Liaison by his/her Division Chairperson. The DE instructor is responsible for following through on agreed-upon suggestions, recommendations, advice, etc. from the DE Liaison and coming to meetings prepared.

Innovative Online Teaching Award

The IOTA subcommittee reviewed 2 applications. The subcommittee 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 2017 winner of the IOTA award is Meredith Lee for her course ENG 200.

<https://youtu.be/N0rAfWt0oRw>

2016- 2017 Membership

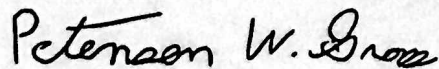
Petersen Gross (Co-Chairperson), Warren Kawano (Co-Chairperson), Amy Ampter, Jeff Breitenfeldt, Daniela Dutra Elliott, Brent Hirata, Michelle Igarashi, Rachael Inake, Hardeep Kharbanda, Annemarie Paikai, Dalybeth Reasoner, Greg Walker (DE Coordinator), Naiad Wong, Karim Khan.

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

Distance Education Website

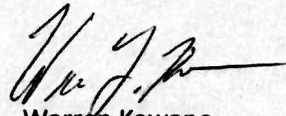
The DE committee believes in openness and transparency and therefore posts all approved meeting minutes and agendas on its blog site. <http://blogs.leeward.hawaii.edu/decommittee>

Mahalo,



Petersen W. Gross

Co-Chairperson, Distance Education Committee



Warren Kawano

Co-Chairperson, Distance Education Committee

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