

Center for Excellence in Learning, Teaching and Technology

In 2007, Chancellor Leon Richards established the Online Distance Learning Steering Committee and put CELTT in charge of the group which was to achieve the following goals:

- determine the purpose or goal for an online distance learning program
- create a vision statement to align the goals of the online distance learning program with the mission statement of the college
- craft short term and long range plans for distance learning at Kapi'olani Community College including timelines

The committee discussed the following issues:

- Factors determining offering online courses
- Overall goal for distance learning at KapCC
- Training and mentorship of faculty
- A methodology for providing faculty support to move courses to distance learning environments
- Current offerings and analysis of target programs

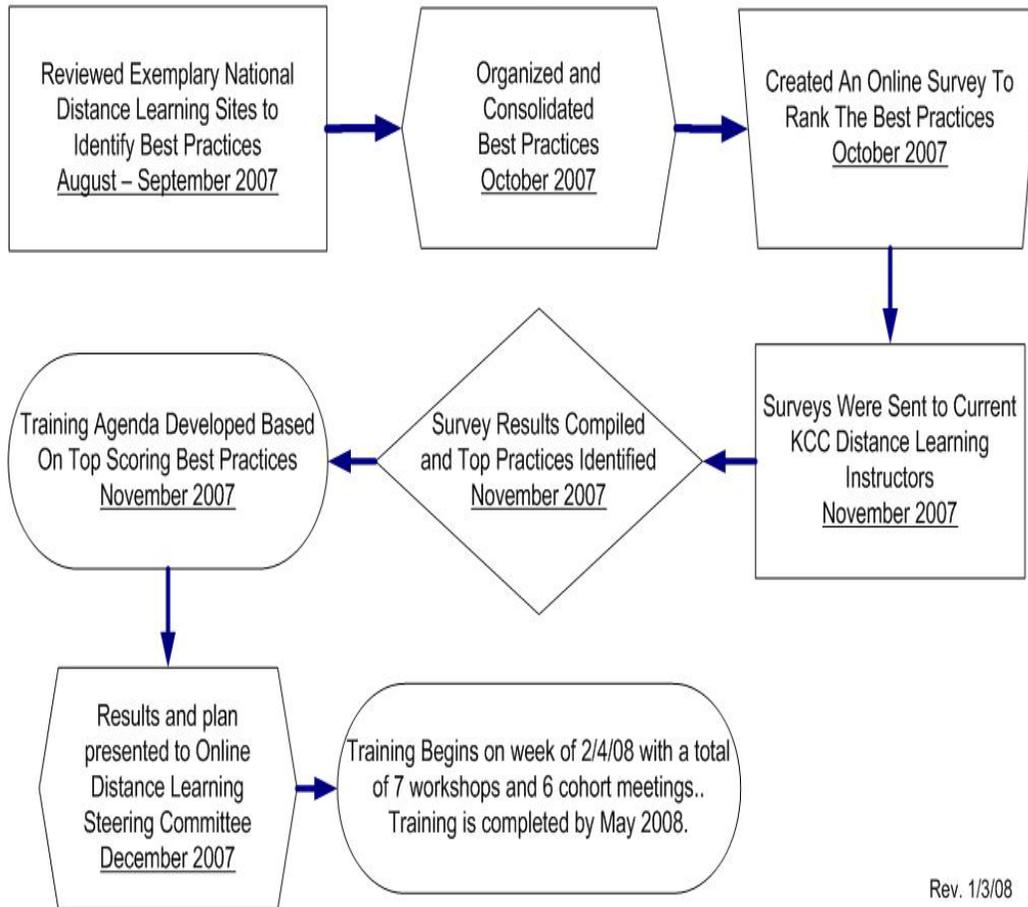
In 2009, the committee was moved under the scope of the Faculty Senate. It was renamed the Ad-Hoc Distance Learning Committee and membership was expanded to include more departments. See attachment for more information including committee membership lists, meeting notes, and website screen shots.

A major recommendation of the original committee was that resources be allocated to create a distance learning professional development certification program which would give faculty the knowledge, skills and support needed to deliver high quality online courses. CELTT collaborated with Title III Coordinator Kelli Goya and Vice Chancellor Pagotto to create a proposal for the project, "Promoting Learning with Technology." The proposal was submitted to the Chancellor in late 2007 and given an allocation of \$100,000.00.

The goals of the program were:

- Increase number of courses offered online
- Encourage high quality learning environments through appropriate training and support:
 - best practices in online teaching
 - components of good course websites using the new Lualima course management system

Development was a collaborative effort that included the committee, Kerri Lum on assigned time from Business Education, and CELTT staff. The diagram below shows the project's timeline:



Rev. 1/3/08

The 13-week program calendar is shown below:

Dates shown indicate the beginning of the week in which the event will occur.

1	Overview		Cohort Meeting 2/11/08
	DL Standards, Best Practices, Laulima	2/4/08	
2	Course Materials		Cohort Meeting 2/25/08
	Navigation, Web Pages, Links, Publisher Resources	2/18/08	
3	File Management		Cohort Meeting 3/10/08
	Uploading and Organizing files, using folders, managing different file formats, navigation	3/3/08	
4	Communications		Cohort Meeting 3/31/08
	E-mail, Discussion Board, other communication tools, Tutorials, Netiquette, Instructor response time	3/17/08	
5	Assessment		Cohort Meeting 4/14/08
	Exams, Quizzes, Papers, Links to external resources, Portfolios	4/7/08	
6	Instructor Expectations		Cohort Meeting 5/5/08
	Interaction w/students, Managing student-student interactions, Feedback, Netiquette	4/21/08	
7	Graduation		
	Faculty show and tell, Peer evaluation of sites, Receipt of certificates	5/12/08	

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Sixty-three faculty from the units listed below participated.

- A&S – Humanities
- A&S - Counseling
- A&S -Languages, Linguistics, and Literature
- A&S - Mathematics/Science
- A&S - Social Sciences
- Business Education
- Business Education - Marketing
- Business Education - Accounting
- Business Education - IT
- Health - EMS
- Health - Health Sciences
- Health - Nursing
- Holomua (now Kahikoluamea)
- Honda International Center
- Hospitality - Culinary
- Hospitality - Hospitality and Tourism Education
- Legal
- Student Services

Benefits of the program include:

- Support in the form of stipends
- Technical support
 - creation of instructional materials
 - Laulima & other technologies
- Cohorts assigned one CELTT IT specialist and one/two highly-trained student assistants
- Foster faculty collaboration and coaching relationships
- End products
 - Well-designed course websites
 - Templates for courses
 - A cadre of faculty who can coach future distance learning faculty
 - Stronger relationships between CELTT staff and instructional faculty

The success of this initial program led to subsequent programs offered by CELTT in the next two years. The second program was a hybrid training program with both face to face and online sessions. The current program is entirely online with face to face and online meetings with CELTT staff available to participants. The program has been continually enhanced over time as we add more information and activities related to community building, student engagement, standards of conduct, universal design for instruction, new Laulima tools, new Web 2.0 tools, and web page templates constructed by CELTT staff. Currently, I have the lead role in adding to the resource pool and guiding the certification program's content and delivery. Joy Shirokane, KapCC's Distance Learning Coordinator and her staff have responsibility for actual delivery of the program. Copies of material about all of these programs are attached.