



UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE
FACULTY SENATE

To: Louise Pagotto, Interim Chancellor for Kapi'olani Community College

From: Susan Inouye, Faculty Senate Chair , Kapi'olani Community College *SI*

Lynn Hamada, Faculty Senate Vice Chair , Kapi'olani Community College *LH*

Re: Resolution regarding Action Request AR 1617028: Essential Practice of Faculty and Lecturers Teaching Fully Online Courses

Date: May 3, 2017

On April 3, 2017, at the Faculty Senate General Faculty meeting, the Senate discussed Action Request 1617028, brought by the Distance Education Committee, which sought Faculty Senate approval of the document, *Essential Practices of Faculty and Lecturers Teaching Fully Online Courses*, that provides a checklist of minimum essential elements an online course should have. In future, the Committee would like to develop a list of best practices, but as a starting point, they have developed a list of absolute minimum practices. The checklist is a tool for an instructor or a department to use in evaluating a fully online course, to make sure it meets minimum campus standards. The goal is to have a base level of consistency in all fully online courses.

Senators asked for some revisions, including removing language about requiring instructors to help students recognize and employ their optimum learning style and refining language about instructor response time.

The motion, which passed, reads:

MOTION #5: Motion to approve the document, *Essential Practices of Faculty and Lecturers Teaching Fully Online Courses*, with requested revisions.

The document was resubmitted with the specified revisions implemented which were approved at the Chair's discretion. Please see attached.