



UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE

memorandum

June 7, 2017

To: Candy Branson, Chair, Faculty Senate
Susan Inouye, Former Chair, Faculty Senate

Subject: Response to Faculty Senate Action Request AR 1617028: Essential Practice of Faculty and Lecturers Teaching Fully Online Courses

I received Action Request AR 1617028 on May 3, 2017, with a motion to approve the document, *Essential Practices of Faculty and Lecturers Teaching Fully Online Courses*, with requested revisions.

By way of this memo, I approve the use of the document, *Essential Practices of Faculty and Lecturers Teaching Fully Online Courses*, with requested revisions, as it serves as a checklist for an instructor or a department to use in evaluating a fully online course, to make sure it meets minimum campus standards. I would request one additional revision to the document. Everything in the document refers to an online class except the title of the document, which refers to course. Since the essential practices checklist is to be used in evaluating a fully online class taught by a specific instructor, the title should be "Essential Practices of Faculty and Lecturers Teaching Fully Online Classes".

A handwritten signature in black ink that reads "Louise Pagotto".

Louise Pagotto
Interim Chancellor

C: Susan Kazama, Interim VCAA