Services provided by CCECS Distance Learning Coordinator

Enrollment Management
- DL Coordinator develops, maintains the Distance Learning website with multiple pages of program and course information, support for faculty and students. Homepage: http://www.uhh.hawaii.edu/academics/dl
- DL Coordinator works closely with Admissions, Registrar and Financial Aid to determine and implement DL student access to those resources and services.
- DL Coordinator generates tracking reports for Departments and Administration.

Recruitment and Marketing
- DL Coordinator travels periodically to the University Centers on Maui, Kauai, Molokai, and West Hawaii to recruit and support UH Hilo students.
- DL Coordinator works with Academic Departments to create print materials such as fliers or brochures.
- DL Coordinator works with Academic Departments and UH Hilo Public Relations to submit public service announcements to newspapers.

Banner Coding
- DL Coordinator works with Student Affairs personnel and Academic Departments on Banner issues relating to online courses, online program registrations and records.
- DL Coordinator applies the Activity Fee Waiver to students accepted into a DL Program/Certificate.

Student Support Services
- DL Coordinator seeks new support services for online students: Online Writing Lab developed in partnership with Kilohana: The Academic Success Center and the UH Hilo The Writing Lab: hiring of experience English lecturer for this position is now in place.
- Online Evaluation Stimulus Package - $5.00 Starbuck Card to students participating in Summer Session online course evaluation.
- DL Coordinator initiated newly implemented system-wide policy and practices for proctoring at University Centers and satellites in support of online courses as well as offsite courses.
- DL Coordinator responds via cell phone 7 days a week to student inquiries about online programs, advises and informs students individually on request.

Faculty / Department Support Services
- DL Coordinator meets with Department chairs and CCECS dean to plan, launch, deliver, and support new online certificate and degree programs. Since 2009: DL-STEPS up and running, Communication certificate and multiple-level Disaster Mitigation program being developed.
- Researches Best Practices on Distance Learning and develops materials which are shared with faculty and departments.
- Identifies funding for new initiatives: gained funding from UH system for DL-STEPS launching and from internal sources for Communication and Disaster Mitigation.

UH System DL-Related Committees
- DL Coordinator represents UH Hilo on the UH System MSG Committee, which oversees and schedules HITS; meetings in Honolulu and via PolyCom; MSG Committee is updating outdated operating policies.
- DL Coordinator represents UH Hilo on UH system Distance Coordinators committee, housed in the Office of Academic Planning and Policy under VPAAP Linda Johnsrud, where systemwide DL policies and initiatives are developed collaboratively and funding is made available. UH Hilo’s new DL-STEPS program is one of the products of the system-wide effort to make post-baccalaureate teacher education available statewide.

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