## Meeting Agenda

**District Distance Education Committee**  
**August 15, 2016 Time: 10:00 a.m.**

- In person
- Trade Tech
- 10 – 3
- Aspen Hall  Room 406

### Membership:
- Pamela Atkinson (City)
- Myriam Levy (Mission ITV)
- Wendy Bass-Keer (Pierce)
- Jessica Drawbond (Southwest)
- Pauletta Daw, Chair (East)
- Linda Delzeit (Trade)
- Jacquelyn Hams (Valley)
- Eric Ichon (West)
- David Jordan (Mission)
- Stephanie Atkinson-Alston,

<table>
<thead>
<tr>
<th>No.</th>
<th>TIME</th>
<th>AGENDA TOPIC</th>
<th>PURPOSE</th>
<th>RESOURCE</th>
<th>DESIRED OUTCOME</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10:00 a.m.</td>
<td>Call to order</td>
<td>Begin Meeting</td>
<td>Pauletta Daw</td>
<td>Begin meeting on time</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>July Minutes</td>
<td>Approve minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>State Authorization</td>
<td>Informational</td>
<td>Daw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Course design</td>
<td>Informational</td>
<td>Delzeit</td>
<td>LMS training</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Canvas training</td>
<td>Start Discussion</td>
<td>All</td>
<td>Uniform training</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Old Business</td>
<td>Hear issues from past meetings</td>
<td>Everybody</td>
<td>Address issues from past meetings/revisit at next meeting</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Announcements</td>
<td></td>
<td></td>
<td>Pauletta Daw will be out of town September 27th. She is asking for a volunteer to run the meeting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next meeting September 27th