Present: Pamela Atkinson (City), Wendy Bass (East), Paulette Daw (East), Khaled Hussain (Valley), Eric Ichon (West), David Jordan, (Mission), Paul McKenna (ITV), Jim Marteney (Valley).

Absent: Angela Cranon-Charles (Southwest), Linda Delzeit (Trade), Dave Humeys (Harbor)

The meeting was called to order at 10:10 AM.

1. **Approval of Minutes.** The minutes of February 28 were approved.

2. **Method of Instruction.** P. McKenna informed the group that Cathy Iyemura, District Office of Attendance Accounting, announced that the method of instruction for all online and hybrid classes was changed to Independent Study, effective fall 2011. This was done to comply with the district interpretation of attendance reporting requirements.

3. **Composition of Campus DE Committees.** P. Daw inquired how the campuses are implementing the change in DE Committees as required by the revisions to Article 40 of the AFT Contract. East will be addressing this issue at their next meeting establishing by-laws and voting membership. D. Jordan said Mission has not finalized the process; K. Hussain reported that it is not an issue at Valley, W. Bass reported that Pierce was developing a new charter, P. Atkinson said it not an issue at City and E Ichon said it is not an issue at West, their committee has AFT assignment members, Eric serves as a resource to the committee.

4. **New Moodle & Mahara Contracts.** Speaking on behalf of L. Delzeit, W. Bass said she and Linda are working with Remote Learner on the renewal of the Moodle contract. There will be a meeting at Pierce on Wednesday, March 28 with a Remote Learner representative. A new version of Moodle will be implemented on June 1, 2012. L. Delzeit is providing ongoing training for faculty at Trade; she invited members of the DE Committee to attend the training. A poll was taken regarding the use of Mahara, apparently only Trade-Tech is using Mahara. Note: Harbor was not represented in this poll.

5. **Searchable data base.** P. McKenna reported that the District has promised that the searchable data base will be ready for review by mid-April and in time for fall enrollment which begins May 7th. When it is received he will distribute it to committee members for testing.

6. **TPPC Report.** W. Bass reported that TPPC has established two subcommittees to recommend priorities for Measure J funding, one focused on Teaching & Learning and the other on Inter-structure. The subcommittees are meeting now and will complete their work by the end of the semester. The Board of Trustees has to approve building and Measure J funding requests.

7. **Etudes Course Shells & Uploads.** Summer course shells requested by May 11 will be created by May 18. Summer uploads will begin on June 10th. Fall course shells requested by June 15 will be installed by June 22.

8. The meeting adjourned at 11:20.