# Meeting Minutes

**District Distance Education Committee Meeting**  
**September 27, 2015 Time: 10:00 a.m.**  
**Location: City College Teaching Learning Center AD 300**

**Membership:**  
Pamela Atkinson (City)  
Wendy Bass (Pierce)  
Angela Cranon-Charles (Southwest)  
Pauletta Daw, Chair (East)  
Linda Delzeit (Trade)  
Jacquelyn Hams (Valley)  
Eric Ichon (West)  
David Jordan (Mission)  
Stephanie Atkinson-Alston (Harbor)  
Michael Reid (Harbor)

<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>
</table>
| 1   | 10:15 a.m.| Call to order     | Begin Meeting    | Pauletta Daw      | Begin meeting on-time            | Meeting began at 10:15 a.m.  
Present, AFT Guild President, Wendy Bass, Pauletta Daw, Linda Delzeit, Jacquelyn Hams, Eric Ichon, David Jordan, Michael Reid, Stephanie Atkinson-Alston, Angela Cranon-Charles, Don Gauthier, Bill Elarton |
| 2   |          | District Academic Senate/OEI | Discussion/Vote | Don Gauthier  | Vote                            | Don Gauthier presented Committee charter and language to replace DE stakeholders group. New DAS/OEC structure, purposed and mission.  
1. Coordinate stakeholders group  
2. Recommend policies, to ensure compliance of federal, state policies,  
3. Report to DAS on issues as necessary,  
4. Support online mission.  
(See attached for complete language details) To date, language hasn’t been forwarded to chair by Don Gauthier.  
Pauletta Daw requested all DE coordinators be part of DAS/OEI.  
Motion to accept Bill: Linda Delzeit, Second: Eric Ichon |

---

Agenda Page 1 of 3
<p>| 3  | Canvas               | Discussion | Discussion | Motion noticed for DAS to look at canvas closer for a common LMS. |
| 4  | Out of State DE Students | Informational | Pauletta Daw | Before leaving at 11:30, Pauletta Daw passed out State authorization exemption form with comments from each state. |
| 5  | Teachers Evaluation | Discussion | Linda Delzeit | Linda Delzeit suggested teacher evaluations be placed in the LMS. Make these tools available in canvas. Issues from the floor: 1. Make a single process for online instruction 2. Certification or Completion 3. The need to evaluate a “common criteria” for evaluation. All agreed, no motion |</p>
<table>
<thead>
<tr>
<th></th>
<th>Single LMS and a single URL</th>
<th>Discussion</th>
<th>Linda Delzeit</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In the past older names were used, which included- eclassroom.laccd.edu, virtualclassroom.laccd.edu, vcollege.laccd.edu and an older name of ilearn.laccd.edu. Regardless of LMS, etudes.org or canvas-a single URL should be used. After a brief discussion, “ilearn.laccd.edu” was recommended. “I” in the URL will achieve students to take ownership of their online experience. Linda Delzeit made a motion for “ilearn.laccd.edu” Second: Don Gauthier</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 7 | Old Business | Hear issues from past meetings | none |

| 8 | 12:01pm | Meeting adjourned | Adjourned 12:01pm |