District Distance Education Committee

Minutes – Oct. 22, 2013

Attendance:

- Pamela Atkinson (LACC)
- Wendy Bass (LAPS)
- Angela Cranon-Charles (LASC)
- Pauletta Daw – Chair (ELAC)
- Linda Delzeit (LATTC)
- Deanna Heikkinen (LAVC)
- Eric Ichon (WLAC)
- David Jordan (LAMC)
- Bill Elarton (AFT)

Meeting began at 10:08 am via CCC Confer

Approved minutes from Sept. 16, 2013 meeting.

Winter and Spring student upload dates for ETUDES

- Winter 2014 dates: faculty parser on Nov. 1 and student rosters on Dec. 9, 2013
- End Fall 2013 student roster updates on Dec. 8, 2013
- Spring 2013 student roster updates start on Jan. 31, 2014
- Eric Ichon will make requests for the above dates with Data Control

District-wide LMS Feasibility Update

- LMS Feasibility task force met on 10/21/13 and those trying to call in via CCC Confer could not do so because phones in the meeting room did not work.
- The task force examined the rubric, reviewed suggestions and will send out over the coming weekend.
- The task force is asking the Distance Learning and Academic Senate for review and wants to make sure every college feels they are represented.
- The student LMS survey is being finalized.
- There have been 300 responses thus far to the Faculty LMS Survey.
- Recommendation: resend the faculty survey to get more responses. Wendy will ask Don Gauthier to resent the survey to all instructors.

DE Stakeholders Meeting, November 25, 2013

- Meeting to be held Monday Nov. 25 from 2-4 pm in LACC President’s conference room
- Desire to schedule a meeting between now and then to get better organized for presentation.
- Pauletta will send out Doodle Pool to decide a day/time.
• Information has been sent to all 9 campuses regarding the meeting taking place. DDE Committee needs to be prepared to answer questions about the LMS task force.
• Suggestion: invite Dave + Don + Betsy Regalado to preparation meeting
• Possible date: Nov. 5 at 10 or 1 pm @ LACC.
• Prepare FAQ and PPT – Eric + Wendy + Pauletta will do PPT draft
  o Include mission and charge of the LMS Task force
  o Various entities in district discussed having one LMS for the district
    ▪ Board members
    ▪ Council of Academic Affairs (VPs)
    ▪ ELAC Distance Education issues
    ▪ Student Information System events and consultants mentioned it

Dates for DDE meetings

• December meeting date changed to Jan. 7, 2014 from 10-12 – meeting by CCC Confer
• Pauletta will set up new CCC Confer but the old Dec. CCC Confer will remain
• Next Meeting – Nov. 26 will be by CCC Confer only from 10 am to noon and will serve as a debriefing of the Nov. 25 Stakeholder’s meeting.

Old Business – None

New Business / New Information

• AFT Annual Faculty Survey – online teachers should voice their concern over when students in online courses can be added. It should not be after the first class meeting. Faculty should be allowed to add as many as they want before the first class meeting.