# Meeting Minutes

**District Distance Education Committee**  
**September 27, 2016 ; 10:00 – 12:00**

<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   | 10:00 a.m. | Call to order | Begin Meeting | Eric Ichon | Begin meeting on time | Pamela Atkinson (City)  
Myriam Levy (Mission ITV)  
Wendy Bass-Keer (Pierce)  
Jessica Drawbond (Southwest)  
Linda Delzeit (Trade)  
Eric Ichon (West)  
David Jordan (Mission)  
Michael Reid (Harbor) |
| 2   |      | August Minutes      | Approve          | Eric Ichon | Approve August Minutes  | Minutes were approved without any revisions. M Reid (F), L Delzeit (S)  
E Ichon also reminded participants that we are to take turns taking minutes. J Hams will take minutes for our October meeting. |
| 3   |      | Evaluation Tool     | Informational    | Vivie Sinou | Tool demo  | This agenda item was moved to 10:40. DE Coordinators were encouraged to view the video and related materials. Q&A followed. |
| 4   |      | Canvas training     | Continue Discussion | All | Uniform training  | Please see attached summary. |
| 5   |      | Canvas student registration | Troubleshoot | Mike Reid | Establish registration best practice  | DE Coordinators were reminded not to support instructors who are using Canvas Sandbox sites or other Canvas sites that are not part of the LACCD Canvas Instance for instruction. This practice should be discouraged. |

**Membership:**  
Pamela Atkinson (City)  
Myriam Levy (Mission ITV)  
Wendy Bass-Keer (Pierce)  
Jessica Drawbond (Southwest)  
Paulettta Daw, Chair (East)  
Linda Delzeit (Trade)  
Jacquelyn Hams (Valley)  
Eric Ichon (West)  
David Jordan (Mission)  
Stephanie Atkinson-Alston
<table>
<thead>
<tr>
<th></th>
<th>Old Business</th>
<th>Hear issues from past meetings</th>
<th>Everybody</th>
<th>Address issues from past meetings/revisit at next meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>W Bass-Keer reminded us all that the former Canvas URL is being discontinued. Effective 1/1/17 we will only use <a href="https://ilearn.laccd.edu">https://ilearn.laccd.edu</a>. Using the old URL has been creating LTI problems.</td>
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<td>7</td>
<td>L Delzeit volunteered to coordinate the development of an outline for what should be included in our Canvas certification training classes and to work with the AFT to revise the Evaluation of Online Instructors form in the AFT contract and perhaps the section of Article 40 that addresses training. We need to address online pedagogy training in addition to Canvas certification. L Delzeit will send us the contact information for the LAH3C grant. We need to develop best practices and a reporting structure for digital badging.</td>
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Next meeting October 25, 2016