

Committee Roster

Eric Ichon- Administrative Co-Chair  
Linda Alexander- Faculty Co-Chair  
Ken Taira-AFT Representative  
Alice Taylor- AFT Representative  
Clyde Titus- AFT Representative  
Esther Gelsi -guest  
Nancy Brambila-Academic Senate Representative  
Arnita Porter-Academic Senate Representative

Meeting Minutes  
October 19, 2016

**Members Present:** Linda Alexander, Nancy Brambila, Suzanne Floyd, Eric Ichon, Ken Taira, Alice Taylor, Clyde Titus

**Absent:** Dr. Arnita Porter

Canvas Update

The Canvas Learning Management System (LMS) will be available for all classes starting Winter 2017. Instructors who want to use Canvas this winter must complete training this month.

Instructors who want to use Canvas for Spring 2017 need to complete training by the end of November 2016.

Hybrid Canvas training started in June 2016 and will continue. To register for the hybrid training class please contact Cyrus Helf in the Distance Education Office.

The migration from Etudes to Canvas will be completed by June 30, 2018. Starting with Summer 2018 the Canvas LMS will be used for all courses at WLAC.

DE Addendum Process

The Distance Education (DE) Committee is addressing the need to coordinate with the Curriculum Committee. The DE Committee is addressing an ACCJC recommendation related to the curriculum approval process for DE Addendums. The Curriculum Committee/ DE Committees will form a sub-committee/task force to recommend an approval process for DE Addendums.

A member from DE Committee will serve as a liaison to the Curriculum Committee.

Online Training

Ken Taira reported on Glendale College’s requirement that full-time instructors must participate in 6 hours of online training for flex credit to continue to teach

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Primary & Secondary Responsibility for Accreditation Standards:	
I.B	Assuring Academic Quality and Institutional Effectiveness (I.B.1)
II.A	Instructional Programs (II.A.2 and II.A.7)
III.A	Human Resources (III.A.8 and III.A.14)

Meeting Schedule for the Semester/Year

West Los Angeles College provides a transformative educational experience.  
West fosters a diverse learning community dedicated to student success.

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online and adjunct instructors must participate in 3 hours of flex related credit to continue to teach online.

Next meeting is November 16, 2016 from 1:00 pm to 3:00pm

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- I.B Assuring Academic Quality and Institutional Effectiveness (I.B.1)
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