

## Arizona E-Learning Task Force

**Minutes of the Meeting**  
**Wednesday January 17, 2007**  
**3:00 pm - 5:00 pm**  
**ASSET offices**  
**200 E Curry, Tempe, AZ.**

### **Members Present:**

Chris Cummiskey, represented by DJ  
Harper  
Rosalina Escandon  
Casey Loman  
Debra Lorenzen

Theodore Kraver  
Joseph O'Reilly  
Theodore Kraver  
Cathy Poplin  
Rod Lenniger (via phone)

### **Members Excused:**

Jerry D'Agostino  
Sandi Grandberry  
Lisa Long

### **Handouts**

Submission Summary

### **Welcome and Introductions – Reminder that the meeting is digitally recorded and available for full review.**

Cathy Poplin called the meeting to order at 3:00 pm and attendance was noted. Cathy Poplin welcomed the group and reviewed norms of the taskforce. Sandi Grandberry created a Submission Summary form for use of Task Force meeting.

### **Create Working Definition of “e-Learning” for Taskforce Efforts**

A discussion of the group as a whole on the definition of e-Learning was conducted. Several Task Force members had written contributions which were shared. The definition accepted is: *The use of electronic technologies or ICT (Information and Communication Technology) in education. E-Learning may occur both in distance and conventional education and may involve electronic media that do not use online delivery.*

### **Clarify Timeline of the Math Pilot Project**

Following the lengthy discussion about the evident discrepancies in the timeline in the legislation and where the Task Force is in the process, a new timeline was suggested (incorporated in Draft 3 of the RFP). It was acknowledged that this would probably change several times before the RFP is released. The timeline will be updated with each draft of the RFP. There was much discussion of the implementation model (what grades

to start, where and how laptops transfer) and where and how often Professional Development will be needed. A major discussion was about the grade levels in the first cohort and how to maximize the dollar exposure for both student learning/exposure. Further discussion took place on timing of implementation (beginning, middle, end of a school year) and how much innovation and additional work the pilot would put on the LEAs involved. A lengthy discussion took place regarding how laptops would be assigned/transferred and what schedule changes a pilot this small (generally not impacting an entire school or grade level) could be expected.

### **Review of Draft Request for Proposal**

There was lengthy discussion on the details of the RFP. The conclusion was to make it general enough to allow vendors to demonstrate innovation and tight enough to be able to differentiate in a scoring/selection process.

Specific sections were reviewed:

- Project Administration

- Technical Requirements

- Digital Content

Task Force members were again asked to review the Draft RFP line by line for further discussion at the next meeting.

Mrs. Poplin set up deadline for revisions by 24<sup>th</sup> of January. Mrs. Poplin will send out new RFP to the task force group on the 29<sup>th</sup>.

### **Create Committee to Plan Long Range eLearning Task Force Activities**

Discussion of future tasks or direction of the Task Force resulted in consensus that the primary task for the present is to get the RFP completed, and then the research and other aspects of the legislation will be addressed.

### **Finalize Meeting Schedule**

The meeting schedule was reviewed and will be posted on the website as well as emailed to members. [www.azed.gov/E-Learning](http://www.azed.gov/E-Learning)

### **Public Testimony**

There was no Public Testimony

### **Adjourn**

All approved. Officially adjourned at 5:05 pm