



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Sept 3, 2019

4:00-5:00 pm, DLC 4

A. MEMBERS PRESENT

Meeting began at 4:00 pm, PST

Present: Shawn Abbott, Anne-Marie Kuhlemann, Alison Varty, Maria Fernandez, Mike Tischler, Elizabeth Carlyle, Burton Peretti

Members absent: Jude Baldwin, David Blink

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Tischler moved to approve/ Varty second. Minutes were approved with 2 abstentions (Peretti, Carlyle).

D. ACTION / DISCUSSION ITEMS

1. The group discussed moving the meeting to a different time/day. Meetings will not occur on first Thursday of the month, from 4-5 pm for the Fall semester, beginning Oct 3, 2019.
2. The group discussed including Mark Klever on the committee. After much discussion, it was agreed that Dr. Peretti would serve as the Dean Rep for the committee and will pass relevant information to Mark Klever as needed.
3. Varty brought up the issue of DE representation in the enrollment management committee; Fernandez agreed to follow up.
4. Review of Committee Goals and development of Yr 19-20 Goals
 - a. The committee reviewed the 2018-19 goals and discussed the potential/need for developing APs for third party content and plagiarism. The group indicated that these issues might be addressed in other BP/APs that are being looked at/revised this year.
 - b. Impact of Title V changes on Distance Learning: Instructor contact—the guidelines assume all districts have board policies on DE that address regular and effective contact. The committee agreed to review BPs/APs this fall to verify alignment with new Title V regulations. A related discussion included revising the DE course approval process and addendum to more explicitly address Title V updates.
 - c. Proctorio: Review of Settings for Best Practices: the committee will create guidelines for instructor use to present to the senate.
5. Online Teaching Requirements Awareness Campaign: The group had a robust discussion about encouraging all online instructors to meet the online teaching requirements. It is important for this message to also come from the relevant Deans in each area who have hiring and assignment responsibilities. Ideas for the awareness campaign include:

Distance Learning Committee:

Chair: Maria Fernandez

Dr. Zachary Zweigle

Shawn Abbott

Anne-Marie Kuhlemann

David Blink

Jude Baldwin

Alison Varty

Dr. Michael Tischler

- a. an initial letter to all online faculty with reminders (fall semester)
 - b. creating a PSA video (fall semester)
 - c. a follow up letter to faculty who have still not met the requirement (Jan)
 - d. Fernandez and Kuhlemann will track progress of FT/PT faculty who have met requirements and present the Deans with a list in January to assist in course assignment and online schedule creation for the 20-21 Academic year.
6. The group discussed a fourth goal that included tracking our progress in meeting our OEI commitments for course alignment by 2020. Fernandez will get a firm number for our annual online section inventory, which will determine our course alignment target, and present at the next meeting.

E. CLOSED SESSION

No closed session:

F. ADJOURNMENT

Meeting was adjourned at 4:35 pm, PST

2019-20 DL COMMITTEE GOALS	STATUS
Determine annual online section inventory/track progress	
Online teaching requirements awareness campaign	
Create instructor guidelines/best practices for Proctorio	
Revise DL course approval process/addendum to more explicitly address Title V updates.	