



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Nov 7, 2019

4:00-5:00 pm, DLC 4

A. MEMBERS PRESENT

Meeting began at 4:05 pm, PST

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

Members absent: Jude Baldwin

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Blink moved to approve/Tischler second. Minutes were approved.

D. ACTION / DISCUSSION ITEMS

1. Proctorio guidelines/best practices:
 - a. Blink/Varty discussed the need for targeted PD and/or flex activities for staff and faculty; the need to create a test student that can be added to classes for instructors to text Proctorio settings (Fernandez to contact Paul Burwick @Shasta College for guidance). They also discussed the need for student training in taking proctored exams, creating a troubleshooting page and clearer Proctorio support information. Blink and Varty will present Best Practices and other proctoring-related items at the next meeting.
2. DE addendum workgroup status:
 - a. Carlyle/Abbott will present information at the next meeting.
3. Online Course Evaluation Guidelines workgroup status report:
 - a. Tischler/Peretti will present information at the next meeting.
4. DE Handbook/Website Update workgroup status report:
 - a. Fernandez/Kuhlemann will work on Handbook updates and Website updates in January for review at the first meeting of the spring semester 2020.
5. DE Program Review: Fernandez asked for suggestions for content and goals. The group mentioned looking at our earlier DL goals, and thinking about goals for students, faculty, and Institution. Fernandez mentioned that a program review establishes where we are: current status, what we are doing well, what areas need improvement, and that the Strategic Plan tells us where we want to go and how we know we got there.

Distance Learning Committee:

Chair: Maria Fernandez
Dr. Burton Peretti, Dean LAS
Shawn Abbott
Elizabeth Carlyle
Dr. Michael Tischler

David Blink
Jude Baldwin
Alison Varty
Anne-Marie Kuhlemann

E. CLOSED SESSION

No closed session:

F. ADJOURNMENT

Meeting was adjourned at 5:05 pm, PST

2019-20 DL COMMITTEE GOALS	STATUS
Determine annual online section inventory/track progress	Ongoing
Online teaching requirements awareness campaign	Ongoing
Create instructor guidelines/best practices for Proctorio	Started
Revise DL course approval process & DE addendum to more explicitly address Title V updates.	Started
Create Faculty Guidelines for Evaluating Online Courses	Started
Update DL Handbook & Website	Started