



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Thursday, Mar 5 2020

3:00-4:00 pm, DLC 4

A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST

Present: Anne-Marie Kuhlemann, Alison Varty, Maria Fernandez, Elizabeth Carlyle, David Blink, Carly Zeller (guest)

Members absent: Jude Baldwin, Burt Peretti, Michael Tischler

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Blink moved to approve/Carlyle second. Minutes approved, 5 yes/1 abstention.

D. ACTION / DISCUSSION ITEMS

1. Review and approve "Before You Get Started" Proctorio checklist: Abbott moved to approve the student checklist; Blink seconded. Motion passed unanimously. Checklist will be placed on Student Proctorio guide, and in the Canvas Commons (COS). The group discussed the need for a fake test student that instructors could add to their course to test Proctorio/Turnitin settings. Fernandez to submit a HelpDesk request to IT to create a fake test student.
2. DL addendum for curriculum (first review): Fernandez presented the draft of the new DL addendum for feedback. The group made suggestions to increase clarity in Section 2 and Section 3. Fernandez to make changes and bring for final approval in April meeting.
3. Distance Learning Program Review (first review): Fernandez shared draft with the committee, gathered suggestions in Strategic Goal #1 to add "create a fully staffed Distance Learning Center"; keep Yreka VC tech support position. In Strategic Goal #2 to create CQIP for Instructional Designer/Accessibility Support position, create specific budget line items for distance learning training and professional development, fold in online teaching requirements in all future HR announcements, ensure faculty and students are fully supporting in proctoring needs online and in-person; add Nathan Rexford to contact people. No suggestions were offered for Strategic Goal #3. Fernandez to make changes and attach relevant data before submitting to Dr. Perlas.

E. CLOSED SESSION

No closed session:

Distance Learning Committee:

Chair: Maria Fernandez

Dean LAS: Vacant

Shawn Abbott

Elizabeth Carlyle

Dr. Michael Tischler

David Blink

Jude Baldwin

Alison Varty

Anne-Marie Kuhlemann

F. ADJOURNMENT

Meeting was adjourned at 4:00 pm, PST

2019-20 DL COMMITTEE GOALS	STATUS
Determine annual online section inventory/track progress	18-19 inventory completed: 199 online sections/We need to align 38 sections; we have 7 courses aligned
Online teaching requirements awareness campaign	Ongoing
Create instructor guidelines/best practices for Proctorio	Completed
Revise DL course approval process & DE addendum to more explicitly address Title V updates.	Addendum In-Review
Create Faculty Guidelines for Evaluating Online Courses	Tabled 2/6/20
Update DL Handbook & Website	Website Started; Handbook Update Complete