



## Distance Learning Committee

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Thursday, April 2, 2020

3:00-4:00 pm, via Zoom

#### A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST

Present: Anne-Marie Kuhlemann, Alison Varty, Maria Fernandez, Elizabeth Carlyle, David Blink, Jude Baldwin, Carly Zeller (guest), Shawn Abbott, Michael Tischler

Members absent: None

#### B. PUBLIC COMMENT

No public comment

#### C. APPROVAL OF MINUTES

Minutes were reviewed. Blink moved to approve/Varty second. Minutes approved, **7 yes/1 abstention/motion passed.**

#### D. ACTION / DISCUSSION ITEMS

1. General Remote Teaching Check-In: The committee shared experiences about the move to remote teaching and the importance of using the term “remote teaching” rather than “online” to refer to this move. The group discussed use of Canvas LMS and Zoom for maintaining regular effective contact with students, the problems of internet access for students and faculty in our county, loaner laptops for faculty and students, limited bandwidth issues.

The group also discussed the need for more robust online student services. Fernandez shared the efforts of other campus areas to meet this need. Fernandez and Kuhlemann discussed the task of training and certifying faculty in Canvas and Zoom. Fernandez shared that Canvas Admin had plans to bulk enroll faculty in the Canvas self-paced course, to work with IT to bulk enroll faculty for Zoom accounts, and that faculty would be working over spring break to convert courses to remote instruction and attend relevant faculty trainings.

2. DL addendum review and approve: Fernandez shared the revised DL Addendum and fillable PDF created by Weblinks. Abbott moved to approve/Blink seconded. **8 yes votes/motion passed.**
3. DE Addendum Review process—Committee Approval vs. DL Coordinator Approval: The committee discussed the process going forward. General consensus was that the process

#### 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

would not change. The new document would get uploaded to eLumen and screened by the DL Coordinator. The DL Coordinator suggested that if any course needed further review, it could come back to the committee. The committee also suggested that in the future, we could create a stronger process by doing a random audit of courses before each accreditation cycle to ensure that courses were meeting the minimum standards as set forth by the DL Addendum.

4. Future Committee Membership: Valerie Roberts will join the group as the Interim Dean of LAS/Student Success and Carly Zeller will join the DL committee in the fall. Zeller will be formally confirmed at the April Senate Meeting.

**E. CLOSED SESSION**

No closed session:

**F. ADJOURNMENT**

Meeting was adjourned at 4:00 pm, PST

<b>2019-20 DL COMMITTEE GOALS</b>	<b>STATUS</b>
Determine annual online section inventory/track progress	<b>18-19 inventory completed:</b> 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	<b>Completed</b>
Revise DL course approval process & DE addendum to more explicitly address Title V updates.	<b>Completed</b>
Create Faculty Guidelines for Evaluating Online Courses	Tabled 2/6/20
Update DL Handbook	<b>Completed</b>
Update DL Website	Ongoing