



## Distance Learning Committee

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Thursday, May 7, 2020

3:00-4:00 pm, via Zoom

#### A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST

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

Members absent: Valerie Roberts, Alison Varty

#### B. PUBLIC COMMENT

No public comment

#### C. APPROVAL OF MINUTES

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

#### D. ACTION / DISCUSSION ITEMS

1. 3:00-3:15, Remote Teaching Observations
  - a. The group discussed the challenges facing both students and instructors during in the shift to remote instruction. Specific challenges **for students** include lack of appropriate technology or no internet access, maintaining a synchronous learning environment with disruptions in childcare, family care, school for K-12 children, job status, and inflexible instructors regarding due dates or testing requirements, unit load factor, privacy issues related to performance classes, and access to student support services. Specific challenges **for faculty** are similar to students, including lack of appropriate technology or no internet access, disruptions in childcare, family care, school for K-12 children, and having to learn new modalities on the fly. This crisis highlights the real need for a fully staffed Distance Learning area, as indicated in the recent service area program review, that ensures that students and faculty receive the training and support they need to be successful.
2. Year-End Goal Review: Fernandez
  - a. Fernandez reported that the committee once again achieved all of its annual goals. These goals are determined at the start of the academic year. The table at the end of this document indicates the status of each goal. Fernandez commended the committee for its efficiency and forward-thinking.
3. Looking Ahead: Future Goals
  - a. The group began an informal discussion that will inform the next year's goals. Topics included: more robust student support service access (Support Hub, Wellness Central, etc), course design support for faculty, student training resources, course templates and other templates for faculty use, online teaching coaches, and OERs.

## E. CLOSED SESSION

No closed session:

## F. ADJOURNMENT

Meeting was adjourned at 4:05 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	<b>Completed</b>
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	<b>Completed</b>

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### ***Distance Learning Committee:***

*Chair: Maria Fernandez*

*Int. Dean LAS: Valerie Roberts*

*Shawn Abbott*

*Jude Baldwin*

*David Blink*

*Elizabeth Carlyle*

*Anne-Marie Kuhlemann*

*Dr. Michael Tischler*

*Alison Varty*

*Carly Zeller*