



## **Distance Learning Committee**

College of the Siskiyou  
800 College Avenue  
Weed, CA 96094

### **DISTANCE LEARNING COMMITTEE MINUTES**

**Thursday, Sept 3, 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, Valerie Roberts, Carly Zeller

Members absent: none

#### **B. PUBLIC COMMENT**

No public comment

#### **C. APPROVAL OF MINUTES**

Minutes were reviewed. Blink moved to approve/Varty second. Minutes approved after discussion and edits: add Zeller to present list for previous meeting minutes.

#### **D. ACTION / DISCUSSION ITEMS**

1. 20-21 DL Goals Creation: The committee discussed possible goals including:
  - a. a whitelist for Canvas apps that can be pre-installed like Flipgrid and other apps [a workgroup would be formed]
  - b. List of Recommended Tech for Distance Learning [could be done in committee]
  - c. Zoom Guidelines
  - d. Centralized Student Support Options within Canvas
  - e. Work with FA to create contract language specific to online teaching assignment, training and course development [could be done in committee]
  
2. Policy Recommendations:
  - a. The committee will look at developing or adding to existing Drop policy to include DL specific language [a workgroup will be formed]
  - b. OERs, Bookstore Integrations/VitalSource is being brought to the Sept Senate meeting where it will be discussed in more detail.
  - c. Web Cam Policy for Proctorio to address student equity issues. [a workgroup will be formed] The workgroup that takes this on will need to research other districts and their webcam policies around Proctorio or other proctoring software and report back to the committee.
  
3. DE Addendum: Is it working? Can we improve it?

- a. Varty noted that the DL addendum has changed a lot in the past several years, and suggested that the addendum process could remain in place until the following fall, when it can be better evaluated. The committee concurred.
- 4. Other items: David brought up the idea of creating a Tech Package for instructors, like they created for students. The committee discussed this in the Goals Creation discussion.

**E. CLOSED SESSION**

No closed session:

**F. ADJOURNMENT**

Meeting was adjourned at 4:15 pm, PST

2020-21 DL COMMITTEE GOALS	STATUS

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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*