



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Thursday, Mar 4, 2021

3:00-4:00 pm, via Zoom

A. MEMBERS PRESENT

Meeting began at 3:02 pm, PST

Present: Maria Fernandez, Jude Baldwin, David Blink, Elizabeth Carlyle, Michael Tischler, Alison Varty, Carly Zeller, Natalie Bradley, Anne-Marie Kuhlemann, Valerie Roberts, Sherice Bellamy

Members Absent: none

Guest: Kirk Thomsen, Michele Korkowski

B. PUBLIC COMMENT

No public comment.

C. APPROVAL OF MINUTES

Carlyle moved to approve Feb 4 minutes/Blink second. Feb 4 minutes were reviewed. Question called: minutes approved with no changes.

D. ACTION / DISCUSSION ITEMS

1. Reports

- a. Fernandez welcomed new member Sherice Bellamy and guests Michele Korkowski and Kirk Thomsen.
- b. CVC-OEI Update: Fernandez shared updates from Feb 26 Consortium meeting. Chancellor's office is prioritizing the Exchange for all CCCs. Funding for @One is approved. Funding for Canvas will remain. Ecosystem tools will be replaced by STAC funding process (reduced pricing). COS is on track for completing the necessary phases for the exchange.

2. Discussion/Action:

- a. Approve Zoom Guidelines PDF (Carlyle/Varty)—Discussion only; no formal approval taken.
 1. We need to confirm the FERPA release form with COS legal. The group discussed pros/cons of recording live class sessions, the need for a standardized Release form that can be filled out when registering possibly through Adobe Sign. Bellamy brought up the concern that the release form could be a deterrent to register. Thomsen suggested a zoom poll or canvas survey might work as well.
 2. Faculty training needed to improve general awareness and knowledge of FERPA/consent issues in the synchronous classroom.
 3. Group consensus: Release form needs to be finalized before posting; it should be brought to Senate for review and comment.

- b. Approve Siskiyou Zoom Canvas course (Blink/Zeller)
 - 1. Zeller and Blink shared revisions. Noted that we would need to add pages that have to do with FERPA, and perhaps include the FERPA form in the appropriate module. No formal approval taken. Zoom Canvas course was tabled to next meeting.
- c. Review and approve DSPS Recording Contract
 - 1. Bradley shared the recording contract that included all faculty feedback from the previous Senate meeting, shared the process and the changes made to Instructor signature. The group felt that question #2 and #5 may not be necessary. The group voted unanimously to send the contract forward through the appropriate campus groups.
- d. Review and approve Distance Learning blurb for Faculty Handbook (Carlyle)
 - 1. The group discussed briefly, voted to work via email on the final blurb.
- 3. Other items
 - a. Discuss Third Party Content: MyMathLab (Bradley)—tabled to future meeting.
 - b.

E. CLOSED SESSION

No closed session.

F. ADJOURNMENT

Meeting was adjourned at 4:03 pm, PST

Distance Learning Committee:

Voting Members:

Chair: Maria Fernandez, DL Faculty Coordinator

Jude Baldwin (LIB)

David Blink (MUS)

Elizabeth Carlyle (MLAN)

Dr. Michael Tischler (FA/MLAN)

Alison Varty (SCI)

Carly Zeller (ASC)

Natalie Bradley (DSPS)

Dr. Sherice Bellamy (BUS)

Non-voting Members:

Anne-Marie Kuhlemann, DL Admin Coordinator

Valerie Roberts, Int. Dean LASS