



## **Distance Learning Committee**

College of the Siskiyou  
800 College Avenue  
Weed, CA 96094

### **DISTANCE LEARNING COMMITTEE MINUTES**

**Thursday, Apr 1, 2021**

**3:00-4:00 pm, via Zoom**

#### **A. MEMBERS PRESENT**

Meeting began at 3:00 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, Kirk Thomsen

Members Absent: none

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

No public comment.

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

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

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

1. Update on status of Zoom Guidelines PDF (Carlyle/Varty)
  - a. Varty and Carlyle shared that the document is with Dean Roberts and was going through various councils, but it had not been at Instruction Council. There was some confusion about the process. The group also discussed the problem of the FERPA release waiver and the difficulty in disseminating, tracking, and archiving the forms. DocuSign was also mentioned as a possibility. Thomsen also mentioned that his area (EMS) created a Canvas ungraded survey, but Varty mentioned that in her case (Biology), this was not allowed. Thomsen mentioned that his area uses Adobe sign now and that could be an option; he will look further into this possibility. The FERPA doc is currently the only barrier the PDF.
2. Website and Handbook Review (Fernandez)
  - a. Fernandez asked for volunteers to review both the website and the handbook and send suggestions for revision or additional content to her. Varty, Fernandez, Bellamy, Carlyle and Kuhlemann will review the DL Handbook. Zeller, Baldwin, Bradley, Blink, and Fernandez will review the DL Website. Zeller will coordinate student participation in reviewing the Student DL page and Baldwin and Bradley will also have students review the Student DL page. Fernandez and Blink will focus on the faculty DL page.
3. Third Party Content: MyMathLab (Bradley)
  - a. Bradley provided an overview of the MyMathLab accessibility problem. Essentially, the college we based our approval on approved the use of the content because they have the resources to remediate inaccessible content. COS does not have equivalent

resources to remediate. Bellamy asked for clarification on the process of third-party content approval and instructor responsibility. Fernandez mentioned that the instructor is responsible for providing alternate appropriate learning content and assessments for any inaccessible items, and that currently there is no clear process for faculty third party content requests. Fernandez also mentioned that she has been requesting this process since 2018 with no success. Baldwin mentioned there might be information about this in the new Technology Master Plan. Fernandez will follow up.

4. Training Needs (committee)
  - a. Fernandez asked the committee to consider training ideas. The group generated the following ideas: cheat sheets for common tasks, accessibility micro trainings live or via video, using Pope Tech, Canvas Studio
  - b. Baldwin suggested that a pre-set number of micro trainings could equal a day of flex.
5. Action Items
  - a. None
6. Other Items
  - a. None

## **E. CLOSED SESSION**

No closed session.

## **F. ADJOURNMENT**

Meeting was adjourned at 4:05 pm, PST

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### ***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 (DSPPS)*

*Dr. Sherice Bellamy (BUS)*

*Kirk Thomsen (EMS)*

*Non-voting Members:*

*Anne-Marie Kuhlemann, DL Admin Coordinator*

*Valerie Roberts, Int. Dean LASS/Acting VP SS*