



Distance Learning Committee

College of the Siskiyous, 800 College Avenue, Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, April 9, 2024

2:30-3:30 pm, DLC 4

Members Present: Maria Elena Fernandez, Carly Zeller, Jude Baldwin, Elizabeth Carlyle, Sherice Bellamy, Kirk Thomsen, Alison Varty, Anne-Marie Kuhlemann

A. PUBLIC COMMENT

1. None

B. APPROVAL OF MINUTES

1. Review and approve minutes from April 9 meeting: Thomsen motion/Baldwin Second. No discussion. **Unanimous approval.**

C. ACTION / DISCUSSION ITEMS

1. Approve
 - a. Meeting frequency and schedule 24-25: Thomsen motion/Zeller Second. Discussion: the committee elected to schedule 4 meetings for the fall semester and cancel any meetings if there are no agenda items. Second Tuesday of the month, DLC 4, **2-3pm**, with Zoom option. **Motion carried unanimously.**
2. Discussion
 - a. OTE hours approval process: the committee discussed fine tuning the OTE approval process by creating a simple rubric for evaluating individual proposals.
 - b. DL Handbook review: over the summer, the committee will review the following modules:
 1. Online/Hybrid Faculty Expectations
 2. Copyright
 3. Accessibility
 4. RSI (Regular and Substantive Interaction)
 5. Required Online Course Elements
 6. Academic Honesty
 7. Instructional Duties

D. INFORMATION / CLOSED SESSION

1. None

E. ADJOURNMENT

1. 3:30 pm

Distance Learning Committee:
Chair: Maria Elena Fernandez,
DE/Instructional Design Coordinator

Voting Members:
Jude Baldwin (LIB)
Sean Kenny (ART)
Elizabeth Carlyle (ENGL)
Alison Varty (SCI)

Carly Zeller (ASC)
Dr. Sherice Bellamy (BUS)
Kirk Thomsen (EMS)

Non-voting Members:
Anne-Marie Kuhlemann, Web Content Editor
Valerie Roberts, Dean LAS (Liberal Arts and
Science)

Name	Attendance
Maria Elena Fernandez	😊
Sean Kenny	😞
Carly Zeller	😊
Jude Baldwin	😊
Elizabeth Carlyle	😊
Sherice Bellamy	😊
Kirk Thomsen	😊
Alison Varty	😊
Valerie Roberts (NV)	😞
Anne-Marie Kuhlemann (NV)	😊