



Distance Learning Committee

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

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, October 8, 2024

2:00-3:00 pm, DLC 4

Members Present: Maria Elena Fernandez, Carly Zeller, Elizabeth Carlyle (via Zoom), Sherice Bellamy, Alison Varty, Anne-Marie Kuhlemann

Absent: Jude Baldwin, Kirk Thomsen, Valerie Roberts

Meeting start: 2:05 pm

A. PUBLIC COMMENT

1. None

B. APPROVAL OF MINUTES

1. Review and approve minutes from September 10 meeting: Zeller motion/Bellamy second. No discussion. Motion carried unanimously.

C. ACTION / DISCUSSION ITEMS

1. Discussion
 - a. DL Handbook review: Fernandez to update handbook based on feedback from committee and provide preview information before next meeting.
 - i. Discussion: The committee mentioned that the DE handbook is an important resource that faculty forget is there – Varty suggested more targeted just-in-time emails with links to specific areas of the handbook. Carlyle mentioned that PT faculty should get a more comprehensive DE orientation. “How to do DE at COS” (Bellamy). Fernandez mentioned having these Zoom sessions during Aug. flex, winter break, and in spring might be helpful.
 - ii. RSI (Carlyle, et al.): Made the suggestion to open up the definition of Office Hours to add/include more options, more ways to use office hours aside from and in addition to Zoom.
 - iii. Accessibility (Bellamy/Carlyle): For captioned videos, a transcript is not required but is a good UDL practice – we should ensure faculty are aware of “best practices” to encourage UDL.
 - iv. Required Course Elements (Zeller): Having a course schedule is important for students – planning time management. Many students can’t plan because instructors don’t have a whole course plan with specific assignment due dates and/or a weekly schedule. Committee members discussed how their weekly schedules helped keep them on track, but also helped their students. Fernandez suggested that committee members share their weekly schedule templates and that a generic template is created for instructor use.

Placement of the schedule can be in multiple places and/or included in the syllabus document. Maybe a workshop for instructors – “How to Get Organized” could be helpful.

- b. ACCJC RSI (Regular and Substantive Interaction) Rubric – info and implications
 - i. Fernandez introduced the ACCJC DE RSI rubric and how it would be used in campus visits in the future. The committee discussed differences in access between Faculty Peer Reviewers and ACCJC Reviewers – local peer review is “observer” and ACCJC is “instructor” – so we have to consider ways to bridge the gap between what they can see and what we can see. We need to help instructors understand the rubric and the ways it can be reflected in their course documents and course design.
 - ii. **Online Student Survey:** Should align with the ACCJC rubric and use student friendly language.









2. Other

D. CLOSED SESSION

- 1. None

E. ADJOURNMENT

- 1. 2:59 pm

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