



Distance Learning Committee
College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES
Friday, Nov 17, 2017
8-9 am, DLC4

Attendance: Fernandez, Tischler, Varty, Zweigle, Baldwin, Kuhlemann, Blink, Abbott

A. PUBLIC COMMENT:

1. NONE

B. APPROVAL OF MINUTES

1. UNANIMOUS APPROVAL

C. ACTION / DISCUSSION ITEMS

1. Meeting for Dec 1 rescheduled for Dec 8, 8-9am, Mc 111
2. Proctorio language for proctoring webpage: Abbott, Blink, and Baldwin presented information and examples for proctoring information relevant to the webpage for both students and faculty. Abbott, Blink, and Baldwin have agreed to form a DL Workgroup to create Proctoring and Webcam language appropriate for DL Handbook, Webpage, and schedule.
 - a. The committee also discussed the need for an actual on-campus Proctoring Center, and the most likely place for its location in the ASC.
3. Online Teaching Requirements as per AP 4105: tabled for later meeting.
4. Develop List of Potential DL Workgroups:
 - a. Proctoring and Web Cam Policy for handbook and webpage; blurb for schedule: **Abbott, Blink, and Baldwin will lead this effort.**
 - b. Online Course Approval Process: **Tischler and Fernandez will lead this effort.**
 - c. Course Evaluation/Instructor Evaluation/Student Survey tools: **Varty and Zweigle will lead this effort.**

Distance Learning Committee:

Chair: Maria Fernandez
Dr. Zachary Zweigle
Shawn Abbott
Anne-Marie Kuhlemann

David Blink
Jude Baldwin
Alison Varty
Dr. Michael Tischler

d. All groups will work independently on these tasks and bring back ideas and drafts to subsequent meetings for review and approval.

D. CLOSED SESSION:

1. NONE

E. ADJOURNMENT