



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

DISTANCE LEARNING COMMITTEE MINUTES
Friday, Dec. 8, 2017
8-9 am, McCloud Hall 111

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

A. PUBLIC COMMENT:

1. NONE

B. APPROVAL OF MINUTES

1. UNANIMOUS APPROVAL

C. ACTION / DISCUSSION ITEMS

1. Proctoring/WebCam Work Group Report
 - a. Jude to send revised language regarding use of proctorio
 - b. Committee discussion on proctoring policy: the need for a lead in time for implementation (by the ___?___ semester); Zweigle asked: what is the purpose of the proctored event: Authentication? Assessment? Learning Outcome?
 - c. Committee discussed the Proctor position: Tischler/Zweigle asked if the person has to have min quals for each discipline? Blink noted that trained technical assistants/lab techs can proctor exams
 - d. Abbott noted: from a purely practical perspective, proctoring makes instructors have to be more aware of clear instructions and should be available by phone to answer any questions during the exam
 - e. Proctor possibly a faculty member? Zac
 - f. Fernandez and Blink suggested that COS reach out to OEI Proctoring Network regarding standard policy and proctor requirements/min quals
 - g. Proctored event: ensures integrity of the course (Abbott)
 - h. College-wide policy: does every online instructor do some sort of final assessment? (Tischler, Zweigle, Fernandez)
 - i. Remote sites should also be official proctoring centers: Tule Lake, Happy Camp, Modoc, etc
 - j. Committee observed that every distance learning course should have a proctored event: for authentication/academic integrity

Distance Learning Committee:

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

David Blink
Jude Baldwin
Alison Varty
Dr. Michael Tischler

k. Blink made a motion: **After implementation of full Proctoring Services at College of the Siskiyou, all DL courses will have a proctored event to ensure academic integrity and to verify identification; it is our intention that this will be in place by Spring 2019.** Abbott second. (Motion passed unanimously)

1. Senate will review the motion in spring

1. Fernandez to work on web cam language to put in the schedule and in syllabus.

2. Evaluation Tools Workgroup Report
 - a. Zweigle presented first draft of instructor evaluation student survey tool.
 - b. Tested changes against newly adopted @One Standards
 - c. Committee suggested adding: ongoing/timely contact; instructor availability is clearly stated within the course materials; the parameters of the course are presented; the syllabus provides a clear road map of the class
 - d. Question 12: encourages participation within the learning environment?
 - e. Committee will review 2nd draft in the spring.**
3. Online Course Approval Workgroup
 - a. No report.
4. Fernandez brought up the need for a third party content policy. **Committee to consider the following in the spring:**
 - a. Third Party content definition
 - b. Potential problems with TPC
 1. FERPA violations
 2. ADA/508
 - c. All assessment and feedback must be in LMS
 - d. No information relating to grading and student feedback can occur outside of the LMS
 - e. Content must have VPAT and pass institutional accessibility review

D. CLOSED SESSION:

1. NONE

E. ADJOURNMENT