



## Distance Learning Committee

College of the Siskiyou  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Thursday, April 12, 2018

4-5 pm, DLC4

#### A. MEMBERS PRESENT

Meeting began at 4:00 pm, PST

Shawn Abbott, Anne-Marie Kuhlemann, Zachary Zweigle, Alison Varty, Mike Tischler, Maria Fernandez, Jude Baldwin

Visitor: Dr. Todd Scott

Members absent: David Blink

#### B. PUBLIC COMMENT

No public comment

#### C. APPROVAL OF MINUTES

Minutes were reviewed. Abbott moved to approve/Baldwin second. Unanimous approval of the minutes.

#### D. ACTION / DISCUSSION ITEMS

1. Committee Goals for the Semester
  - a. Second Review: Online Teaching Requirements
    1. The committee discussed Abbott's introductory language and suggested minor edits. Fernandez to edit document and bring back for review at next meeting.
2. Other: local POQR cohort was discussed for course beginning April 9. Initial team identified: Fernandez, Zeller, Zweigle, and potentially Cecil. Fernandez to follow up.
3. Online Course Development and Approval process:
  - a. The committee reviewed the Online Course Approval Form and suggested changes. They also reviewed the Canvas Course Evaluation Checklist from Instructure, and suggested deleting non-relevant items. Fernandez to edit and merge documents for review at next meeting.

Distance Learning Committee:

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

David Blink  
Jude Baldwin  
Alison Varty  
Dr. Michael Tischler

**E. CLOSED SESSION**

No closed session:

**F. ADJOURNMENT**

Meeting was adjourned at 5:00 pm, PST