



Distance Learning Committee

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

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, May 6, 2025

2:00-3:00 pm, DLC 4

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

Absent: Valerie Roberts

Meeting start: 2:00 pm

A. PUBLIC COMMENT

1. MEF commented on the excellent FDIP program, and gave kudos to all the committee members for their great work during the year. the

B. APPROVAL OF MINUTES

1. Review and approve minutes from Feb 25 and April 1 meetings.
 - a. Feb 25: Thomsen/Zeller second. Minutes approved unanimously
 - b. April 1: Thomsen motion/Zeller second. Minutes approved unanimously

C. ACTION / DISCUSSION ITEMS

1. Action
 - a. Flex Form Changes (Online Teaching Recertification)
 - i. Thomsen motion/Zeller second. The committee reviewed the proposed flex form changes that include information for online teaching recertification hours. Committee approved Flex Form Changes.
 - b. Approve Final Handbook Changes: Thomsen motion/Bellamy second. Committee members shared assigned module updates. Question called: Handbook updates approved. Fernandez to make final edits to A&R processes over the summer. Handbook to Senate in September for review and approval.
 - i. The committee mentioned that a “New Features” page in the handbook would be helpful: e.g., Grade Override feature, Learning Mastery Gradebook, etc
2. Discussion
 - a. Online Evaluation Checklist tool (Carlyle and Fernandez): MEF and EC presented draft of the Online Eval Checklist tool. The committee recommended edits and clarifications. Forwarded on to Faculty Association.
 - b. Other: Committee opted for two meetings per semester for the 25-26 AY: September, November, February, and April.

D. CLOSED SESSION

1. None

E. ADJOURNMENT

1. 3:00 pm

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