



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Thursday, Oct 3, 2019

4:00-5:00 pm, DLC 4

A. MEMBERS PRESENT

Meeting began at 4:00 pm, PST

Present: Anne-Marie Kuhlemann, David Blink, Alison Varty, Maria Fernandez, Mike Tischler, Elizabeth Carlyle, Burton Peretti

Members absent: Shawn Abbott, Jude Baldwin

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Tischler moved to approve/ Blink second. Minutes were approved with corrections to template footer.

D. ACTION / DISCUSSION ITEMS

1. General DE update/Status Report:
 - a. Fernandez shared Annual Online Section Inventory (AOSI) data supplied by the Office of Institutional Research. In 2018-19 we offered 124 fully online sections. We need to align 20% of our AOSI to the CVC-OEI rubric by 2020. This number is 24 sections. Fernandez also shared alignment strategies from the CVC-OEI. We will continue to track progress and raise institutional awareness of this requirement.
 - b. Fernandez also shared Finish Faster data from the CVC-OEI. We had 57 completed applications from Finish Faster between June 2018-June 2019. A comparable small consortium college (Columbia College) had 16 completed applications. Fernandez to follow up with OEI and confirm that applications resulted in enrollments. The committee discussed enrollment implications of Finish Faster and the need to share data with the Executive Cabinet and appropriate councils.
2. Online Teaching Requirements Awareness Campaign Update: Fernandez sent a general reminder email to all online faculty on Sept 19, 2019. Follow-up emails will be sent in mid-October and November.
3. Workgroup Formation: Fernandez asked for volunteers to work on specific DL goals with **status report in Nov and review of work produced in December.**
 - a. Proctorio guidelines/best practices workgroup: Blink and Varty
 - b. DE course approval process/addendum workgroup: Carlyle and Abbott

Distance Learning Committee:

Chair: Maria Fernandez
Dr. Burt Peretti, Dean of LAS
Elizabeth Carlyle
Alison Varty
Dr. Michael Tischler

David Blink
Jude Baldwin
Shawn Abbott
Anne-Marie Kuhlemann

- c. Online Course Evaluation Guidelines workgroup: Tischler/Peretti
- d. DE Handbook Update workgroup: Kuhlemann and Fernandez

E. CLOSED SESSION

No closed session:

F. ADJOURNMENT

Meeting was adjourned at 5 pm, PST

2019-20 DL COMMITTEE GOALS	STATUS
Determine annual online section inventory/track progress	Completed
Online teaching requirements awareness campaign	Started
Create instructor guidelines/best practices for Proctorio	Started
Revise DL course approval process/addendum to more explicitly address Title V updates.	Started
Develop guidelines for instructors evaluating online courses	Started
Update DE Handbook	Started