



## Distance Learning Committee

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Dec 5, 2019

4:00-5:00 pm, DLC 4

#### A. MEMBERS PRESENT

Meeting began at 4:00 pm, PST

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

Members absent: Jude Baldwin

#### B. PUBLIC COMMENT

No public comment

#### C. APPROVAL OF MINUTES

Minutes were reviewed. Tischler moved to approve/Abbott second. Minutes approved, with date change from 9/319 to 11/7/19.

#### D. ACTION / DISCUSSION ITEMS

1. Proctorio guidelines/best practices:
  - a. Blink/Varty presented information gathered from the ASC and the Library regarding services offered, current tech, technical assistance offered, and future needs. The committee liked the idea of a “before you get started” checklist for students. Blink and Varty also presented Faculty best practices and Student best practices adapted from UNM.
2. DE addendum workgroup status:
  - a. Carlyle/Abbott presented a summary of potential revisions to the current DE addendum, and presented approval guidelines from Lake Tahoe CC. The group liked the idea of the LTCC document. Fernandez will work on revisions in January for group review in the spring. The group also felt that the new DE addendum should be uploaded to Elumen rather than completed within the curriculum management system.
3. Online Course Evaluation Guidelines workgroup status report:
  - a. Tischler/Peretti will present further information at the next meeting.
4. DE Handbook/Website Update workgroup status report:
  - a. Fernandez/Kuhlemann to work on Handbook updates and Website updates in January for review at the first meeting of the spring semester 2020.
5. Semester Summary: Fernandez provided an overview of work completed and praised the efforts and positive work ethic of the committee.

Distance Learning Committee:

Chair: Maria Fernandez  
Dr. Burton Peretti, Dean LAS  
Shawn Abbott  
Elizabeth Carlyle  
Dr. Michael Tischler

David Blink  
Jude Baldwin  
Alison Varty  
Anne-Marie Kuhlemann

**E. CLOSED SESSION**

No closed session:

**F. ADJOURNMENT**

Meeting was adjourned at 5:05 pm, PST

<b>2019-20 DL COMMITTEE GOALS</b>	<b>STATUS</b>
Determine annual online section inventory/track progress	Ongoing
Online teaching requirements awareness campaign	Ongoing
Create instructor guidelines/best practices for Proctorio	Started
Revise DL course approval process & DE addendum to more explicitly address Title V updates.	Started
Create Faculty Guidelines for Evaluating Online Courses	Started
Update DL Handbook & Website	Started