



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Thursday, Feb 6 2020

3:00-4:00 pm, DLC 4

A. MEMBERS PRESENT

Meeting began at 3:05 pm, PST

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

Members absent: Jude Baldwin, Burt Peretti, Shawn Abbott

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Varty moved to approve/Tischer second. Minutes approved.

D. ACTION / DISCUSSION ITEMS

1. Goals Review/Web page: Fernandez reviewed the committee goals, and the committee suggested that the Faculty Guidelines for Evaluating Online Courses should be Moved to In-Progress, due to lack of a ratified contract. The group did not foresee contract closure in the near future, so this item has been tabled until contract negotiations resume or are completed. Kuhlemann and Fernandez shared Website updates. The group liked the new look and the promos videos. Fernandez to explore You tube and accessibility options for the promo video. The Student portions of the new pages have updated links and information; DL is currently working on faculty pages and relevant page link updates. Varty and Blink offered to contribute photos and music for future DL promos and Web Page icons/tiles.
2. Review and Approve DL Handbook: Blink moved to approve/Tischler seconded. Discussion followed. Fernandez and Kuhlemann presented the updated DL Handbook. The group provided feedback and suggested changes to the Online Pedagogy Requirements and regular and effective contact sections. The Committee approved the updated Handbook with the recommended changes. The Revised DL Handbook will go to the next Senate meeting for review and approval.
3. Discuss/Review “Before You Get Started” Proctorio checklist for students: Blink/Varty will create specific checklist for posting on the Proctoring page/ASC/Distance Learning page and Blink will create a practice Proctorio quiz accessible via the Canvas Commons for instructor use.
4. Discuss/Review DE addendum—Tabled to next meeting.
5. Discuss/Review Online Course Evaluation Guidelines: Tabled indefinitely.

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 4:05 pm, PST

2019-20 DL COMMITTEE GOALS	STATUS
Determine annual online section inventory/track progress	18-19 inventory completed: 199 online sections/We need to align 38 sections; we have 7 courses aligned
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.	In-Review
Create Faculty Guidelines for Evaluating Online Courses	Started /Tabled 2/6/20
Update DL Handbook & Website	Website Started; Handbook to Senate for review/approval