Distance Learning Committee
College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES
Thursday, Oct 1, 2020
3:00-4:00 pm, via Zoom

A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST
Present: Anne-Marie Kuhlemann, Maria Fernandez, Elizabeth Carlyle, David Blink, Jude Baldwin, ,
Michael Tischler, Valerie Roberts,

Members absent: Carly Zeller, Shawn Abbott

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Tischler moved to approve/Blink second. Minutes approved.

D. ACTION / DISCUSSION ITEMS

1. Discuss and finalize 20-21 DL Goals: The group discussed general DL topics and potential issues before moving to goals and workgroups.
2. Establish workgroups: The following workgroups were developed for the goals listed in the table that follows, with the idea that more goals might arise due to shifting statewide priorities within Distance Learning.
    a. **Whitelist for Canvas apps**: this workgroup will research a short list of apps/LTIs (Perusal, Flipgrid, Padlet, Office 365 LTI, Google, EBSCO LTI) and gather appropriate VPATS to report back to the group for consideration. (Baldwin, Carlyle)
    b. **Distance Learning Tech Needs Survey**: Create a survey to generate a list of minimum tech requirements for faculty teaching via DL. This group will share results with the group. The ultimate goal is to share results with Instruction Admins in order to generate a CARES Faculty Technology CQIP (Varty, Tischler, Blink).
    c. **Research and develop Zoom guidelines**: Establish consistent zoom guidelines for faculty for use in their courses and syllabi, for inclusion on the DL website, to establish virtual office hour protocols, to ensure FERPA and honor equity concerns, to set guidelines for appointment booking, waiting rooms.
        1. This workgroup will also research and develop student Zoom guidelines and student success seminars for how to participate in synchronous online settings in collaboration with the ASC (Carlyle, Fernandez, Blink, Zeller)
    d. **DL Contract Language**: Work with FA to create contract language for faculty teaching via Distance Learning for inclusion in future mediation sessions and/or future collective bargaining agreements (Fernandez, Tischler, Varty)

3. Discuss DL Definitions: The group discussed the DL definitions and Anne-Marie noted that she would locate the DL definitions (a graphic image) she received from Dawnie Slabaugh for discussion at the next meeting.
4. Research Requests: Fernandez noted that she would begin requesting DL Data for the DL Board Report as well as information for the annual online section inventory)
5. Other items: The group discussed centralizing student support in Canvas and the models available: MiraCosta-style hub or Foothill-DeAnza-style hub, both of which are available to us.

E. CLOSED SESSION
No closed session:
F. ADJOURNMENT
Meeting was adjourned at 4:15 pm, PST

2020-21 DL COMMITTEE GOALS	STATUS
Create initial whitelist for Canvas apps	
Distance Learning Tech Needs Survey	
Research and develop Zoom guidelines	
Increase Committee membership	
Review and update DL Handbook	
Determine annual online section inventory/track progress	**ongoing**

FT Online Teaching Status: 26/29 FT teaching faculty are certified (89%, +17% since Sept)

Distance Learning Committee:
Chair: Maria Fernandez, DL Faculty Coordinator

Voting Members:
Shawn Abbott (BUS)
Jude Baldwin (LIB)
David Blink (MUS)
Elizabeth Carlyle (MLAN)
Dr. Michael Tischler (FA/MLAN)
Alison Varty (SCI)
Carly Zeller (ASC)

Non-voting Members:
Anne-Marie Kuhlemann, DL Admin Coordinator
Valerie Roberts, Int. Dean LAS and Student Success