



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Thursday, Nov 5, 2020

3:00-4:00 pm, via Zoom

A. MEMBERS PRESENT

Meeting began at 3:06 pm, PST

Present: Anne-Marie Kuhlemann, Maria Fernandez, Elizabeth Carlyle, David Blink, Jude Baldwin, Michael Tischler, Valerie Roberts, Alison Varty, Carly Zeller, Shawn Abbott

Guest: Natalie Bradley, Director of DSPS

B. PUBLIC COMMENT

No public comment

C. APPROVAL OF MINUTES

Minutes were reviewed. Baldwin moved/Tischler second. Minutes unanimously approved.

D. ACTION / DISCUSSION ITEMS

1. Introduce DL Microsoft Team: Fernandez shared the site and the group discussed the use of the Team area.
2. Work Group Share Out: Distance Learning Needs Survey. Varty/Blink/Tischler shared results of the initial tech survey and the group discussed the needs, funding challenges, and will share the results of the survey with the Office of Academic Affairs via Dean Roberts.
3. Survey data: 50/50 FT/ PT. Roberts mentioned the need for a standard process or standard package, CQIP process is daunting for most--What we don't know about what we might need is important. All agreed a document camera is a must for many instructors.
4. Must Have Items A-Z: Laptop computer, Desktop computer, HD webcam, Microphone, Doc cam, Tablet, Second monitor, Small studio lights, Green screen
5. The committee felt we should meet tech needs until the money is gone, and then we can explore Tech replacement funds
6. Out of the area people could make use of an equipment loan agreement
7. Add a wish list
8. The committee hoped the District would be able to fund a majority of the tech needs for faculty.
9. Due to lack of time, the following agenda items were tabled to the next meeting:
 - a. **Whitelist for Canvas apps:** Review and approve a short list of apps/LTIs (Perusal, Flipgrid, Padlet, Office 365 LTI, Google, EBSCO LTI) and gather appropriate VPATS (Baldwin, Carlyle)

- b. **Zoom guidelines and Legal Opinions:** Tischler mentioned liability, student learning, and student success specific to synchronous Zoom classrooms. (Carlyle, Fernandez, Blink, Zeller)
- c. **DL Definitions:** clarify DL definitions for faculty, staff, and students.

E. CLOSED SESSION

No closed session:

F. ADJOURNMENT

Meeting was adjourned at 4:12 pm, PST

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