



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Sept 7, 2021

3:00-4:00 pm, via Zoom

A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST

Present: Maria Fernandez, David Blink, Alison Varty, Natalie Bradley, Anne-Marie Kuhlemann, Carly Zeller, Jude Baldwin, Kirk Thomsen, Elizabeth Carlyle, Michael Tischler, Sherice Bellamy

Members Absent: Valerie Roberts

B. PUBLIC COMMENT

No public comment.

C. APPROVAL OF MINUTES

Baldwin moved to approve May 6 minutes/Thomsen second. Attendance record was corrected; meeting minutes were reviewed. Question called: minutes approved with amended attendance record.

D. ACTION / DISCUSSION ITEMS

1. Reports and Discussion

- a. Fernandez facilitated a general “check-in” with committee members and welcomed everyone back. Thomsen brought up the DE Addendum for all courses being discussed in Curriculum Committee. He explained how this benefitted the Paramedic program over the past year. Tischler, Thomsen, and Varty brought up points regarding modality preferences, hybrid courses, and a clearly communicated COVID Plan, respectively. The committee discussed the importance of an institutional plan that was intentional, e.g., the percentage of courses being offered via Distance Learning.

David Blink took a few minutes to express his good wishes to the committee as he leaves to take up duties within the Curriculum Committee. The DL Committee chair will seek a replacement through the Academic Senate.

- b. Fall 21 Meeting Times/Day: The Committee affirmed the recurring time/day to be the first Tuesday of the month from 3-4pm.
- c. Handbook Update Key Points: Members discussed Handbook changes and edits. Varty suggested adding information regarding the OEI and the Course Design Academy. Bellamy had made edit suggestions via email.
- d. 2021-22 DL Goals Review: Goals will be reviewed, discussed, and finalized at the next meeting.

2. Action Items
 - a. Approve DL Handbook updates: Fernandez to update the Handbook with suggested changes and edits, and send to committee members for review and approval via email. **Note: Amended Handbook approved unanimously via email vote on 9/15/21 and will be posted to the DL/For Faculty web page.**
 - b. Approve Fall 21 meeting time/day: see Reports and Discussion 1.b.
 - c. Approve 21-22 DL Goals: tabled to next meeting
3. Other Items: Fernandez to send out draft of Faculty Awards for committee comment.

E. CLOSED SESSION

No closed session.

F. ADJOURNMENT

Meeting was adjourned at 4:05 pm, PST

Distance Learning Committee:

Voting Members:

Chair: Maria Elena Fernandez, DL and Instructional Design Coordinator

Jude Baldwin (LIB)

Elizabeth Carlyle (MLAN)

Dr. Michael Tischler (FA/MLAN)

Alison Varty (SCI)

Carly Zeller (ASC)

Natalie Bradley (DSPS)

Dr. Sherice Bellamy (BUS)

Kirk Thomsen (EMS)

Non-voting Members:

Anne-Marie Kuhlemann, DL Admin Coordinator

Valerie Roberts, Int. Dean LASS/Acting VP SS