



## Distance Learning Committee

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Nov 2, 2021

3-4 pm, via Zoom

#### A. MEMBERS PRESENT

Meeting began at 3:02 pm, PST

Present: Maria Fernandez, Alison Varty, Carly Zeller, Jude Baldwin, Elizabeth Carlyle, Sherice Bellamy, Valerie Roberts, Wenli Chang, Anne-Marie Kuhlemann, Natalie Bradley

Members Absent: Kirk Thomsen, Mike Tischler

#### B. PUBLIC COMMENT

No public comment.

#### C. APPROVAL OF MINUTES

Baldwin/Bellamy motions to approve Oct 5 minutes. Meeting minutes were reviewed. Question called: minutes approved unanimously.

#### D. ACTION / DISCUSSION ITEMS

1. Action Items
  - a. None
2. Reports/Discussion
  - a. Review goals and establish workgroups: [Kirk Thomsen needs a workgroup]
    1. **DL Participation and Drop Guidelines** for Senate Review and Approval: Bellamy, Carlyle joined this group.
    2. **DL academic integrity/proctoring/authentic assessment** guidelines for Senate Review and Approval: Zeller, Varty joined this group.
    3. **OER/ZTC increase awareness and adoption:** Baldwin, Bradley, Chang joined this group.
    4. **Online Faculty Evaluation**—purpose, process, and roles for Senate and FA Review and Approval: Tischler, Fernandez joined this group.
    5. **Course Design Academy increase awareness and participation:** this group is on hold until IPB either accepts or rejects the professional development proposal submitted by Fernandez/Klever.
  - b. The following goals can be addressed in committee during the year:
    1. **Title V Update and AP 4105:** The group discussed Title V updates briefly bringing up the following points:
      - a. Peer evaluators get to see how well the course is designed and how the students are interacting with the content and the materials in the discussions and in the overall feel of the class.

- b. Limit the time spent looking at a course and spend the most time in the learning unit.
  - c. Spot check the orientation with a checklist with more specific information for the learning unit.
  - d. Develop a checklist for other learning modules.
  - e. FPE is an excellent opportunity to help our colleagues.
  - f. We can really look for the formative and summative assessments and scaffolding activities that are elements of good digital pedagogy.
  - g. We can create a showcase for our local exemplary examples.
  - h. Creating more uniform initial welcome modules, syllabi, and module structure helps the student experience; they see familiar organization and can be comfortable with the structure.
2. **DL data and planning:** Fernandez briefly mentioned that during a data discussion with Tischler and Rexford, it was discovered that coding of courses may affect the distance learning numbers.
3. Other Items: Roberts to CC Baldwin with Professional Development CQIP information.

## **E. CLOSED SESSION**

No closed session.

## **F. ADJOURNMENT**

Meeting was adjourned at 3:58 pm, PST

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### ***Distance Learning Committee:***

#### ***Voting Members:***

*Chair: Maria Elena Fernandez, Int. 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)*

*Wenli Chang (MATH)*

#### ***Non-voting Members:***

*Anne-Marie Kuhlemann, DL Admin Coordinator*

*Valerie Roberts, Int. Dean LASS/Acting VP SS*