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

DISTANCE LEARNING COMMITTEE MINUTES
Tuesday, Dec 7, 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, Mike Tischler, Sherice Bellamy, Valerie Roberts, Anne-Marie Kuhlemann, Kirk Thomsen

Members Absent: Natalie Bradley, Wenli Chang

B. PUBLIC COMMENT
No public comment.

C. APPROVAL OF MINUTES
Zeller motion/Carlyle second to approve Nov 2 minutes. Meeting minutes were reviewed. Question called: minutes approved unanimously.

D. ACTION / DISCUSSION ITEMS
1. Action Items
   a. None
2. Reports/Discussion
   a. Workgroup Reports:
      1. DL Participation and Drop Guidelines for Senate Review and Approval (Bellamy and Carlyle): Initial meeting with Sherice and Liz to create a plan: look at CCCs across the state and select a model that works for us; attendance is an institutional decision and definition, and it considers Title V; policy must be clearly stated in the syllabus; items to think about:
         a. create a list of colleges to look at, small and large;
         b. what are the implications for financial aid;
         c. define participation—review the Title V guidelines for regular and substantive interaction;
         d. maybe create template emails;
         e. create a policy for first week, for census, and ongoing philosophy.
      2. DL academic integrity/proctoring/authentic assessment guidelines for Senate Review and Approval (Zeller, Thomsen, and Varty):
         a. What can we do to expand the definition and process of ensuring academic integrity;
         b. proctoring software is just one avenue;

c. Zeller mentioned that ASC is not a distraction-free space; Baldwin mentioned the library spaces may be quieter.

d. Varty mentioned that examples are a great idea; fernandez mentioned Authentic Assessment toolbox and @One resources for examples

3. OER/ZTC increase awareness and adoption (Baldwin): Baldwin and group will meet on Thursday 12/9/21; group has expanded to include Jayne Turk and David Blink; Baldwin mentioned that potential topics of discussion include:

a. we should create a local definition of ZTC and low-cost if we don't have one;

b. there is a financial incentive for adopting OER;

c. there will be a flex session on OER;

d. OER/ZTC is now a search parameter in Banner online schedule.

4. Online Faculty Evaluation—purpose, process, and roles for Senate and FA Review and Approval (Tischler and Fernandez): Work group hasn't formally met; Tischler and Fernandez will work on online faculty evaluation language. The group discussed that in the new contract one of the flex days should be to related to training and aspects of the evaluation process

5. Course Design Academy increase awareness and participation (Fernandez): Fernandez shared progress with Professional Development Portal.

b. Title V Update and AP 4105 (Fernandez): Tabled

3. Other Items: Group discussed meeting dates for spring 2022; confirmed that the same time/day would work.

E. CLOSED SESSION
No closed session.
F. ADJOURNMENT
Meeting was adjourned at 4:00 pm, PST

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 (SAS)
Dr. Sherice Bellamy (BUS)
Kirk Thomsen (EMS)
Wenli Chang (MATH)

Non-voting Members:
Anne-Marie Kuhlemann, DL Admin Coordinator
Valerie Roberts, Int. Dean LASS