



## Distance Learning Committee

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

### DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Feb 1, 2022

3-4 pm, via Zoom

#### A. MEMBERS PRESENT

Meeting began at 3:02 pm, PST

Name	Attendance
Maria Fernandez	P
Alison Varty	P
Carly Zeller	P
Jude Baldwin	P
Elizabeth Carlyle	P
Mike Tischler	P
Sherice Bellamy	P
Kirk Thomsen	P
Wenli Chang	A
Natalie Bradley	A
Valerie Roberts (NV)	P
Anne-Marie Kuhlemann (NV)	P

#### B. PUBLIC COMMENT

No public comment.

#### C. APPROVAL OF MINUTES

Baldwin/Zeller motion/second to approve Dec 7 minutes. Meeting minutes were reviewed; changes noted to attendance. Question called: minutes approved unanimously with corrections.

#### D. ACTION / DISCUSSION ITEMS

##### 1. Action Items/Recommendations

- a. Recommendation/Course Reset Permission: Fernandez raised the issue of course reset permissions, due to a number of instructor requests for this permission. Course reset deletes the entire course contents (leaves enrollments, but not any work/grades completed before the reset. The concern with this permission is that an instructor could delete contents from a currently running course, resulting in loss of student work and grades. The workload to restore the course is significant, with only two Canvas Admins who can do this work. Thomsen and Carlyle suggested that the course reset permission could be allowed for a limited time before each semester, and then removed. The group agreed that this would be good compromise. Fernandez will also explore allowing course reset for the DEV shell subaccount, as it contains no

student data, and instructors would benefit from being able to clean up their DEV shells.

- b. Action/Hyflex Courses: Baldwin moved to approve/Tischler second. Discussion commenced. Fernandez presented a draft proposal for a new online modality, as well as a guidance document for instructional continuity in a course. The group discussed the pros and cons of the new modality. The primary benefit of this modality is the potential for increased enrollments and student choice. Varty mentioned that colleagues at other campuses had great difficulty in this modality—instructors never know how many students could be in class on a given day. Concerns raised include:
1. How to provide equitable student support for the remote students
  2. Distraction and classroom management issues
  3. Need for ISS or EIA support
  4. Adequate technology to support the Hyflex modality
  5. Instructor training for the Hyflex modality: student engagement and planning
  6. Proctored exams—equity issues; Thomsen mentioned that everyone can be required to use Proctorio regardless of their location.
  7. Increased workload for instructor—load would need to be negotiated

The committee was not able to come to consensus. Fernandez suggested tabling this item until the next meeting. The committee will vote at the next meeting to either forward or not forward the modality to the Senate for further discussion and approval.

1. Feb Update: IC in a Course guidelines were reviewed, revised, and approved (7 Yes/1 Ab) via email. Fernandez sent the guidelines to Academic Affairs for further review/development.
- c. New Proctorio pages/Authentic Assessment Statement: This item was tabled to the next meeting. Fernandez noted that there were drafts of new student and faculty Proctorio pages for the committee to review.

2. Reports/Discussion:

- a. Workgroup Reports:
1. OER/ZTC increase awareness and adoption (Baldwin, Bradley, and Chang): update from 12/9 meeting. Tabled to next meeting.
- b. Other Workgroup Reports
- c. Other Items:

## **E. CLOSED SESSION**

No closed session.

## **F. ADJOURNMENT**

Meeting was adjourned at 4:00 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 (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*