



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, April 5, 2022

3-4 pm, via Zoom

<https://siskiyous-edu.zoom.us/j/96739257008>

A. MEMBERS PRESENT

Meeting began at 3:05 pm, PST

Name	Attendance
Maria Fernandez	P
Alison Varty	P
Carly Zeller	P
Jude Baldwin	P
Elizabeth Carlyle	P
Mike Tischler	A
Sherice Bellamy	P
Kirk Thomsen	A
Sean Kenny	P
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 Mar 1 minutes. Meeting minutes were reviewed and Jude added OER clarification. Question called: revised minutes approved unanimously.

D. ACTION / DISCUSSION ITEMS

1. Reports/Discussion

a. Fernandez welcomed Sean Kenny as our newest member.

b. Workgroup Reports:

1. Drop Policy: Carlyle and Bellamy reported. They will add current doc to Teams folder area. The APs 5070 and 5075 were discussed. They present conflicting information and should be updated. Kenny mentioned that a drop policy should not be prescriptive and should allow instructors to work individually with students regarding absences. Issue of legal aspects of financial aid and online course participation was discussed as well as new Title V language defining participation and regular and substantive interaction (RSI). The group discussed the suggested syllabus language and

the questions presented by the workgroup, and will vote on the recommendation at the next meeting. Roberts will take the workgroup research and information to Student Services for possible AP updates.

2. OER: Patrice Thatcher and Ann Klein joined OER faculty group. HEERF funding request submitted by Baldwin for OER incentives.
2. Action Items/Recommendations
 - a. Approve Acad. Integrity/Proctoring/Authentic Assessment document (Zeller, Varty, Thomsen) Varty moved/Bellamy second. The group discussed that language around the specific proctoring product would change. Question called. **Motion carried unanimously.** Fernandez will work on updates to the document to reflect new proctoring product, as well as handbook/website updates over summer.
 - b. Approve Online Modalities update: Zeller moved/Carlyle second. Fernandez shared the updated language and definitions for distance learning modalities. These new terms will be used throughout the campus. Fernandez will work with Weblinks and other areas to update DL Webpages, Faculty and DL Handbooks, and create PR materials. Question called. **Motion carried unanimously.**
3. Discussion
 - a. Online Proctoring Products: Fernandez shared updated link to Google sheet: https://docs.google.com/spreadsheets/d/1ysfmEcCOFxa_b9KVCCCCcqvIKI9FrIRkYf5bQEitLzxE/edit?usp=sharing
 - b. AP 4105 Update: tabled until Chancellor's Office Guidelines come out.
 - c. Other Items: None

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, Int. DL and Instructional Design Coordinator

Jude Baldwin (LIB)

Elizabeth Carlyle (MLAN)

Dr. Michael Tischler (FA/MLAN)

Alison Varty (SCI)

Carly Zeller (ASC)

Dr. Sherice Bellamy (BUS)

Kirk Thomsen (EMS)

Sean Kenny (ART)

Non-voting Members:

Anne-Marie Kuhlemann, DL Admin Coordinator

Valerie Roberts, Int. Dean LASS