



Distance Learning Committee

College of the Siskiyous
800 College Avenue
Weed, CA 96094

DISTANCE LEARNING COMMITTEE MINUTES

Tuesday, Dec 6, 2022

3-4 pm, DLC

A. MEMBERS PRESENT

Meeting began at 3:00 pm, PST

| Name | Attendance |
|---------------------------|---------------------------|
| Maria Elena Fernandez | P |
| Alison Varty | On Sabbatical Leave 22-23 |
| Carly Zeller | P |
| Jude Baldwin | P |
| Elizabeth Carlyle | P |
| Mike Tischler | P |
| Sherice Bellamy | P |
| Kirk Thomsen | P |
| Sean Kenny | A |
| Valerie Roberts (NV) | A |
| Anne-Marie Kuhlemann (NV) | P |

B. PUBLIC COMMENT

No public comment.

C. APPROVAL OF MINUTES

Thomsen motion/Tischler second to approve Oct 4 minutes. Meeting minutes were reviewed. Question called: Minutes approved unanimously.

D. REPORTS/ACTION/DISCUSSION

1. Action Items: Form work teams for the DL Goals
 - a. RSI guidelines: Zeller and Bellamy
 - b. Update AP 4105: Carlyle and Baldwin (provided examples from Southwestern CC and Mira Costa; group felt that Southwestern was more clearly presented)
 - c. Update DL Addendum language for eLumen: Thomsen and Fernandez
 - d. Webcam guidelines for proctoring: **no workgroup**—Fernandez to send updated information to Weblinks with the Honorlock webcam requirements.
 - e. Contract language specific to online teaching requirements, ongoing training, and course review: Fernandez and Tischler
2. Discussion
 - a. Other Items

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)

Dr. Sherice Bellamy (BUS)

Kirk Thomsen (EMS)

Sean Kenny (ART)

Non-voting Members:

Anne-Marie Kuhlemann, DL Admin Coordinator

Valerie Roberts, Dean LASS