# ATC Minutes November 20, 2020

The meeting was called to order and minutes from October were approved.

The committee had approved the COP revisions which were posted on Canvas and they have been forwarded to Eileen’s office. The eLearning Coordinator Job Descriptions have been approved pending decisions on how many coordinators will be needed and the amount of reassigned time allocated to each position. Peggy Romeo gave an update on Proctorio. The committee is exploring other options and has recommended that the college set up more rooms for on campus testing. The IT survey has been revised to include the Proctorio questions created by the ad hoc committee last summer. The draft will be sent to Joe Van Galen to put into proper format. Once we get his draft back, it will be sent out to committee members for a final preview.

Roz reported that online course registrations were up for Spring although the overall enrollment figures were down.

There was a discussion regarding Quality Matters reviews of online course development. Right now the eLearning Coordinators have been trained in QM and they will be offering more workshops for faculty in the future. Once a person is QM trained to evaluate courses, a stipend will be paid for each review giving faculty another way to earn money.

The committee has successfully completed its goals for the fall semester:

1. Revision and Updating of COPs
2. eLearning Coordinator Job Descriptions
3. Proctorio Options

We will be coming up with new goals for 2021.