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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 2/22/19 | Location: | Lee G-227 |
| Time: | 2:00 PM | Note taker: | Jillian Patch |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | Present | Absent | Excused | | Rozalind Jester | Chair | X |  |  | | Leslie Bartley | SOAHSS | X |  |  | | Shawn Moore | SOAHSS | X |  |  | | Anita Rose | SOBT | X |  |  | | Laura Osgood | SOE | X |  |  | | Gayle Deane | SOHP | X |  |  | | Rona Axelrod | SOPAS |  |  | X | | Michael Sauer | SOPAS | X |  |  | | Guests:  Jason Dudley |  | X |  |  | |  |

# Minutes

**Agenda Item 1:** Brief report from each coordinator  **Presenter:** eLearning Coordinators

1. Committee members gave a brief report regarding the concerns of colleagues as well as information they have shared with their respective schools including clarifying their roles and the QM certification initiative. Top concerns of colleagues included:
   1. Scheduling textbook choice and updates to correspond to Course Design Cycle Timeline
   2. The shift to OER and its effects on course development
2. The committee chair gave a tour of the eLearning Coordinators Canvas Course. Contents include:
   1. Meeting Agendas and Meeting Minutes
   2. FSW Online Course Development reference material and links

**Agenda Item 2:** Update on Quality Matters Training  **Presenter:** eLearning Coordinators

1. Committee members reported their progress in Quality Matters training.
2. The committee agreed QM training would be beneficial for faculty as part of the preparation for course design.

**Action Item:** Starting Quality Matters Training (if not already completed)

* 1. Review Rubric materials
  2. Identify the next training level of QM that is personally applicable.
  3. Register on the Quality Matters website and associate yourself with FSW for payment purposes
  4. Sign up for the applicable QM training.

**Person Responsible:** All committee members

**Due Date:** February 28, 2019

**Agenda Item 3:** Update on Florida Online Course Quality Standards **Presenter:** Rozalind Jester

1. The chair reported on legislative changes that were coming from the Department of Education.
   1. Legislation would mandate online courses include substantive interactions initiated by the faculty in order for an institution to be accredited.
   2. Fulfillment of this mandate would be monitored by SACS.
   3. Parties are still determining criteria by which to measure this mandate.

**Agenda Item 4:** Elearning Coordinators summer duties and scheduling **Presenter:** All Committee Members

1. The chair informed committee members that hours served on the committee during the summer are considered overload hours.

**Action Item:** Consider how Elearning Coordinator hours can be utilized during the summer. Options include:

1. Monthly meetings with small projects in between
2. One large project completed through several meetings over the course of a week
3. Meeting for a few days in a row a few time throughout the summer

**Person Responsible:** All eLearning coordinators

**Due Date:** March 22, 2019

**Agenda Item 5:** Course development procedures and CNA **Presenter:** All Committee Members

1. The committee chair opened the discussion for proposed changes to the course development process. Ideas discussed included:
   1. Adding a certification course for faculty to design online courses (potentially “DEV 101”), which would include QM’s APPQMR course, and FSW led accessibility and copyright/fair use training.
   2. Elearning instructional designers would support course development through a separate consultation and project request process on a first come first serve basis.
   3. Newly developed courses would be QM reviewed
   4. Faculty would maintain the rights to their own courses, transitioning away from FSW contracting for master courses.
   5. Some high impact courses may still be eligible for an institution-owned master, ex. ENC 1101
2. The committee reviewed a handout compiled by Jason Dudley of the 2019 Distance Learning Fee Budget which included the projected cost of course development stipends.
3. The committee chair presented the Projects/Workspace website to show in-progress course development
4. The committee reviewed a spreadsheet of requested online course developments for upcoming semesters.

**Action Item:**

1. Research online course development at other institutions to determine how they incentivize their processes
2. Consider the necessary talking points that could be standardized for the members of the committee to encourage alteration in the CNA specifically regarding 1) the first right of refusal and 2) the use of the stipend budget to incentivize QM certification.

**Person Responsible:** All eLearning Coordinators

**Due Date:** March 22, 2019

Meeting was adjourned at 4:00 p.m. The next meeting is scheduled for Friday, March 22, 2019 at 2:00 p.m.

*Respectfully submitted by Jillian Patch*