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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 05/13/2020 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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

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# Minutes

**Agenda Item 1:** Summer Assignments  **Presenter:** Rozalind Jester

1. Dr. Jester informed the coordinators of the summer positions that are being assigned to various faculty. All the eLearning Coordinators have been assigned a “Moving Online eLearning Coordinator” position for the purposes of helping faculty navigate online teaching due to the COVID-19 pandemic. As a result, the coordinators have been compensated 6 hours of reassigned time or the equivalent stipend as compensation. Additionally, summer assignments include the “Moving Online Mentors”, those online faculty who have developed online courses and will act as mentors to faculty who are new to online teaching and are also teaching their course/similar subject matter, and “Moving Online Course Reviewers”, who will help to review newly developed online courses using either the internal FSW review system an official QM Review. Both will utilize the QM Rubric. If the coordinators see a need, there might be additional funds to appoint more mentors for the Summer B Term.
2. The coordinators discussed their roles in the Innovate Instruction Initiative (I3) and informed Dr. Jester which cluster they wished to participate. The coordinators agreed to sign-up for different clusters so that there would be representation of the coordinators in all clusters.
	1. Anita Rose – Instructional Technology and Definitions and Standards
	2. Michael Sauer – Instructional technology and Certification and Professional Development
	3. Laura Osgood – Certification and Professional Development and Definitions and Standards
	4. Rona Axelrod – Definitions and Standards
	5. Leslie Bartley – Definitions and Standards.
	6. Gayle Deane – Definitions and Standards

**Agenda Item 2:** Online Teaching Certification  **Presenter:** Rozalind Jester

1. The June and July cohorts for Growing with Canvas are composed of faculty mostly from SOAHSS. The eLearning coordinators agree to readjust the grading structure for the course since eLearning Coordinator Leslie Bartley would be primarily responsible for many of the cohorts’ face to face meetings with a coordinator.
2. The coordinators reviewed the Growing with Canvas completion spreadsheet. It has been discovered that due to the grading structure and prerequisites, some faculty have completed the Growing with Canvas course without receiving the 95% score completion requirement outlined by the TLC. The coordinators discussed what improvements could be made to Growing with Canvas to address the problems above and other improvements overall. These improvement ideas include:
	1. Editing the rubrics
	2. Updating the grading policy
	3. Requiring a certain grade for assignments before participants can move forward

These improvements might be made by individual coordinators within their own module or in groups.

1. Dr. Jester and the coordinators also discussed improvements they could make to Part III of the new faculty training. Some of the procedures that need to be in place include determining what courses the new instructor will teach and if there is an FSW Master course for them to utilize. It would also benefit the faculty member to have a follow-up message after the meeting with the coordinator to sum up talking points and other important information.
2. Form – This agenda point was postponed for next meeting

**Agenda Item 3:** Summer APPQMR  **Presenter:** all eLearning Coordinators

1. The coordinators discussed who would facilitate the Summer session of the APPQMR workshop. Dr. Jester informed the coordinators that more session might need to be added since there are several participants enrolled in DEV 101 and the online training options are filling faster.
	1. June 11-12, 8am-12pm - Anita Rose and Mike Sauer
	2. June 23-24, 8am-12pm – Rona Axelrod and Laura Osgood
	3. July 13-14, 8am-12pm - Leslie Bartley (tentative) and Rona Axelrod (tentative)

**Agenda Item 4:** Implementing QM Peer Reviews  **Presenter:** all eLearning Coordinators

1. This agenda point was postponed for the next meeting

**Agenda Item 5:** Open Discussion  **Presenter:** all eLearning Coordinators

1. Dr. Jester opened up the discussion regarding the plans for the Fall semester. Some topics the eLearning coordinators discussed were:
	1. Their concerns regarding guidelines for at-risk groups in the return to campus.
	2. A refresher course for training previously certified online teachers
	3. Gayle Dean completing the QM APPQMR Face-to-Face Facilitator Certification course

**Agenda Item 6:** Future Meeting Schedule  **Presenter:** all eLearning Coordinators

1. The eLearning coordinators discussed their coming meeting schedule for the Summer term. For the time being, the coordinators decided to meet weekly on Wednesdays at 11:30 a.m. to 12:30 p.m.
	1. The next meeting will be May 20th at 11:30 a.m.

Meeting was adjourned at 11:30 p.m. *Respectfully submitted by Jillian Patch*