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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Summer Meeting |
| Date: | 05/20/2020 | Location: | Zoom Meeting |
| Time: | 11:30 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

Open Discussion –

* The coordinators discussed what technology might be necessary to have to the Summer B and Fall semesters. The coordinators agreed to ask their chairs and faculty what they and their students need.
* Leslie touched on I3 meeting, to clarify the current and proposed evaluation process of online teaching. One concept agreed upon was the need to communicate how people will be evaluated based on the modality of teaching. There is an observation form for online adjunct faculty, and most full-time faculty complete an evaluation with their dean yearly overall. The observation forms are being considered for revision at a later date and they want the eLearning Coordinators feedback.
* In Growing with Canvas, some participants are not contacting the coordinators. If this occurs, Dr. Jester asked the coordinators to BCC her on any email they send when reaching out to these participants so there is documentation if the need arises to inactivate them in the course.
* Growing with Canvas Summer cohorts are closed. September is being added to now. The July Cohort is at 50. The coordinators agreed that more could be added to later cohorts from SOE, SOBT, and SOHP since most participants in the Summer cohorts are from SOAHSS.
* The coordinators discussed ways that FSW might advertise the different modalities available in the Fall. The I3 Definitions and Standards cluster are hoping to have those definitions done by Wednesday. Some modalities discussed include Fully Online, Blended, and Live Online. Once the definitions for the modalities are in place, they will then devise the standards.
* The coordinators discussed the need to plan their Zoom versions of APPQMR Workshops and decided to dedicate the next meeting to that endeavor.
* The coordinators discussed creating a series of announcements in advance in Growing with Canvas for webinars of additional training opportunities and to clarify material in the Training Portal.

Online Teaching Certification Form –

* Adobe DocuSign will be available to all faculty to automate and digitized important documentation.

QM Peer Reviewers –

* Some faculty are interested in the moving online course reviewer option and some are already signed-up for the appropriate training.
* The coordinators agreed to conduct a small number of Peer Reviews this Summer.