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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 04/17/2020 and 04/21/2020 | Location: | Zoom Meeting |
| Time: | 11:20 A.M. | 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: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Summer eLearning Coordinators **Presenter:** all eLearning Coordinators

1. Dr. Jester opened up discussion for the current coordinators to retain their position effective Summer Term 2020. Rona Axelrod, Michael Sauer, Anita Rose, Leslie Bartley, Gayle Deane, and Laura Osgood all agreed to serve as eLearning Coordinators for the Summer 2020 Full Term.

**Agenda Item 2:** AY 20-21 eLearning Coordinators  **Presenter:** all eLearning Coordinators

1. Dr. Jester opened up discussion for the current coordinators retain their position for the Academic Year of 2020 to 2021. Rona Axelrod, Michael Sauer, Anita Rose, Leslie Bartley, Gayle Deane, and Laura Osgood all agreed to serve as eLearning Coordinators for the Academic Year of 2020 through 2021.

**Agenda Item 3:** Online Teaching Certification Updates **Presenter:** Rozalind Jester

1. Dr. Jester opened the discussion on the progress and challenges the coordinators have experienced grading the Growing with Canvas Course. Gayle Deane agreed to grade different modules throughout the course since she was not assigned to grade one module exclusively. The coordinators stated that some improvements to the course might include:
	1. Restrictions on assignments so participants can’t move ahead before meeting with a coordinator
	2. Remove information about Proctorio that was erroneously copied
	3. Limiting the Canvas tools taught in the course to those that are most often used by faculty
	4. Incorporating Mastery Paths so technology intuitive faculty can pass a module more quickly
2. Dr. Jester informed the coordinators that the enrollments in Growing with Canvas would be conducted in a cohort format. The coordinators can see the names of the participants in each cohort by accessing the Online Teaching Cohort Progress sheet, which is unpublished in the course. To be enrolled in a cohort the participant will have to submit an Online Teaching Certification Enrollment Request through the Helpdesk. The participant must complete the course in 30 days or they will be deactivated in the course and will need to request re-enrollment. The cohort will consist of 25 to 30 people and will be enrolled on the first Monday or every month.
3. The coordinators and Dr. Jester brainstormed the creation of an FSW eLearning Coordinators’ Guide to Teaching Online. The coordinators plan to co-create the document in Google Doc and then share the link when published. This will be given to new instructors when they are introduced to their School’s eLearning Coordinator. The coordinators also considered sharing a slide deck with these instructors on how they can create presence in their online courses.

**Action Item:** Brainstorm the contents of the FSW eLearning Coordinators’ Guide to Teaching Online

**Person Responsible:** all eLearning Coordinators

**Due Date:** on going

**Agenda Item 4:** Summer Workshop Opportunities  **Presenter:** Rozalind Jester

1. The eLearning coordinators discussed their availability for facilitating professional development workshops through the TLC for faculty during the Summer.
2. The coordinators discussed whether they could facilitate/co-facilitated sessions for the DEV 101”Bootcamp

**Action Item:** Propose and/or sign-up to facilitate Professional Development workshops in conjunction with the TLC in the Teams. This can be found in the TLC Workshop Sign-Up Sheet under the Brainstorming tab.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 31, 2020

**Agenda Item 5:** Implementing Peer Reviews  **Presenter:** Rozalind Jester

1. Dr. Jester and the coordinators discussed the processes needed to complete online course reviews in compliance with the Florida Online Course Quality Assurance initiative. The coordinators would begin reviewing courses for either a Q or an HQ designation as these designations would not require an external reviewer. The coordinators and any other review members would utilize the Quality Matters CRMS for documentation purposes. This would also allow a basis for the instructor to know what areas of improvement would be necessary to achieve QM Certification. The coordinators have deemed creating this process and completing a review as a possible Summer project.
2. The coordinators and Dr. Jester also discussed the process to complete an official Quality Matters Peer Review.

**Agenda Item 6:** Open Discussion  **Presenter:** all eLearning Coordinators

1. Dr. Jester updated the coordinators on a development in FLVC. Based on a webinar featuring Kelvin Thompson, Dr. Jester suggested the coordinators be careful with the language they use when discussing the alterations that have been made to face-to-face classes during the COVID-19 Pandemic. Thompson’s argument states that these new-to-online-tools instructors have not yet had the training and are not yet using best practices to qualify as having taught online. In order to ensure the reputation and standards of online teaching, Thompson has suggested a separate vocabulary avoiding terms like conversion, transition etc., but rather using terms like emergency remote instruction, adaptation, etc.

**Agenda Item 7:** Future Meeting Schedule **Presenter:** all eLearning Coordinators

1. The eLearning coordinators agreed to continue their monthly meetings during the Summer term. Purpose a day and time via Teams. One per month with more added if needed.

**Action Item:** Propose and agree on a meeting day/time in the Teams chat

**Person Responsible:** all eLearning Coordinators

**Due Date:** April 24, 2020

Meeting was adjourned at 12:30 p.m. *Respectfully submitted by Jillian Patch*