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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 06/22/2021 | 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 |  |  | | Regina Miller | SOE | X |  |  | | Gayle Deane | SOHP | X |  |  | | Dmitry Yusin | SOPAS | X |  |  | | Daniel Marulanda | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | George Kodsey | SOBT |  |  | X | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Check-in and Updates **Presenter:** all Coordinators

1. Dr. Marulanda reported that he completed the last assignment in his Applying the QM Rubric Face-to-Face Facilitator Course.
2. Dr. Yusin reported that he completed the Peer Reviewer Course and is certified.
3. Dr. Jester submitted the updated eLearning Coordinator description to the Provost, the Academic Technology Committee, and the head of the Union as well as the minutes that include the coordinators’ approval of the document.
4. Dr. Jester also informed the coordinators of a conflict with the August 3rd meeting with her schedule. She opened the floor for the coordinators to either reschedule or conduct the meeting without her. The coordinators agreed to keep the meeting with Dr. Jester being excused from attendance.

**Agenda Item 2:** Revise the ATC Guidelines and COPs Page **Presenter:** Rozalind Jester

1. The coordinators reviewed the changes and revisions that have been made and suggested in the ATC Guidelines Document in Teams. The direct link to this document is: <https://fsw.sharepoint.com/:w:/s/eLearningCoordinators/EZRcqYXc3CNEipTsPaPKzloBivgMp2PGk38mQHTRzYV1oA?e=laui97>
2. The coordinators finalized the structure of the document and assigned sections for each coordinator to revise.
   1. Components of Successful Delivery
      1. Student Access – Dr. Yusin, Dr Kodsey
         1. Connectivity
         2. Mobile Devices
         3. Special Requirements: Software and Apps
         4. Accessibility
         5. Digital Literacy
      2. Establish Student and Instructor Expectations – Professor Deane
      3. Regular and Substantive Interaction - Dr. Jester
      4. Time Management – Dr. Miller
   2. Best Practices
      1. Pre-Semester Preparation Dr. Bartley
      2. Course Introductions – Dr. Bartley
      3. Syllabi and Attendance Verification – Dr. Marulanda
      4. Course Communication – Dr. Marulanda
      5. Links to FSW Online College Operation Procedures (COPs) – Dr. Jester
   3. Instructor Support and Profession Development - Dr. Jester, Dr. Sauer
      1. Supplemental Training
      2. IT Help Desk
      3. Canvas 24/7
      4. OIT Website – Dr. Sauer

**Action Item:** Compose or revise the content for your assigned section(s) for the ATC Guidelines and COPs Page

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 30, 2021

**Action Item:** Read through and review the revised ATC Guidelines and COPs Page

**Person Responsible:** all eLearning Coordinators

**Due Date:** July 6, 2021

**Agenda Item 3:** Discuss Future Agenda Items **Presenter:** all Coordinators

1. Dr. Jester shared data regarding the most enrolled courses in Fall 2021. This might be used to determine how to prioritize criterion for choosing courses for review in the Online Course Quality Assurance Plan. Courses with a high impact that have recently been redeveloped would be put on hold for review. Instead the coordinators would focus on courses that have not been redeveloped in some time.
2. Dr. Marulanda also suggested adding the percentage of sections for a course that are taught by adjuncts as a possible evaluation criterion.
3. Professor Deane also suggested that the data from the Fall 2019 enrollment be reviewed, in case the transition back to traditional courses may affect online enrollment numbers
4. The coordinators agreed the would prioritize the revision of the Proctorio Guidelines and the Official QM Course Review form for the remainder of their Summer meetings.

**Action Item:** Revise the data presented for the Fall 2021 enrollment to remove the sections that are closed for enrollment. Also, collect the enrollment data from the high impact courses of Fall 2019 and the percentage of adjuncts that teach the high impact courses for the fall 2021 enrollment.

**Person Responsible:** Rozalind Jester

**Due Date:** July 6, 2021

*Respectfully submitted by Jillian Patch at 11:30 AM.*