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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 01/17/2020 | Location: | A-168 |
| Time: | 11:00 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: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Online Teaching Certification Update  **Presenter:** Rozalind Jester

1. Rozalind Jester discussed the planned training events for new hires for the coming academic year. These options include both a Camp Canvas event to be held on April 10th, 2020 as well as the online training, referred to as Growing with Canvas, provided by the Teaching and Learning Center. Dr. Jester informed the coordinators that they would be approached by the new hires for their training recommendations. She also asked the coordinators to send her their availability to facilitate the Camp Canvas event and/or facilitate the online training.
2. Some eLearning Coordinators confirmed their ability to facilitate Growing with Canvas during the meeting. These included: Rona Axelrod, Laura Osgood, Mike Sauer, and Gayle Deane.

**Action Item:** Email Dr. Jester regarding your ability to participate in Camp Canvas event facilitation on April 10th 2020.

**Person Responsible:** all eLearning coordinators

**Due Date:** February 21, 2020.

**Action Item:** Email Dr. Jester regarding your availability to facilitate the online training Growing with Canvas during the Summer and Fall of 2020.

**Person Responsible:** all eLearning coordinators

**Due Date:** February 21, 2020.

**Agenda Item 2:** DEV 101 Update  **Presenter:** Rozalind Jester

1. Dr. Jester informed the coordinators that DEV 101 will begin enrollment on February 3rd and also when the first scheduled Face-to-face APPQMR workshop sessions will take place at FSW. The first will be conducted by Brenda Boyd on February 7th, 2020. Brenda has given permission for FSW APPQMR trainers to attend the session if they are available. Some eLearning Coordinators confirmed their ability to attend the February 7th Workshop. These included: Anita Rose, Rona Axelrod, Gayle Deane, Laura Osgood, and Mike Sauer.
2. Dr. Jester informed the coordinators of additional Face-to-face APPQMR sessions that have been scheduled on March 27th and April 24th. She asked that the coordinators inform her of their availability to facilitate or co-facilitate these sessions. Laura Osgood stated during the meeting she can facilitate the April 24th session.
3. Dr. Jester informed the committee of the scheduled DEV 101 Bootcamp on June 18-24, the week in between Summer A/B terms. She asked that the facilitators inform her of their availability to serve as facilitators for the Face-to-Face APPQMR sessions.

**Action Item:**  Email Dr. Jester regarding your availability to attend the February 7th Face to Face APPQMR Workshop.

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 31, 2020

**Action Item:**  Email Dr. Jester regarding your availability to facilitate either the March 27th or the April 24th Face-to-Face APPQMR Workshop.

**Person Responsible:** all eLearning Coordinators

**Due Date:** February 21, 2020

**Action Item:**  Email Dr. Jester regarding your availability to facilitate the Face-to-Face APPQMR Workshop during the June 18th through June 24th Bootcamp week.

**Person Responsible:** all eLearning Coordinators

**Due Date:** February 21, 2020

**Agenda Item 3:** QM Course Certification w/ Bartering – select peer review team **Presenter:** Rozalind Jester

1. Dr. Jester updated the coordinators on the planned QM bartering agreement between FSW and Lake Sumter College. LSSC has submitted EDF 2004 and FSW has submitted ENC 1101. Anita Rose has agreed to serve as the Master Reviewer for both reviews. Laura Osgood has agreed to be the SME for the EDF 2004 review.

**Agenda Item 4:** ELearning coordinator position  **Presenter:** all Coordinators

1. The coordinators discussed possible revisions to the eLearning Coordinator job description. Possible revisions would include their defined duties related but not limited to mentorship, training, and QM responsibilities. Other topics that will be discussed in the next meeting or an additional meeting are succession plans for future coordinators and/or the structure of the coordinator position.

**Update:** As of January 27th 2020, the new job description of the eLearning Coordinator position has been submitted and approved.

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