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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 8/23/19 | Location: | G-207 |
| Time: | 10:00 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:  |  |  |  |  |

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# Minutes

**Agenda Item 1: QM progress updates and discussion Presenter: all eLearning Coordinators**

1. The committee reported their individual progress completing Quality Matters training. As of August 23rd, 2019, all of the eLearning Coordinators and Dr. Jester have either completed the Quality Matters’ Peer Reviewer Course (PRC) or are currently scheduled to complete it. Further Anita Rose completed a series of Quality Matters courses for the completion of Quality Matters’ Teaching Online Certificate, which exhibits mastery of online teaching. She completed the certificate in May 2019. She is in discussion with the TLC to present on one particular course, QM’s Creating Presence in Your Online Course (CPOC).
2. During the Summer semester, the eLearning Coordinators also met on June 12th, 2019 and June 27th, 2019 to participate in QM Review Practice Sessions, facilitated by Anita Rose. Topics covered included:
	1. Procedures and steps to start a course design review
	2. Working with alignment of QM SRS 2.1, 2.2, 3.1, 4.1, 5.1, and 6.1
	3. Resources of QM reviews and alignment
3. The committee discussed completing the Quality Matters’ Applying the QM Rubric Face to Face Facilitator Course (AFFC) scheduled for November 7th through November 30th 2019.

**Action Item:** Determine if there are any scheduling conflicts with participating in the AFFC scheduled session between 11/07/2019 and 11/30/2019

**Person Responsible:** all eLearning Coordinators

**Due Date:** September 20th, 2019

**Agenda Item 2: QM Connect - Scheduling Flights** **Presenter:** **Rozalind Jester**

1. Dr. Jester and all coordinators will attend QM Connect, with the exception of Gayle Deane who is unable to attend due to a prior commitment. Coordinators attending pre-conference sessions will travel on Saturday 10/26 and the rest will arrive Sunday. Coordinators should work directly with Dr. Jester to make their flight arrangements. Dr. Jester explained procedures for the reimbursement of conference expensive accrued. Hotel rooms are booked at the conference center.

**Action Item:**  Submit your preferred travel dates and travel information to Dr. Jester.

**Person Responsible:** Coordinators attending QM Connect

**Action Item:**  Purchase flights for all coordinators, except Shawn Moore who will purchase with his P-card

**Person Responsible:** Rozalind Jester

**Agenda Item 3: E-Learning Coordinator Position** **Presenter: all eLearning Coordinators**

1. Dr. Jester requested that the committee begin to document eLearning Coordinators’ activity in order to justify current release time. Dr. Jester suggested that a 3hr release should approximate 48 hours of activity. The committee agreed and will justify the release time by participating in monthly meetings, leading PD sessions, performing peer-reviews and other communications with their respective schools. These activities will contribute to the AY 19-20 goals.
2. The coordinators discussed their AY 19-20 goals. These goals included:
	1. Workshops in coordination with the TLC. This might pertain specifically to newly hired faculty who require Canvas training but are not yet able to access Teach 101 and/or Canvas 101. Suggestions for when these workshops might occur included duty days following Finals Week and during PD Fridays.
	2. Participating in QM certified Peer Reviews of online courses offered by FSW
	3. Participating in reviews of the accessibility of online courses offered by FSW, as the schools might differ in their needs for accessible content.
	4. Participating in the Academic Technology Committee
	5. Completing the Quality Matters AFFC course
3. The coordinators discussed what goals might be on their agenda duringAY 20-21. Some of the goals suggested include:
	1. Conducting the Face to Face version of the APPQMR course
	2. Participate in a bartering system with other Florida colleges and universities to complete QM Peer Reviews of FSW online courses.
	3. Completing the DEV 101 course, which is currently being developed, to advocate for this training among the faculty. The committee also discussed the pros and cons of advocating for DEV 101 to be added to the New Faculty Seminar.

**Agenda Item 4: DEV 101 Status Update Presenter:** **Jillian Patch and Rozalind Jester**

1. Jillian Patch and Rozalind Jester updated the committee on the progress and the proposed structure of the DEV 101 course. They explained that the course is currently being planned out utilizing a QM Rubric inspired Course Map which shows the relationship between the course and module objectives, the instructional materials, the assessments, the learning activities, and the course technology. They displayed the draft of the current Course Map and pointed out that the final assessment will be for the faculty to submit a completed QM supported course map that displays similar qualities of the DEV 101 Course Map.

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

1. The committee discussed faculty concerns regarding the proposed alterations to online course development. Some of the concerns included:
	1. Concerns regarding the loss of income by removing financial compensation for online course development and distribution.
	2. Concerns regarding the current and proposed ownership of the online Masters
	3. Concerns regarding the loss of Master courses resulting in poor courses and/or unprepared adjuncts
	4. The committee discussed a variety of concerns regarding the proposed structure of online course developments.
2. Rozalind Jester opened the floor to discussion regarding the future of online Master courses. The committee agreed that cultivating a culture of sharing should be encouraged at FSW. But other options might include utilizing open sourced instructional materials or whole courses such as those which are available on Openstax. Dr. Jester also informed the committee that FLVC is launching a state-wide OER database which would be accessible to Florida faculty.
3. The committee discussed and agreed that Academic Affairs and other faculty, possibly the eLearning Coordinators themselves, should be responsible for evaluating online quality course design and delivery, rather than just the instructional design team.

**Action Item:** Create talking points for a unified “elevator speech” which describes the purpose, projects, and information learned by the eLearning Coordinators including the requirements of FLVC, SACS, and Quality Matters

**Person Responsible:** all eLearning Coordinators

**Due Date:** September 20th, 2019

**Action Item:** Consider what requirements should be written for FSW to comply with the State’s requirement for faculty to initiate “regular and substantive interactions with the students”

**Person Responsible:** all eLearning Coordinators

**Due Date:** September 20th, 2019

Meeting was adjourned at 11:50 a.m. *Respectfully submitted by Jillian Patch*