**e-Learning Coordinators**

**ELEARNING COORDINATOR PURPOSE**

The eLearning Coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to engage faculty and academic staff in the planning and execution of FSW’s quality assurance initiatives for online courses. The job descriptions for the eLearning coordinators include the following:

* General Duties
* Duties for the Training Coordinator
* Duties for the Course Coordinator

These duties include facilitating professional development opportunities, serving on course review teams, providing mentorship for online instructors, and representing the School or Academic Department in related faculty meetings.

All coordinators would report to the chair of the ATC and would work directly with the Assistant Vice Provost of Online Learning.

The eLearning Coordinator ideally holds the position for a minimum of 3 years. Participation is required during Fall and Spring terms with the option to serve the full Summer term. Coordinator duties may be reviewed annually. Elearning Coordinators will receive 3-6 credit hours of reassigned time as compensation for their work.

**MINIMUM REQUIREMENTS**

The eLearning Coordinator must meet these minimum requirements:

* A full-time faculty member
* A QM Certified Peer Reviewer
* Complete DEV 101
* QM Certified APPQMR Face-to-Face Facilitator (if teaching APPQMR)

**DUTIES AND RESPONSIBILITIES**

**General Duties for all e-Learning Coordinators:**

* Provide academic departments with eLearning and Canvas updates prior to each department meeting. Since we don’t have one coordinator discipline should “academic departments” be changed to schools? I’m not sure how this would work. How about this?: Provide department chairs and deans with eLearning and Canvas updates prior to each department meeting.
* Serve as a representative to the Academic Technology Committee.
* Meet with the ATC chair as needed prior to the ATC Meeting.
* Meet with the Assistant Vice Provost of Online Learning as needed.
* Maintain and extend FSW-based or QM-based training.
* Complete QM reviews as assigned.

**Training Coordinators**

* Work with faculty and TLC coordinators to identify professional development needs/opportunities for online and campus-based instruction.
* Plan and facilitate a variety of training workshops throughout the semester as indicated by faculty requests. Creates surveys to determine faculty needs in terms of training.
* Creates online training opportunities for faculty related to online instruction.
* Works with FSW’s QM coordinator (Jillian Patch) to deliver APPQMR courses for interested faculty.
* Evaluate and update current Growing with Canvas and Blooming with Zoom (this was developed outside the eLearning Coordinator’s role) courses.
* Co-Facilitate both Canvas trainings with eLearning and/or TLC staff.
* Meet with new online instructors to provide mentorship and review institutional polices related to online learning.
* Recommend appropriate professional development for new online instructors.
* Communicate best practices for online course design and delivery to faculty and administrators.
* Share strategies for creating presence in online courses with faculty.
* Offer support or guidance as needed to faculty.
* Work with eLearning staff to develop student certification for online courses.

**Course Coordinators**

* Collaborate with Deans and eLearning on selecting courses to be developed and prioritizing course development requests for academic departments and/or schools.
* Work with the Dean to assess the status (lack of review, date of renewal) of online master courses in their department and mentoring the developer as needed.
* Work with course supervisors (faculty) to provide eLearning with updates on known textbook changes, or other curriculum changes, that will impact the current online master course.
* Work with FSW’s QM Coordinator to assess the current state of online master courses.
* Act as Canvas Commons manager for respective academic department and/or school groups.
* Work with faculty developers (both newly certified Dev 101 faculty and certified faculty) to ensure the course map is completed prior to commencing development and thereafter mentor faculty developers throughout the course development process.
* Work with eLearning staff to explore improved layout of Canvas course templates for all instructional modalities.
* Communicate best practices for online course design and delivery to faculty.
* Share strategies for creating presence in online courses with faculty.
* Other support or guidance as needed.
* Complete up to 4 QM Course Peer Reviews per semester.