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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 03/08/2021 | Location: | Zoom Meeting |
| Time: | 9:00 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 |  |  | | Rona Axelrod | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** ATC/eLearning Coordinator Governance **Presenter:** all eLearning Coordinators

1. Dr. Jester and the coordinators discussed the new eLearning Coordinator governance documentation as outlined by the Academic Technology Committee. Dr. Jester will be advising the ATC to accept the applications of the current coordinators to maintain the institutional memory as much as possible, which will then benefit the incoming coordinators. The current coordinators have agreed to complete DEV 101, though it has been recommended that they may complete DEV 101 during the Summer as they have been kept from completing the course due to their back log of work (i.e. COVID). The ATC with convene in April to review the eLearning Coordinator applications.

**Agenda Item 2:** Summer Coordinators and onboarding new **Presenter:** all eLearning Coordinators

1. The coordinators discussed their goals for the Summer, which will focus on Growing with Canvas facilitation, APPQMR facilitation, and completing course reviews. The returning coordinators will develop onboarding practices for any new coordinators in the Fall semester. Dr Jester and Jillian Patch will aid new coordinators in the onboarding process if they wish to serve in the Summer 2021 semester.
2. Dr. Jester asked the coordinators if they would like to serve during the Summer semester and which track they would wish to serve in during that semester. The following coordinators will serve during the Summer semester in the following tracks.
   1. Leslie = Training Coordinator Track
   2. Gayle = Course Coordinator Track
   3. Mike = Training Coordinator Track
   4. Gina = Undecided; considering the Course Coordinator Track (requires completion of QM PRC workshop)

**Action Item:** Contact Dr. Rollins to discuss her possible interest as serving as a Training track coordinator, and allowing her to continue to facilitate the Blooming with Zoom course.

**Person Responsible:** Rozalind Jester

**Due Date:** March 26, 2021

**Agenda Item 3:** OTC meetings (SOBT participants)  **Presenter:** all eLearning Coordinators

1. The coordinators discussed how the Training track coordinators might facilitate Growing with Canvas since there may not be representation from each School every semester. The coordinators will decide how this might be structured when the ATC has decided upon the new coordinators in April. As there is no current SOBT coordinator, the coordinators decided that SOBT participants that need an eLearning Coordinator meeting will be offered the next time slot available from any school.

**Agenda Item 4:** GWC Message Drafts and plan schedule **Presenter:** all eLearning Coordinators

1. This item has been postponed till the next meeting. The Spring Break announcement will be drafted by Jillian Patch and posted in TEAMS for commentary until March 11, 2021.

**Action Item:** Comment on the Spring Break announcement, visible in Teams, if any edits are required.

**Person Responsible:** all eLearning Coordinators

**Due Date:** March 11, 2021

**Agenda Item 5:** GWC Continuous Improvement Plan  **Presenter:** all eLearning Coordinators

1. This item has been postponed till the next meeting.

**Agenda Item 6:** Master Course Progression Plan  **Presenter:** all eLearning Coordinators

1. Dr. Jester discussed how the coordinators might be able to structure the Master Course Progression Plan and its implementation. This plan will likely utilize the Course Coordinators reviewing a group of high priority courses for High Quality Certification. The goal is for the plan to be structured and submitted by the end of Spring 2021.

**Action Item:** Craft the language for the introduction to the Master Course Progression plan, tying its purpose to the mission of the college and outlining the Peer Review process. Please compose this introduction in the Google Doc and post the link in Teams for the coordinators to comment.

**Person Responsible:** Dr. Jester

**Due Date:** March 26, 2021

**Agenda Item 7**: RE Certification Timeline Communications **Presenter:** all eLearning Coordinators

1. Dr. Jester asked and the coordinators agreed to reach out to their deans regarding any new hires that might need online training for the Summer semester.

**Action Item:** Reach out to your dean to determine if your School will have any new hires that require Online Teaching Certification for Summer. Then please inform Roz if and when such hires might be expected to have access to Canvas.

**Person Responsible:** all eLearning Coordinators

**Due Date:** March 26, 2021

**Action Item:** Cross check the summer schedule with the current certification list to ensure everyone has met their certification requirements.

**Person Responsible:** Rozalind Jester

**Due Date:** March 26, 2021

**Agenda Item 8**: QM Review Request Form **Presenter:** all eLearning Coordinators

1. Dr. Jester introduced the new QM Peer Review Request Form, and the coordinators discussed how they might edit the description of the request. Jillian Patch will edit the current description and will post the description in TEAMS for the group to provide feedback.

**Action Item:** Provide feedback in TEAMS on the proposed language for the QM Peer Review Request.

**Person Responsible:** all eLearning Coordinators

**Due Date:** April 2, 2021

**Agenda Item 9:** Open Discussion  **Presenter:** all eLearning Coordinators

1. This item has been postponed till the next meeting.

**Agenda Item 10:** Future Meeting Schedule **Presenter:** all eLearning Coordinators

1. The coordinators are scheduled to meet next on April 19th, 2021 at 9:00 A.M.

Meeting was adjourned at 10:00 a.m. *Respectfully submitted by Jillian Patch*