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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 11/15/19 | Location: | A-168 |
| Time: | 3:15 P.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: Rebecca Yost |  | X |  |  | |  |

# Minutes

**Agenda Item 1:** QM AFFC Course Check-In **Presenter:** Rozalind Jester

1. The coordinators discussed their experiences and opinions regarding the Applying the QM Rubric Face to Face Facilitator Certification Course (AFFC). The group decided to conduct the mandatory synchronous session together.

**Action Item:** Reserve G-building conference room for the mandatory synchronous session (including 15 minutes before and after session time for necessary set-up and tear-down).

**Person Responsible:** Rozalind Jester

**Due Date:** November 18th, 2019

**Agenda Item 2:** Online Teaching Certificate Update **Presenter:** Rozalind Jester and Rebecca Yost

1. The committee discussed whether each member was planning to remain on the eLearning Coordinator’s Coalition for the AY 20-21. Anita Rose and Gayle Deane are planning to exit the Coalition and Shawn Moore is considering exiting. The committee discussed a reassessment of the eLearning coordinator Job Description to include roles as QM Reviewers and mentoring opportunities for fellow faculty members. Other revisions might include:
   1. One course release time for each coordinator
   2. Creating a list of major and minor duties for the position
   3. Adjusting the commitment time to the committee to three years
2. The committee also discussed possible plans for succession for those members who are considering leaving after Spring 2020 and for future succession requirements.
3. Rozalind Jester and Rebecca Yost presented the new survey that would be submitted to HR by all new faculty hires and could be used by existing faculty new to online teaching. The survey contains questions regarding interest in online teaching and experience in online teaching for the purpose of creating a recommended training for the faculty member (such as Camp Canvas). This training would be determined by the dean of the department and the eLearning coordinators. The form also advises the faculty member on mentoring opportunities with the eLearning coordinators. Rebecca and Roz also informed the coordinators of a new training portal for Canvas created by Instructure. This training portal might be incorporated into the recommended training schedules for new faculty that need training for specific applications in Canvas. Roz and Rebecca also informed the coordinators that they are exploring ways of utilizing Quality Matters’ online training course “Creating Presence in Your Online Course” for new faculty training. The eLearning coordinators requested the Classroom Observation form from Rebecca to better understand how to help mentor new faculty. The new survey is projected to be in use by Summer or Fall 2020.The coordinators also suggested a matrix should be created for the coordinators and the dean for evaluating the survey forms.

**Action Item:** Obtain and distribute the Classroom Observation form to the eLearning coordinators

**Person Responsible:** Rozalind Jester and Rebecca Yost

**Due Date:** November 27th, 2019

**Agenda Item 3:** QM Connect - Debriefing  **Presenter:** all eLearning coordinators

1. The coordinators discussed their experiences and take-aways from the QM Connect Conference and how these might be utilized in the eLearning Coordinator Strategic Plan for AY 20-21. The coordinators will share additional take-aways within their Canvas course. Some examples mentioned during the meeting included:
   1. Adding additional institution-specific rubric criteria to the QM rubric to assess an instructor’s presence in their online course
   2. Sharing course access as a peer mentoring technique

**Action Item:** Post your experiences and take-aways from QM Connect to the eLearning Coordinator Coalition “QM Connect 2019 Debriefing” Discussion Board in the eLearning Coordinator Coalition Canvas Course

**Person Responsible:** all eLearning Coordinators

**Due Date:** November 27th, 2019

**Agenda Item 4:** eLearning Coordinator Coalition Strategic Plan **Presenter:** all eLearning coordinators

1. The committee discussed ways of incorporating ideas from QM Connect into future FSW procedures. Some ideas expressed included:
   1. Creating FSW specific grading criteria to measure the instructor’s planned presence in an online course. This rubric content would be branded as FSW criteria, but it could be added to the internal course review procedure that utilizes the Quality Matters Rubric.
   2. Creating a mentoring program where peer mentors (including the eLearning coordinators) allow new instructors an Observer role in their online course and vice versa.
2. The coordinators discussed the need to train faculty to create a regular and substantive presence in their online course. Some of the topics of this discussion included:
   1. Suggesting FSW create an institutional definition in compliance with the Florida mandate.
   2. Roz has contacted Joe van Gaalen to put together a data analysis to show key characteristics of instructor presence in online courses in the hopes of showing a correlation between aspects of presence in the course with success rates. This includes gathering data for current courses to establish a base line.
3. Roz informed the committee of the alteration occurring in course development based on the proposed CNA adoption. Those courses contracted in eLearning under the previous CNA would have to be completed by MAY 2020 in order to divert the eLearning budget to the new training compensation initiatives. Courses completed under the new CNA would be reviewed using the QM Rubric. The committee discussed possible future procedures to ensure the time commitment of potential FSW Peer Reviewers to complete an official QM Peer Review process. Possible provisions included scheduling volunteers for a future review season and creating an agreement between FSW and potential reviewers to secure a predetermined number of course reviews in order for FSW to pay for certification.

**Action Item:** Using the QM Connect experiences as inspiration, consider goals that should be included in the eLearning Coordinator Strategic Plan for AY 20-21

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 17, 2019

**Agenda Item 5: Open Discussion Presenter:** Rozalind Jester

1. Roz updated the committee on the progress made in creating a QM collective bartering system with Lake Sumter State College. Instructor Rebecca Harris has agreed to have her course, ENC 1101, peer reviewed in exchange for a review for Lake Sumter.

**Action Item:** Check to see of Lake Sumter State College has a Master Review within their faculty or staff

**Person Responsible:** Rozalind Jester

**Due Date:** November 27th, 2019

**Agenda Item 5:** Future Meeting Schedule  **Presenter:** Rozalind Jester

1. The committee discussed and agreed to continue meeting on the third Friday of the month, but to alter the time to 11:00 a.m. beginning in Spring 2020. The next meeting is scheduled to take place on January 17th, 2019 at 11:00 a.m.

**Action Item:** Send out a new calendar reminder for the new meeting schedule

**Person Responsible:** Rozalind Jester

**Due Date:** November 27th, 2019

Meeting was adjourned at 4:15 p.m. *Respectfully submitted by Jillian Patch*