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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 1/07/2022 | Location: | Zoom Meeting |
| Time: | 10:00 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 |  |  |
| Dmitry Yusin | SOPAS | X |  |  |
| Daniel Marulanda | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| George Kodsey | SOBT | X |  |  |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Happy New Year and Updates **Presenter:** Rozalind Jester

1. The group unanimously decided to move towards the use of Adobe Sign for the Certification Forms. Dr. Jester and Jillian Patch will be working on the logistical components to have the form sent out automatically.
2. Dr. Jester informed the group of the details of the Director of Online Teaching & Learning Experience and how that new position will fit into Academic Affairs.
3. Dr. Jester also informed the group that she will now also be providing administrative support to some of the TLC Coordinators.

**Agenda Item 2:** QM Duties **Presenter:** all eLearning Coordinators

1. Jillian Patch went over the current APPQMR sessions scheduled and mentioned that there are a couple of courses that can be reviewed internal. Most of the time that would be dedicated to reviews will be focused on the completion of the QA Plan so that reviews can begin in earnest in future semesters. Again, because Mater Reviewers are needed, the completion of that course will serve as two QM Duties.
2. Dr. Jester shared the Service Request called the “Request an Official QM Peer Review” for the coordinators to review and asked for their feedback on the content and structure.

**Action Item:** Contribute/comment your ideas to improve the content and structure of the Request an Official QM Peer Review Draft. The link can be found in the QM Duties Posts or here: [Request an Official QM Peer Review Draft](https://docs.google.com/document/d/10bvNmqBL4RO4t3mNXZd8dUrKrbljfz2NykJriVwNZKY/edit?usp=sharing)

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 14, 2022

**Agenda Item 3:** Online Course QA Plan **Presenter:** all eLearning Coordinators

1. The coordinators discussed the communication templates needed for the QA Plan. Dr. Miller, Professor Deane, and Dr. Bartley will each be writing one template.
	1. Gina Miller – Notification that an instructor’s course will be reviewed
	2. Gayle Deane – Notification that the instructor’s course has passed QM standards
	3. Leslie Bartley – Notification that the instructor’s course has not yet met QM standards and next steps

**Action Item:** Create an email template for your assigned communication for the QA Plan.

**Person Responsible:** Dr. Bartley, Professor Deane, Dr. Miller

**Due Date:** February 4, 2022

**Agenda Item 4:** Certification Courses and Updates **Presenter:** all eLearning Coordinators

1. Dr. Jester and Jillian Patch shared the recommended certification dates for Summer and Fall 2022.
2. The coordinators were informed of the need for eLearning Coordinator Meetings. Drs. Kodsey and Miller were also informed that some new hires have completed the content of GWC and need meetings as soon as possible.

**Action Item:** Schedule eLearning Coordinator Meetings in GWC Canvas Calendar

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 14, 2022

**Agenda Item 5:** Summer 2022 Elearning Coordinators **Presenter:** all eLearning Coordinators

1. Dr. Jester explained to the coordinators that serving as a coordinator over the Summer is optional. She has asked the coordinators to inform her and/or Jillian Patch as soon as possible if they plan to serve during the semester. Dr. Jester assured the group that the Summer schedule can be flexible around vacation hours.

**Action Item:** Inform Dr. Jester if you would like to serve in your eLearning Coordinator position during the Summer 2022 semester.

**Person Responsible:** all eLearning Coordinators

**Due Date:** As soon as possible.

**Agenda Item 6:** Open Discussion **Presenter:** all eLearning Coordinators

1. Dr. Sauer brought up the discussion as to the Course Development paperwork including the Course Map to confirm that the course is a Master or a Faculty Owned Course. It was agreed that this section of the course development process should be incorporated into the new collective negotiations agreement.
2. Jillian Patch also suggested that the group might discuss additional language to add to the Course Map that identifies courses that fall into the Zero Cost or Low Cost designation.

**Action Item:** Review the current CNA, especially the sections regarding online learning.

**Person Responsible:** all eLearning Coordinators

**Due Date:** February 4, 2022

**Agenda Item 7:** Next Meeting **Presenter:** all eLearning Coordinators

1. The next meeting was tentatively set for February 11th, 2022 from 10:00 A.M. to 12:00 P.M., however this date could not accommodate the schedules of the majority of the group. The meeting was scheduled instead for February 4, 2022. The meeting will be used for the faculty to discuss the collective negotiations agreement.

*Respectfully submitted by Jillian Patch at 12:00 PM.*