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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 01/07/2022 | Location: | Online via Zoom |
| Time: | 10:00 am – 12:00pm |  | <https://fsw.zoom.us/j/778311811> |

# Meeting Agenda

1. **Happy New Year & Updates**
2. **QM Duties**
   1. Review and update Spring 2022 assignments (APPQMR, Course Reviews, Master Reviewer Certification)
   2. Complete edits for the [Service Request for a QM Peer Review](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet.aspx?ID=48966)
3. **Online Course QA Plan**
   1. Identify deadlines for drafting notifications/communications
4. **Certification Courses and Updates**
   1. GWC and BWZ Spring and Summer facilitation dates
   2. Post-GWC conferences needed
5. **Collective Negotiations and Bargaining Discussion**
6. **Summer 2022 Elearning Coordinators**
7. **Open Discussion**
8. **Next meeting: *Tentative February 11, 2022 10am-12pm***