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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 02/21/2020 | Location: | A-216 |
| Time: | 11:00 A.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: |  |  |  |  |

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# Minutes

**Agenda Item 1: Information Items Presenter: Rozalind Jester**

1. QM Bartering on hold until further notice from LSSC
	1. Roz reported that Lake Sumter has postponed the Quality Matters bartering for the moment. Their representatives have scheduled a meeting to determine a timeline for when they may participate. Roz determined that there might not be any financial benefit to Florida SouthWestern by participating in this bargaining. Depending on Lake Sumter’s timeline, the coordinators and Roz might continue the FSW review as scheduled by utilizing the QM peer review pool database to find an external reviewer.
2. Canvas Insights Beta Invitation
	1. Roz reminded the coordinators of their invitation to the Canvas Insights Beta project, and asked them to provide their thoughts and feedback.

**Agenda Item 2: Revised eLearning Coordinator Job Description Presenter:** **Rozalind Jester**

1. Roz informed the coordinators of the new job description. Rather than attending meetings in the Summer, coordinators will be required to complete an additional course review or facilitate an additional workshop to their Spring/Fall obligations. Roz has sent out a call for coordinators to fill the positions of those who are stepping down. Shawn Moore will be stepping down, but it has been agreed that SOAHSS only requires one coordinator. Roz has suggested that SOHP utilize two coordinators, one to represent Nursing and the other to represent the other programs in the School. Anita will be stepping down, and Roz will contact the dean of SOBT for possible candidates. SOE has also announced their support for the creation of a compensated eLearning Coordinator position for their school.

**Action Item:**  Contact the Dean of SOBT to enquire about coordinator candidates.

**Person Responsible:** Rozalind Jester

**Due Date:** March 20, 2020

**Agenda Item 3: Online Teaching Certificate Presenter: Rozalind Jester**

1. The COP regarding the certification for online teaching (COP 03-0801) has been drafted.
2. TECH 101 and CNVS 101 have been retired. These courses will be wrapped on March 2, 2020. TEACH 101 participants will receive a ‘sunset’ email on or about March 2 introducing the current eLearning coordinators, with the exception of Shawn Moore.
3. The self-paced version of the online teaching certification, Growing with Canvas, will launch on March 16, 2020. The eLearning coordinators Mike, Rona, Laura, and Gayle will be added on or about 2/24/2020 to act as facilitators.
4. Roz informed the coordinators that Camp Canvas will take place on 4/10/2020 between 10 am – 4pm

**Action Item:**  Discuss strategies for grading the self-paced Growing with Canvas course.

**Person Responsible:** Mike, Rona, Laura, and Gayle

**Due Date:** March 20, 2020

**Agenda Item 4: Other COP Draft Updates Presenter: Rozalind Jester**

1. Roz informed the coordinators that the COPs regarding online course development has been revised, displaying them on the projector. The coordinators suggested that a map or a flow chart of the process, as outlined in the COPS, be created to clarify it. There have been limited changes to the COPs below:
	1. 03-0804 Renewal of Faculty Certification for Online and Blended Instruction (recommend rescind)
	2. 03-0805 General Online Course Operating Procedures (minor edits)
	3. 03-0802 Course Development and Course Redesign for Courses Requiring Online Content (now refers to the new CNA and has removed the references to the contract)

**Agenda Item 5: APPQMR F2F Sessions – need facilitators Presenter: Rozalind Jester**

1. March 27 – Roz will facilitate in the morning. Rona will facilitate in the afternoon. Mike has agreed to facilitate the whole session. Laura has asked to sit in on the session in the morning.
2. April 24 – Laura and Anita will facilitate this session.
3. Roz informed the coordinators of the June APPQMR session and asked them to consider their availability for the following dates:
	1. 6/22
	2. 6/23
	3. 6/24

**Action Item:**  Consider when you might be available to facilitate the June session of the APPQMR workshop. Choose which of the dates above would work best and decide whether the session should be held over one or two days.

**Person Responsible:** All eLearning Coordinators

**Due Date:** March 20, 2020

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

1. The coordinators discussed what their next project should be for the coming academic year. Options mentioned include:
	1. Creating an online student orientation (this might also include the creation of specific institution-wide policies for online students)
	2. Re-designing the eLearning website with faculty input
	3. Working with Joe van Gaalen to identify course success rates as they pertain to ground and online sections. This might also include the differences in success rates between online courses and online mini courses.
	4. Growing the number and support for blended course
	5. Creating online teaching guidelines/ best practices to help guide instructors

**Action Item:**  Schedule a meeting with Greg Turchetta to discuss website redesign

**Person Responsible:** Rozalind Jester

**Due Date:** March 20, 2020

**Agenda Item 7: Future Meeting Schedule Presenter: Rozalind Jester**

1. Roz informed the coordinators of the next meeting, scheduled for March 20, 2020 11am in AA-216

Meeting was adjourned at 11:55 a.m. *Respectfully submitted by Jillian Patch*