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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 03/17/2020 | Location: | Zoom Meeting |
| Time: | 1:30 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: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Growing with Canvas Support **Presenter:** Rozalind Jester

1. Rozalind Jester discussed Growing with Canvas which is now live. Due to the COVID - 19 outbreak, Growing with Canvas was opened to all faculty at once, and participants are already submitting content. The eLearning coordinators agreed to grade submissions and were assigned specific modules in the course to grade. The grading schema was agreed as follows:
	1. Anita Rose - Module 4
	2. Rona Axelrod - Module 1
	3. Laura Osgood - Module 2
	4. Leslie Bartley - Module 3
	5. Mike Sauer - Module 5
	6. Rozalind Jester will provide support by grading a few assignments in several modules.
	7. Instructional Designers will also help during periods of heavy traffic in the course.

**Agenda Item 2:** Moving Online  **Presenter:** Rozalind Jester

1. Some professional development will be available through the TLC using remote pathways. This will include DEV 101 Workshops, including the online version of APPQMR. There is also a planned increase in webinars for certain technologies like Kaltura and Canvas for instructors now utilizing online tools. The Canvas Training Services Portal, accessed through the Help button in Canvas, will be opened to the faculty. The Training Service Portal has several series of webinar videos to help faculty learn different aspects of Canvas. Additional technologies that will be available to the faculty include Zoom, which will eventually include a single sign-on option using the FSW portal username and password. The coordinators also were told of Canvas Direct Share for the purpose of faculty sharing their courses with other instructors directly rather than through Canvas Commons.
2. Roz shared with the eLearning Coordinators the standards set by administration for instruction during this time. Important information the eLearning Coordinators agreed to pass on to the faculty include:
	1. Instructors must provide substantive communication to student at least through email, grades and given feedback on assignments.
	2. The Department of Education has approved wide use of distance education by-passing the normal requirements for accreditation.
	3. The changes made in face to face course to accommodate a distance learning format need to be documented.
	4. Faculty should consider being flexible with due dates as students also transition into this new learning environment.
	5. Instructors must still be mindful of necessary accommodations for learning.

**Agenda Item 3:** Coronavirus FAQ site  **Presenter:** Rozalind Jester

1. Roz asked the eLearning Coordinators to inform face-to-face faculty about resources they can use, one example being the Introduction to Canvas for Ground Instructors (CNVS 100). Additionally, eLearning has developed a Coronavirus FAQ page that provides faculty with resources for remote learning. Roz also asked the coordinators to update her on what areas of technology or distance education faculty are struggling with or what areas they have witnessed their students struggling with to add to the Student Coronavirus FAQ page currently being developed. Leslie developed a minimum standard guide for the eLearning coordinators to share with faculty on how to use Canvas. This includes:
	1. Inputting grades into the Canvas Gradebook
	2. Realign the course syllabus and content based on what is reasonable to complete and what the course and gen ed requirements are.
	3. Post a new syllabus based on these adjustments in Canvas.
	4. Continuous communication with the class. This can include email which is protected by FERPA
	5. Consider different options for Finals such as take-home test options and/or essay questions to avoid proctoring issues. Other options are eliminating the final exam and creating a final project.
2. Roz also shared with the coordinators some best practices for teaching in an online format including:
	1. When sharing content through recorded videos, confine the content to 5 minutes. For topics that require more explanation, chunk out topics into a series of videos.
	2. Recording Zoom videos should be saved to a computer so that it can be processed faster. It can then be uploaded to Kaltura for captioning.

The coordinators have accepted a tentative next meeting date for April 17th via Zoom.

Meeting was adjourned at 12:30 p.m. *Respectfully submitted by Jillian Patch*