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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 05/18/2021 | 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:** Confirm Summer APPQMR Workshops and OTC Meetings **Presenter:** all Coordinators

1. June 1-2 (8am -12pm), Gayle and Leslie – Submitted to TLC: Dr. Bartley and Professor Deane confirmed this time slot
2. June 28 (1pm-5pm) and June 29 (8am-12pm), needs to determine – part of DEV 101 Summer Camp: Dr. Sauer agreed to facilitate with possibly Daniel and Dmitry for support
3. OTC eLearning Coordinator Meetings: Dr. Jester reviewed the use of the Canvas Meeting Scheduler and the process of scheduling the eLearning Coordinator Meetings. Dr. Jester then briefly reviewed the content of Growing with Canvas (GWC) and Blooming with Zoom (BWZ) to the new coordinators.

**Action Item:** Place on the agenda a discussion of how to facilitate GWC and BWZ in the Fall

**Person Responsible:** Rozalind Jester

**Due Date:** May 25, 2021

**Agenda Item 2:** U.S. DOE Distance Education Regulations **Presenter:** Rozalind Jester

1. Dr. Jester explained a correction regarding the new regulations. Some of the new regulations do not apply to credit-hour based courses, while many of the changes do apply to the clock-hour based courses.

**Agenda Item 3:** Revise Elearning Coordinator Description **Presenter:** all Coordinators

1. The coordinators reviewed the previous and current eLearning Coordinator job descriptions. The group then began editing the content for the job description which will then be submitted to the Academic Technology Committee. Dr. Sauer also proposed a small research component regarding online trends in learning and best practices.

**Agenda Item 4:** Assign Tasks to Prepare for June 1 Meeting **Presenter:** all Coordinators

1. Dr. Jester opened the floor for adjusting the current meeting schedule. The coordinators decided on the following meeting schedule. The meeting schedule will be:
	1. May 25 - 1hr
	2. June 8 – 2hrs
	3. June 22 – 2hrs May change time for Institute
	4. July 6 – 2hrs
	5. August 3 – 2hrs
2. Dr. Jester will be editing the eLearning Coordinator Description as discussed via the meeting. The group then decided that they would group edit in Teams that version of the draft as required before the next meeting.
3. Dr. Sauer uploaded copies of the ATC COPs webpage in Teams and has begun the editing process. Dr. Jester shared with a groups a webpage from [Polk College](https://www.polk.edu/technology-services/instructional-technology/guidelines-for-teaching-in-the-online-environment/) as an example of the expectations that need to be set for teaching online that could be included in the COPs. This will consist of revising the current *FSW eLearning Coordinators’ Guide to Teaching Online* and what is in the current *ATC Guidelines* document (Found in TEAMS > Online Teaching Certification channel> Files tab> Pinned to the top of the list). This will then be published on the FSW Website.

**Action Item:** Group edit the in-progress version of the eLearning Coordinator Job Description in Teams

**Person Responsible:** all Coordinators

**Due Date:** May 25, 2021

**Action Item:** Review the *FSW eLearning Coordinators’ Guide to Teaching Online* and the *ATC Guidelines* document and determine what content should be revised, organized, etc. And bring these ideas to the next eLearning Coordinator Meeting.

**Person Responsible:** all Coordinators

**Due Date:** May 25, 2021

**Agenda Item 5:** Next Meeting **Presenter:** all Coordinators

1. The next eLearning Coordinator Meeting will be held Tuesday, May 25, 2021 from 10 to 11 A.M.

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