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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 05/11/2021 | 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: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Welcome New Members **Presenter:** Rozalind Jester

1. Dr. Jester welcomed the new eLearning Coordinators: George Kodsey, Dmitry Yusin, and Daniel Marulanda

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

1. Dr. Jester informed the coordinators about the new U.S. DOE Distance Education Regulations, which become effective July 1, 2021. Dr. Jester shared the PowerPoint presentation regarding the changes provided by the DOE.
   1. Asynchronous clock hour content must be monitorable and/or documented
   2. This will determine the difference between a correspondence course and a distance learning course, which effects financial aid available to students.

**Agenda Item 3:** SACSCOC Reaffirmation Update and Policy Revision **Presenter:** all eLearning Coordinators

1. Dr. Jester updated the instructors on the Off-Site Peer Review Report. Emphasis was given to our Online Learning Program as a strong area of growth.

**Agenda Item 4:** Official ATC Document Revision **Presenter:** all eLearning Coordinators

1. Dr. Jester briefed the coordinators on the different documents that need to be revised this Summer
   1. Dr. Jester informed the coordinators on her meetings with Dr. DeLuca, Ellie Bunting, and Peggy Romeo regarding the eLearning Coordinator Description. The description needs to be submitted by the Fall to the Academic Technology Committee.
   2. ATC Guidelines and COPs – A student cited content in a grading grievance that shows ATC Guidelines and COPs posted on the website have not been updated in some time, and need to be addressed.
   3. Proctorio Faculty and Student KB Articles – A lower priority
   4. QM Course Review Request Form – A lower priority
2. Dr. Sauer asked and the group agreed to set aside time to discuss the instructor perspective on the student cap in online courses.

**Action Item:** Upload the current eLearning Coordinator Job Description in the group’s Teams account

**Person Responsible:** Rozalind Jester

**Due Date:** May 14, 2021

**Action Item:** Review the current eLearning Coordinator Job Description to determine how it should be revised.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 18, 2021

**Agenda Item 5:** Summer Projects **Presenter:** all eLearning Coordinators

1. Online Course Quality Assurance Plan – Dr. Jester reminded the coordinators of the current draft available but which still requires faculty input on the structure. The content that needs to be addressed is how faculty will be informed as to why their course will be reviewed and formulating a plan for addressing courses that do not yet meet QM standards.
2. GWC Continuous Improvement Plan – This agenda item has been postponed for a future meeting.
3. Transition BWZ facilitation to eLearning Coordinators – The coordinators discussed dedicating a 2-hour meeting to reviewing this course and determining how the coordinators will facilitate it.
4. Dr. Kodsey also suggested that we might create a training for instructors and/or students to utilize Teams.

**Agenda Item 6:** Summer Items **Presenter:** all eLearning Coordinators

1. These items have been postponed till the next meeting.
   1. Review Proctorio Faculty and Student KB Articles
   2. GWC Continuous Improvement Plan – Finalize MLO’s, include information on applicable modalities
   3. Draft of QM Review Request Form

**Agenda Item 7:** Determine Summer Meeting Schedule **Presenter:** all eLearning Coordinators

1. According to the MOU, the coordinators were scheduled a 3-credit hour release. Dr. Jester also informed the coordinators of the opportunity to serve on the Elevate eLearning Initiative, which does include compensation.
2. The majority of the coordinators agreed to 2 hour meeting every two weeks. This will take place on Tuesdays from 10:00 a.m. to 12:00 p.m.

**Action Item:** Double check your pay stubsto make sure that your release time for this position is being compensated. If it is not, please let Dr. Jester know.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 30, 2021

**Agenda Item 7:** Plan for Summer Certification Courses **Presenter:** all eLearning Coordinators

1. APPQMR Schedule – Dr. Bartley and Professor Deane agreed to look at their calendars to determine if they could facilitate a DEV 101 Bootcamp APPQMR session. Dr. Sauer also offered to complete a one-day APPQMR workshop on Monday, Wednesday, or Friday if it is required.
2. Summer Bootcamps – The APPQMR will only be scheduled for one Bootcamp, DEV 101 Bootcamp
   1. DEV 101 Bootcamp: June 28 – July 2
   2. Summer Institute 1: June 14 – June 18
   3. Summer Institute 2: July 12 – July 16

**Action Item:** Poll DEV 101 to determine if instructors need an APPQMR session immediately

**Person Responsible:** Jillian Patch

**Due Date:** May 18, 2021

**Agenda Item 8:** Future Meeting Schedule  **Presenter:** all eLearning Coordinators

1. The next eLearning Coordinator Meeting will be held Tuesday, May 18, 2021 from 10 to 12 P.M.

*Respectfully submitted by Jillian Patch at 11:00 AM.*