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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Summer Meeting |
| Date: | 06/10/2020 | Location: | Zoom Meeting |
| Time: | 11:30 A.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | 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

Open Discussion –

* Michael Sauer and Anita Rose updated the coordinators regarding the upcoming APPQMR Zoom session on 06.11.20 and 06.12.20. They renumbered the files, altered the PowerPoint for easier presentations, and edited the Agenda to make the process of associating the content with the participants easier, by coordinating the Activity Number, File Number, and Slide Number. Rozalind Jester will send the list of participants in the 06/11-06/12 to Anita Rose so that the participants can be sent copies of the rubric workbook, handouts, and any additional handouts. This might be distributed via .zip files or as a view only right in Google Docs.
* Faculty are slowly being added to the Growing with Canvas course. The eLearning Coordinators will be blind copied on the notification email that Growing with Canvas will be opened up for participants.
* The eLearning Coordinators will be adding their meeting times to the Google Sheet, so that they can be scheduled to meet with Growing with Canvas participants. eLearning will eventually use the software Qless to help schedule these meetings out.