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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Summer Meeting |
| Date: | 06/17/2020 | 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 –

* All participants that have requested enrollment in Growing with Canvas have been added to the course.
* The survey that indicates whether they should participate in Growing with Canvas is being taken more than once. The coordinators agreed that the first attempt is the only attempt and whatever requirements it states participants must complete. Roz will be editing the form so it can only be completed once per person.
* The eLearning Coordinators were informed how to access their list of meeting participants and how those participants are being scheduled since some of their meeting with include SOAHSS participants.
* The forms for the Online Teaching Certification participants after their eLearning Coordinator Meeting require the dean’s signature before it is sent to Roz.
* The packets for the next APPQMR are ready and have been sent to their respective campuses.
* Michael and Anita gave feedback to the other coordinators regarding their experience with facilitating the APPQMR course.
* There was some participant feedback regarding the Self-Check quiz in Module 5. This question was edited by the Coordinators.
* Dr. DeLuca has asked that an Online Teaching Certification Bootcamp with the Live Online Training Module be created for instructors to completed during duty days. Some considerations that were discussed include:
	+ This could possibly be done face-2-face.
	+ Maybe using the current course to require people to complete the online version while the coordinators grade all day with an office hour time for synchronous meetings in case anyone needs help.
	+ This will be considered by the eLearning Coordinators till the next meeting.
	+ Roz will be checking if it can be required that participants sign-up beforehand.
	+ The coordinators agreed that if logistics could be determined, then they would be willing to facilitate this process.
* Mike asked what training might be available for collegiate high school faculty, and if any of them can be included in these potential training opportunities.