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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Summer Meeting |
| Date: | 06/03/2020 | 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

Online Certification Process Changes –

* Rebecca Yost is leaving FSW, and the structure of the TLC will likely change so that the Online Teaching Certification will fall under the purview of Dr. Jester. They have discussed how to the handle the transition including automating several of the tasks, utilizing the talent sharing pool, and streamlining Growing with Canvas using the IDs. Suggested tasks for using the talent sharing pool include filing documents, tracking progress, and scheduling eLearning Coordinator Meetings. The Qualtrics scoring to determine the path to completion is automated.
* Proposal - Rolling Cohorts in Growing with Canvas allowing the instructors to be responsible for completing their course in time to be put on the schedule. This would likely help to redistribute work over time. The coordinators can also conduct their consultations with groups of participants rather than one-on-one. All present eLearning Coordinators voted and agreed to utilize the rolling cohort structure, but they request to stage it out.
* Creating a defined schedule for each eLearning coordinator so that the talent pool assistant can set up the meeting using a meeting scheduling software. This would also allow the coordinators to cap the number of participants in the meeting. Other coordinators could help Leslie by taking over some of her SOAHSS participants. Part of this could also be automated.
* Dr. Jester and Rona Axelrod have cross-checked faculty who are scheduled to teach online and those that have completed or have signed-up to complete Growing with Canvas.
* Dr. Jester suggested having an ID help all the coordinators in revising the Growing with Canvas course to be more consistent. One revision to include would be the COP for this course as well as the communication and grading expectations for this course.
* Laura Osgood suggested an “out of filed” designation that require faculty scheduled to teach online to complete missing certifications within a certain time frame with the consequence of not being scheduled the following semester without certification.