**e-Learning Coordinators**

**ELEARNING COORDINATOR PURPOSE**

The eLearning Coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to engage faculty and academic staff in the planning and execution of FSW’s quality assurance initiatives for online courses. The job descriptions for the eLearning coordinators include the following:

* General Duties
* Duties for the Training Coordinator
* Duties for the Course Coordinator

These duties include facilitating professional development opportunities, serving on course review teams, providing mentorship for online instructors, and representing the School or Academic Department in related faculty meetings.

All coordinators would report to the chair of the ATC and would work directly with the Assistant Provost of Online Learning.

The eLearning Coordinator ideally holds the position for a minimum of 3 years. Participation is required during Fall and Spring terms with the option to serve the full Summer term. Coordinator duties may be reviewed annually. Elearning Coordinators will receive 3-6 credit hours of reassigned time as compensation for their work.

**MINIMUM REQUIREMENTS**

The eLearning Coordinator must meet these minimum requirements:

* A full-time faculty member
* A QM Certified Peer Reviewer
* Complete DEV 101
* QM Certified APPQMR Face-to-Face Facilitator (if teaching APPQMR)

**DUTIES AND RESPONSIBILITIES**

**General Duties for all e-Learning Coordinators:**

* Provide academic departments with eLearning and Canvas updates prior to each department meeting.
* Serve as the Department’s representative to the Academic Technology Committee.
* Meet with the ATC chair monthly or as needed prior to the ATC Meeting.
* Meet with the Assistant Provost of Online Learning as needed.
* Maintain and extend FSW-based or QM-based training.

**Training Coordinator**

* Works with departmental faculty and TLC coordinators to identify professional development needs/opportunities for online and campus-based instruction.
* Plans and Facilitates a variety of training workshops throughout the semester including FSW Growing with Canvas, Blooming with Zoom QM courses.
* Creates surveys to determine faculty needs in terms of training.
* Creates online training opportunities for faculty related to online instruction.
* Works with eLearning QM coordinator (Jillian) to deliver APPQMR courses
* Revises current Growing with Canvas and Blooming with Zoom (this was developed outside the eLearning Coordinator’s role) courses
* Co-Facilitates both Canvas trainings with eLearning and/or TLC staff
* Meets with new online instructors
* Recommends appropriate professional development for new online instructors
* Communicates best practices for online course design and delivery
* Shares strategies for creating presence in online courses
* Others support or guidance as needed
* Works with eLearning staff to develop student certification for online courses.

**Course Coordinator**

* Collaborates with Deans and eLearning on selecting courses to be developed and prioritizing course development requests for academic departments and/or schools.
* Works with the Dean to assess the status (lack of review, date of renewal) of online master courses in their department and mentoring the developer as needed.
* Works with course supervisors (faculty) to provide eLearning with updates on known textbook changes, or other curriculum changes, that will impact the current online master course.
* Work with the QM Coordinator to assess the current state of online master courses.
* Act as Canvas Commons manager for respective academic department and/or school groups.
* Works with faculty developers (both newly certified Dev 101 faculty and certified faculty) to ensure the course map is completed prior to commencing development and thereafter mentors faculty developers throughout the course development process.
* Works with eLearning staff to explore improved layout of Canvas shells.
* Communicate best practices for online course design and delivery
* Share strategies for creating presence in online courses
* Other support or guidance as needed