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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 01/14/2021 | Location: | Zoom Meeting |
| Time: | 2:30 P.M. | Note taker: | Jillian Patch |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | Present | Absent | Excused | | Rozalind Jester | Chair | X |  |  | | Leslie Bartley | SOAHSS | X |  |  | | Melinda Lyle | SOBT | X |  |  | | Regina Miller | SOE | X |  |  | | Gayle Deane | SOHP | X |  |  | | Rona Axelrod | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Welcome New Coordinators  **Presenter:** all eLearning Coordinators

1. Dr. Jester welcomed Dr. Lyles and Dr. Miller. Both will be working on certifications such as DEV 101 and Peer Reviewer Courses this semester.

**Agenda Item 2:** Determine Spring 2021 Meeting Schedule **Presenter:** all eLearning Coordinators

1. Dr. Jester confirmed that 3 credit hours of release time have been requested and approved for all the coordinators. The coordinators are currently working under the temporary position title due to COVID. Dr. Jester asked all the coordinators to confirm they begin receiving stipend payments by the February 1st pay period and to contact her if that is not the case.
2. Dr. Jester and the coordinators discussed their Spring 2021 meeting schedule, which will consist of one meeting per month. The coordinators agreed to meet at 9:00 AM Mondays on the fourth week of the month. This includes the following meeting dates: Jan. 25, Feb. 22, Mar. 8, and Apr. 19.

**Agenda Item 3:** Online Teaching Certification/GWC **Presenter:** Rozalind Jester

1. Dr. Jester and the coordinators discussed how they might more efficiently schedule the faculty facilitators meetings required for the Online Teaching Certification. The coordinators approved the plan to create sections in the Growing with Canvas course with one for each school as well as a completed section for those that have completed Growing with Canvas. They will then use the Canvas Scheduler to send out meeting invitations with Online Teaching Certification Participants.
2. In order to use these sections appropriately, the coordinators plan to send all their available meeting dates for the Spring 2021 semester to Jillian Patch, in order to set up the Canvas Scheduler.

**Action Item:** Add Melinda and Gina to Growing with Canvas

**Person Responsible:** Jillian Patch

**Due Date:** January 14, 2021

**Action Item:** Send meeting times to Jill if not completed already

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 28, 2021

**Agenda Item 4:** New coordinator description Summer 2021 and beyond **Presenter:** all eLearning Coordinators

1. The coordinators reviewed the general duties of the eLearning Coordinator position approved by the ATC. These duties included serving on the Academic Technology Committee (ATC) as well as serving as representation for their schools and disseminating information to their schools from eLearning and the Assistant Vice Provost of Online Learning. The coordinators discussed bringing forward to the ATC the agenda item of how coordinators should identify their choice of service between the Course Coordinator role and the Training Coordinator role and how coordinators might be allowed switch to the alternative role at some point during their tenure.
2. The coordinators reviewed the Course Coordinator duties of the eLearning Coordinator position and discussed some of the requirements to fulfill that role including the completion of DEV 101 and becoming a QM Master reviewer. They discussed completing these qualifications over the course of the Spring and Summer 2021 semesters.
3. The coordinators reviewed the Training Coordinators duties of the eLearning Coordinator position and discussed some of the requirements to fulfill that role including the completion of DEV 101, facilitating Growing with Canvas, and completing Quality Matters APPQMR Facilitator Certification. They discussed completing these qualifications over the course of the Spring and Summer 2021 semesters.
4. Dr. Jester and Jillian Patch reported on the progress FSW has achieved in acquiring QM Certifications for online courses. Dr. Jester informed the coordinators of department goals that were submitted to the administration might require the coordinators to evaluate previously created online courses against the Quality Matters Rubric.

**Agenda Item 5:** Master Course Progression Plan – Due 03/01/21 **Presenter:** Rozalind Jester

1. Dr. Jester described the Master Course Progression plan including the creation of a new list of confirmed FSW Masters, determining what Masters should remain Masters, and how those Masters should be organized, maintained, and updated. This plan will also dictate when these courses should be reviewed.

**Action Item:** Brainstorm Master Course Progression Plan and contribute your thoughts during the next ATC meeting and the next eLearning Coordinator Meeting.

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 25, 2021

**Agenda Item 6:** Open Discussion **Presenter:** Rozalind Jester

1. Postponed to next meeting

**Agenda Item 7:** Future Meeting Dates **Presenter:** Rozalind Jester

1. Next meeting will be January 25 at 9:00 AM.

Meeting was adjourned at 3:30 p.m. *Respectfully submitted by Jillian Patch*