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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 1/18/2019 | Location: | Lee AA 168 (TLC) |
| Time: | 3:00 P.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | SOAHSS | X |  |  |
| Shawn Moore | 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

**Agenda Item 1:** Introduction **Presenter:** Rozalind Jester

1. Committee members introduced themselves and gave a summary of their experience with online learning.
2. A brief description of the structure of the committee including the one-year term commitment with the ability to renew.
	1. Spring 2019 will be used to establish goals and the remainder of the year, including the summer, will be used to accomplish Spring 2019 goals.

**Agenda Item 2:** eLearning Coordinator role **Presenter:** Rozalind Jester

1. Description of some of the responsibilities of the committee
	1. Facilitating more consistent and regular communication between eLearning and the Schools
	2. Evaluating course development procedures
	3. Encouraging Quality Matters training
	4. Some items on the eLearning Coordinator job description are not yet active.
	5. The Library and College and Career Readiness will be the responsibility of the committee as a whole.
2. Presentation on the distribution of eLearning coordinators for the committee.
	1. The committee reviewed the handout depicting the number of unique Master courses offered per School per department.

**Action Item:** Create a Canvas shell for the eLearning Coordinator Committee.

 **Person Responsible:** Rozalind Jester

 **Due Date:** February 22, 2019

**Agenda Item 3:** FLVC – Impact on future direction of online **Presenter:** Rozalind Jester

1. Presentationon Florida Virtual College
	1. The committee reviewed the handout regarding Florida Online Course Quality. It described the 2025 SUS Strategic Plan and the Florida Shines Online Course Catalog’s rating system.
	2. The state of Florida has negotiated a system wide contract with QM.

**Agenda Item 4:** Establish Spring 2019 Goals **Presenter:** Rozalind Jester

1. Presentation of material on Quality Matters
	1. The committee reviewed the handout which included information about QM, its Rubric, and pathways of QM training.
	2. The committee agreed that all members should complete Steps 1 (APPQMR) and 2 (PRC) of QM Pathways for Rubric Application and Course Review by the end of the semester.

**Action Item:** Starting Quality Matters Training

* 1. Review Rubric materials
	2. Identify the next training level of QM that is personally applicable.
	3. Register on the Quality Matters website and associate yourself with FSW for payment purposes
	4. Sign up for the applicable QM training.

 **Person Responsible:** All committee members

 **Due Date:** February 28, 2019

**Agenda Item 5:** Future Meeting Schedule **Presenter:** Rozalind Jester

1. The committee agreed to the 4th Friday of the month.

**Action Item:** Confirm that the 4th Friday does not conflict with the eLearning Department schedule, and send an invite for the February 22nd date.

 **Person Responsible:** Rozalind Jester

 **Due Date:** ASAP

**Suggestions for the Future Meeting Agendas:**

1. Course Development Procedures as written in the CNA
2. Improved Evaluations for Master Teachers in regards to Online Teaching

Meeting was adjourned at 5:00 p.m. The next meeting is scheduled for Friday, February 22, 2019 at 2:00 p.m.

*Respectfully submitted by Jillian Patch*