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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 06/08/2021 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | SOAHSS |  |  | X |
| Regina Miller | SOE | X |  |  |
| Gayle Deane | SOHP | X |  |  |
| Dmitry Yusin | SOPAS | X |  |  |
| Daniel Marulanda | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| George Kodsey | SOBT | X |  |  |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Check-in and Updates **Presenter:** all Coordinators

1. The coordinators reviewed some messages regarding Growing with Canvas and the eLearning Coordinator Meeting.
2. Dr. Sauer suggested to require participants to utilize the audio and video feedback commenter in Module 4 for the Speedgrader assignment. This was approved by the other coordinators.
3. Professor Deane gave an update on the last Applying the QM Rubric Workshop
4. Dr. Jester discussed how governing bodies are now reviewing the definition of course modalities and suggestions for trainings that institutions may want to require for each of these modalities.

**Agenda Item 2:** Finalize Elearning Coordinator Description **Presenter:** Rozalind Jester

1. The coordinators reviewed and revised the content of the eLearning Coordinator description for a final time.
2. The coordinators voted and approved the revised version of the description.

**Action Item:** Submit the approved description to the Academic Technology Committee for approval.

**Person Responsible:** Rozalind Jester

**Due Date:** June 22, 2021

**Agenda Item 3:** Edit ATC Guidelines and COPs Page **Presenter:** Rozalind Jester

1. The coordinators reviewed COP-3-0805 to better understand the elements of the ATC Guidelines that need to be included.
2. The coordinators also reviewed the new edits that Dr. Sauer has made to the ATC Online Teaching Guidelines.
3. Dr. Jester also suggested adding a Handbook format to the document with a Table of Contents with active links for easier navigation.

**Action Item:** Add additional topics or add additional comments to the Components of the Successful Online Course Delivery section. Also include any additional suggestions for the formatting and display of the content in a web format and/or PDF.

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 22, 2021

**Agenda Item 4:** Discuss Online Course Quality Assurance Plan **Presenter:** all Coordinators

1. Dr. Jester opened the floor to discuss the contents of the Online Course Assurance Plan, including the approval process that will take place once the coordinators have edited and approved the revisions.
2. Dr. Jester also informed the coordinators of the Florida Shines Course indicators, as displayed on the Florida Shines website. As courses are reviewed and updated through the Quality Assurance Plan, these indicators will be added to additional FSW courses.
3. The coordinators reviewed the current draft of the Online Course Quality Assurance Plan, including the areas dedicated to the Review Cycle as well as the channels of communication that will need to be created to inform faculty that their courses will be reviewed.
4. One proposed revision the coordinators discussed was adding criteria/prioritizing criteria to help determine the review schedule in a consistent and unbiased manner. Specific suggestions included:
	1. Adding the criteria of the average semester enrollment of each course
	2. Adding weights to each criterion

**Action Item:** Bring the data from regarding high impact courses to the next meeting to identify which courses might be prioritized for review.

**Person Responsible:** Rozalind Jester

**Due Date:** June 22, 2021

*Respectfully submitted by Jillian Patch at 12:00 PM.*