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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 9/20/19 | Location: | A-168 |
| 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: Rebecca Yost |  | X |  |  |

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# Minutes

**Agenda Item 1: F2F Offering of CNVS 101 and TEACH 101 Presenter:** Rebecca Yost & eLearning Coordinators

1. The committee met with Rebecca Yost to discuss the content, refinement, and reimplementation of the TEACH 101 course, TECH 101 course, and CNVS 101 course. Rebecca gave a brief overview of the history, purpose, and content of each course named above. Some of the pain points with the current courses are:
	1. Training for online teaching is not easily accessible by new hires/adjuncts
	2. Feedback for online training states it is too long
2. The committee and Rebecca discussed current and possible solutions for these pain points.
	1. There is a waiver option for people who know Canvas and have taught online. Rebecca has created a survey to place them out of Tech 101.
	2. Phasing out TECH 101 but moving the still relevant content to TEACH 101 (Proposed name: ONLINE 101).
	3. Offering a Face to Face version of ONLINE 101 late in the semester (December) for those who have been put on the schedule. This would likely be conducted on PD days for faculty.
	4. The committee and Rebecca discussed eliminating certain objectives from the current Course Outcomes list of TEACH 101 so that it functions as an introduction to Canvas and to FSW policies. Instead these objectives, which are pedagogically specific (list below), would be assessed and evaluated by the eLearning Coordinators in an additional course. Each School’s eLearning Coordinator(s) would develop content and assessments applicable to those faculty joining their School. At the conclusion of the ONLINE 101, the new faculty would be introduced to their corresponding eLearning Coordinator (manner to be determine, but perhaps facilitated through the creation of an eLearning Coordinator Role in Canvas). This peer assessment would only be mandatory for new adjunct hires. Full-time faculty who complete the training to teach online may choose to participate on a voluntary basis. Proposed Course Outcomes of TEACH 101 to be assessed by eLearning Coordinators:
		1. Outcome 3 “Explain how online teaching behaviors impact online student learning”
		2. Outcome 5 “Strategically plan for online course facilitation, engagement, and grading”
		3. Outcome 6 “Review the design and extent of customization of an FSW online course”
	5. Modifying and maintaining an online self-paced version of the course described above run by the TLC. The committee suggested that the eLearning Coordinators help to grade the self-paced course.
	6. The committee suggested that the eLearning Coordinators take the modified self-paced Canvas course to become familiar with the course and provide feedback.

**Action Item:** Compose recommended language for the CNA regarding the structure of the training process for online teaching

**Person Responsible:** all eLearning coordinators

**Due Date:** October 4th, 2019

**Action Item:** Participate in and compete the new self-paced version of the Online 101 course.

**Person Responsible:** All eLearning coordinators

**Due Date:** Upon the completion of the prototype course

**Agenda Item 2: QM Training – Facilitating F2F APPQMR**  **Presenter:** Rozalind Jester

1. The committee reviewed their progress in the completion of the Applying the QM Rubric Face to Face Facilitator Certification (AFFC). Currently, the coordinators have either finished or are finishing the Peer Reviewer Course (PRC). Upon successful completion of the PRC, the coordinators have registered or will register for the November 7th AFFC session.

**Action Item:**  Register for the November 7th version of the AFFC session through the MyQM portal

**Person Responsible:** all eLearning coordinators

**Due Date:** November 1st, 2019

**Agenda Item 3: PD Friday – Proctorio Support Group** **Presenter:** Rozalind Jester

1. Dr. Jester informed the committee of different Canvas training opportunity on PD Fridays. The first training opportunity includes a series of webinars hosted by Canvas trainers. The second training opportunity is for Proctorio. This Proctorio group will document broad issues faculty have experienced using the tool. This second training will take place on PD Fridays at 8:45 a.m.

**Agenda Item 4: Open Discussion Presenter:** all eLearning Coordinators

1. The committee discussed various aspects of the proposed course development process. These topics included:
	1. Allowing for course releases rather than predetermined stipend amounts
	2. The definition of what constitutes a “Master” course.
	3. Allow individual Schools to determine which of their faculty has access and may update their Master courses.
	4. Re-establish the discussions with FLVC and partner schools to begin QM review bartering

Meeting was adjourned at 11:50 a.m. *Respectfully submitted by Jillian Patch*