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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 10/01/2021 | Location: | Online via Zoom |
| Time: | 10:00 am – 12:00 pm |  | <https://fsw.zoom.us/j/778311811> |

# Meeting Agenda

1. **QM Course Review Planning**
	1. Review list of courses that are currently being reviewed
	2. Identify additional courses for review from each School
	3. Internal review procedures (Jill)
		1. Elearning coordinator review assignment process
		2. Review wrap up
		3. Reporting results to faculty developer
2. **Online QA Plan Update**
	1. Review faculty input on communication plan and procedures after completed review.
	2. Finalize the post-review procedures for courses that do not yet meet standards.
3. **Information Items**
	1. ATC approved the updated job description.
	2. SACSCOC On-Site Visit, October 11-14
	3. [Educause Annual Conference](https://events.educause.edu/annual-conference), October 26-29 (Virtual or Philadelphia, PA)
	4. [TOPkit Hackathon](https://digitallearning.ucf.edu/newsroom/newsletter/topkit-hackathon-2022/?utm_source=newsletter&utm_medium=email&utm_term=https%3A%2F%2Fdigitallearning.ucf.edu%2Fnewsroom%2Fnewsletter%2Ftopkit-hackathon-2022%2F&utm_content&utm_campaign=TOPkit+Hackathon+Fall+2021-+Register+Now) (Kick-off and Drop-in Nov 1-2, Showcase Nov 8)
4. **Open Discussion**
5. **Next meeting: November 5, 2021 10am-12pm**