e-Learning Coordinators

ELEARNING COORDINATOR PURPOSE

The eLearning Coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to engage faculty and academic staff in the planning and execution of FSW's quality assurance initiatives for online courses. The job description for the eLearning coordinators includes facilitating professional development opportunities, serving on course review teams, providing mentorship for online instructors, and representing the School or Academic Department in related faculty meetings.

All coordinators report to the chair of the Academic Technology Committee and work directly with the Assistant Vice Provost of Online Learning.

The eLearning Coordinator ideally holds the position for a minimum of 3 years. Participation is required during Fall and Spring terms with the option to serve the full Summer term. Coordinator duties may be reviewed annually. Elearning Coordinators will receive 3-6 credit hours of reassigned time as compensation for their work.

MINIMUM REQUIREMENTS

The eLearning Coordinator must meet these minimum requirements:

- A full-time faculty member
- A QM Certified Peer Reviewer
- Complete DEV 101
- QM Certified APPQMR Face-to-Face Facilitator (if teaching APPQMR)

DUTIES AND RESPONSIBILITIES

The duties, responsibilities and associated hours outlined here are expected when coordinators receive 6 credit hours of reassignment time.

(10 hrs) Serve as a liaison by:

- Providing department chairs and deans with eLearning and Canvas updates prior to each department meeting.
- Serving as a representative to the Academic Technology Committee.
- Meeting with the ATC chair as needed prior to the ATC Meeting.
- Meeting with the Assistant Vice Provost of Online Learning as needed.

(50 hrs) Provide four (4) Quality Matters services per term by:

- Completing course reviews using QM Rubric as assigned.
- Facilitating APPQMR workshops for DEV 101.

- Maintaining or extending QM-based training.

(20 hrs) Maintain and Facilitate FSW Online Teaching Certifications by:

- Evaluating and updating current Growing with Canvas and Blooming with Zoom courses.
- Co-facilitating both above mentioned Canvas courses in collaboration with eLearning.
- Meeting with new online instructors to:
  - Provide mentorship and review institutional policies related to online learning, including course design.
  - Recommend appropriate professional development and educational technology.
  - Communicate best practices for online course delivery to faculty.
  - Share strategies for creating presence in online courses.
- Offering support or guidance as needed to faculty.

(20 hrs) Mentor and Consult with Online Stakeholders by:

- Working with faculty course supervisors and/or department chairs to provide eLearning with updates on known textbook changes, or other curriculum changes, that will impact the current online master course.
- Working with the Dean to assess the status (lack of review, date of renewal) of online master courses in their department and mentoring the developer as needed.
- Collaborating with Deans and eLearning to select courses to be developed and prioritizing course development requests for academic departments and/or schools.
- Collaborating with FSW's QM Coordinator to engage in online course reviews.
- Working with DEV 101 certified faculty developers to ensure the course map is completed prior to commencing development and thereafter mentor faculty developers throughout the course development process.
- Working with eLearning staff to explore improved layout of Canvas course templates for all instructional modalities.
- Communicating FSW guidelines, policies and best practices for online course design and delivery to faculty.
- Sharing strategies for creating presence in online courses with faculty.
- Work with faculty and TLC coordinators to identify, plan, and facilitate professional development needs/opportunities for online instruction.
- Working with the AVP, Online Learning to inform FSW's online student readiness programs.
- Offering other support or guidance as needed.