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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 04/19/2021 | Location: | Zoom Meeting |
| Time: | 9:00 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 |  |  | | Rona Axelrod | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** SACSCOC Reaffirmation **Presenter:** Rozalind Jester

1. Dr. Jester informed the coordinators that the SACSCOC Reaffirmation Off-Site Peer Review will begin this week. She mentioned that the coordinators may be contacted for the input on the online faculty training and the quality assurance programs that have been or are being put in place. She asked the coordinators to familiarize themselves with the documentation of the accrediting bodies that are being taken into consideration. This documentation is listed below.
   1. Council of Regional Accrediting Commissions (C-RAC) Guidelines for Distance Education
   2. SACSCOC Distance Education and Correspondence Courses Policy Statement
   3. SACSCOC Guidelines for the Evaluation of Distance Education (On-Line Learning)
2. FL DOE is proposing standardized definitions for various teaching modalities in order to clarify modality types for students as they attend various institutions and for assessments. FLVC Distance Learning Members Council is also discussing the nuanced differences and what this means for students/faculty professional development, teaching and learning across colleges.

**Action Item:** Review and familiarize yourself with the documents for accreditation and bring any concerns or points of interest to Dr. Jester.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 10, 2021

**Agenda Item 2:** Online Course Quality Assurance Plan **Presenter:** Rozalind Jester

1. Dr. Jester opened the discussion for feedback on the Online Course Quality Assurance Plan. There was no feedback at this time, and the conversation will be tabled till the Summer.
2. Dr. Jester also informed the coordinators regarding the data analysis of the current developed online Master list. Currently, about half the courses that have been developed for online are being offered. A secondary portion is being offered in the Live Online Format or Blended Format.

**Action Item:** Review the Draft of the Quality Assurance Plan and consider ways to organize the process, including how eLearning and/or the coordinators might inform the instructor their course is up for review.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 11, 2021

**Agenda Item 3:** Summer Meeting Schedule  **Presenter:** all eLearning Coordinators

1. Dr. Jester informed the coordinators that she has requested a six-credit hour release time for the Summer semester. The lease time granted will determine the frequency of the summer meeting schedule, thus the majority of the schedule will have to be determined at a later meeting.
2. The first two meetings for the Summer will be:
   1. 10 A.M on Tuesday, May 11th.
   2. 10 A.M on Tuesday, May 18th

**Agenda Item 4:** Summer Certification Courses **Presenter:** all eLearning Coordinators

1. Dr. Jester is waiting to be informed by the Teaching and Learning Center when they are scheduling the Summer Institutes. Once those time slots are determined, the coordinators will determine when to schedule the APPQMR Training for the Summer semester.
2. Dr. Jester informed the coordinators the Dr. Rollins with be facilitating Blooming with Zoom for the Summer before the responsibility will transfer to the coordinators. Dr. Jester suggested and the coordinators agreed that some coordinators might partner with Dr. Rollins this summer to familiarize themselves with the process.
3. Dr. Jester informed the coordinators that the Instructional Designers are planning to host a DEV 101 Bootcamp, which will allow participants to complete the majority of DEV 101 in one week. Part of this will include one of the APPQMR sessions planned for this summer semester.

**Agenda Item 5:** Onboarding New eLearning Coordinators **Presenter:** all eLearning Coordinators

1. Dr. Jester will reach out to describe the bare bones processes and responsibilities to each of the new coordinators and ask if they would like to participate in the meetings over the course of the summer. The coordinators also discussed the issue that no new or returning applicants have chosen to serve as a Training Coordinators under the new job description. The group discussed possible solutions for this issue and concluded that it would be best to continue to break up the facilitation of the training course and APPQMR equally amongst all the coordinators.

**Action Item:** Inform the Provost’s Office, ATC Chair and Union of the modifications that have been discussed since there are no Training Coordinators.

**Person Responsible:** Dr. Rozalind Jester

**Due Date:** April 26, 2021

**Agenda Item 6:** Summer Items **Presenter:** all eLearning Coordinators

1. These items have been postponed till the next meeting.
   1. Review Proctorio Faculty and Student KB Articles
   2. GWC Continuous Improvement Plan – Finalize MLO’s, include information on applicable modalities
   3. Draft of QM Review Request Form

**Agenda Item 7:** Future Meeting Schedule  **Presenter:** all eLearning Coordinators

1. The next meeting will take place at 10 A.M on Tuesday, May 11th.

*Respectfully submitted by Jillian Patch at 10:00 AM.*