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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 3/04/2022 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Minutes: | 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:** Summer and Fall Coordinators **Presenter:** all eLearning Coordinators

1. Dr. Jester opened the floor to discuss the Summer and Fall hours available for the eLearning Coordinators. All the coordinators agreed to serve for three credit hours during the Summer.
2. The coordinator brought up the idea that the Summer might be dedicated entirely to reviews rather than completing the majority of them throughout the semester.

**Agenda Item 2:** Discussion of Reassignment Hours **Presenter:** all eLearning Coordinators

1. Dr. Jester opened the floor to the group to discuss the reassignment hours for the eLearning Coordinator position.
	1. The group agreed that it might be beneficial to have the option to pick between 3 to 6 reassignment hours based for each semester and the amount of work they foresee for the coming semester. They recommended that there be an assigned number of hours for each eLearning Coordinator responsibility, and reassigned time is based on the number of assigned responsibilities committed to each semester.
	2. However, the group also agreed that the option of 6 hours of reassignment is vital so that the elements of the Online Quality Assurance Plan can be carried out effectively once the review schedule for each semester is set up. The group also reminded Dr. Jester that the setting up of semester schedules occurs well in advance of a semester start date which makes it more difficult plan for future semesters.
	3. The group suggested Dr. Jester share a list of additional tasks in Teams that coordinators could pick up on an individual basis to fill the time quota for the semester.
	4. Dr. Jester informed the group that she will be meeting with the Deans the Monday after Spring Break and will share the coordinator’s thoughts regarding reassignment time.

**Action Item:** Determine online courses that need to be prioritized for review in the Fall ‘22 semester and determine the number of reviews that should be completed during that semester.

**Person Responsible:** Rozalind Jester and Jillian Patch

**Due Date:** April 1, 2022

**Action Item:** Create a Projects channel in Teams using task planner for items that need to be completed and picked up.

**Person Responsible:** Jillian Patch

**Due Date:** April 1, 2022

**Agenda Item 3:** Collective Negotiation and Bargaining Discussion **Presenter:** all eLearning Coordinators

1. The coordinators shared with Dr. Jester some of the topics of conversation pertaining to online learning that were discussed amongst the faculty in the Collective Negotiation Agreement. Points of discussion included the definition of Master courses and the process of adopting or developing a Master.
2. Dr. Jester also suggested that a topic might be a quality assurance process for other modalities besides fully asynchronous.
3. The group shared portions of the conversation they had regarding the CNA from the February 4th meeting with Dr. Jester.

**Agenda Item 4:** Online Course QA Plan **Presenter:** all eLearning Coordinators

1. Dr. Jester discussed the QA Plan with the group and suggested a task might be for one coordinator to review the content of the QA Plan to determine if any required elements are missing.

**Agenda Item 5:** Certification Courses **Presenter:** all eLearning Coordinators

1. Dr. Jester discussed the Certification courses with the group. She and Jillian Patch will be meeting together to review the workflow of some of the content to make the process simpler.
2. Dr. Jester also mentioned that a missing element in the course would be announcement templates for recurring information.

**Agenda Item 6:** Open Discussion **Presenter:** all eLearning Coordinators

1. Dr. Jester brought up the idea that we could open the Virtual APPQMR Statewide sessions, but this movement was not accepted by the coordinators regarding concerns around procedure.
2. Canvas has pushed back the roll over date for New Quizzes. Canvas has also made the feature options a bit more granular. This PD topic will be shared out by OIT and the TLC over the course of this semester.

**Agenda Item 7:** Next Meeting **Presenter:** all eLearning Coordinators

1. The next meeting is scheduled for April 1, 2022 at 10:00 A.M.

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