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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 4/01/2022 | 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: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** New Quizzes Summer Pilot **Presenter:** all eLearning Coordinators

1. Dr. Jester described the roll out of Canvas New Quizzes for FSW. The roll out team has requested that the eLearning Coordinators pilot the New Quizzes in one or two low stakes assignments in their Summer courses. Dr. Michael Sauer and Dr. George Kodsey. The other coordinators will be considering the option for Summer.

**Action Item:** Contact Dr. Jester or Director Laura Osgood if you would like to pilot the Canvas New Quizzes in your Summer courses.

**Person Responsible:** all eLearning Coordinators

**Due Date:** April 8, 2022

**Agenda Item 2:** Teams Project Channel **Presenter:** all eLearning Coordinators

1. Dr. Jester showcased the new Projects channel in the eLearning Coordinator’s Team account. The coordinators were shown the existing task tabs and their card walls with the pre-existing tasks created.

**Agenda Item 3:** Summer Meeting and Project Plan **Presenter:** all eLearning Coordinators

1. Outstanding Projects, QM Duties, GWC and BWZ Facilitation, Summer Assignments
   1. Gina Miller
      1. Growing with Canvas Continuous Improvement Project and Revisions
      2. Facilitating GWC Module 1 and SOE Mentor Meetings
   2. Leslie Bartley
      1. Growing with Canvas Continuous Improvement Project and Revisions
      2. 2 QM Reviews
      3. Facilitating GWC Module 3 and SOAHSS Mentor Meetings
   3. Daniel Marulanda
      1. Blooming with Zoom Continuous Improvement Project and Revisions
      2. Master Reviewer Certification
      3. Blooming with Zoom Module 1 and 3 and SOPAS Mentor Meetings for GWC
   4. Michael Sauer
      1. DEV 101 Continuous Improvement Plan and Revisions
      2. Analyze Faculty Technology and Online Teaching survey results
      3. Facilitating GWC Module 5 SOPAS Mentor Meetings
   5. Dmitry Yusin
      1. Master Reviewer Certification
      2. Facilitating GWC Module 4 and SOPAS Mentor Meetings
   6. Gayle Deane
      1. Two reviews or Master Reviewer Certification
      2. Facilitating GWC Module 2 and SOHP Mentor Meetings
   7. George Kodsey
      1. Master Reviewer Certification
      2. Specific duties for SOBT as outlined in a pending conversation with Dr. Myers
      3. Blooming with Zoom Module 2 and 3 SOBT Mentor Meetings for GWC
   8. The facilitation of GWC and BWZ will remain the same through Summer 2022, but may change for Fall 2022.

**Action Item:** Set up meetings with the coordinators individually/based on projects to discuss summer assignments.

**Person Responsible:** Rozalind Jester

**Due Date:** April 15, 2022

**Action Item:** Make Master versions of GWC and BWZ for the Improvement Plan implementation and enroll faculty as needed in instructor roles.

**Person Responsible:** Jillian Patch

**Due Date:** April 15, 2022

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

1. Dr. Jester confirmed that all of the coordinators were set at 3 credit hours for Summer
2. The planned reassignment time for Fall 2022 is as follows. Those receiving six credit hours will be completing 4 QM Reviews each, equaling 12 courses reviewed in the Fall semester in addition the remaining eLearning Coordinator duties as outlined in the position description. These courses will be identified in future minutes.
   1. Michael Sauer – 3
   2. Leslie Bartley – 6
   3. Dmitry Yusin – 6
   4. George Kodsey – 6
   5. Daniel Marulanda – 6
   6. Gina Miller – 6
   7. Gayle Deane – 6
3. Dr. Yusin brought up the need to establish goals regarding the number of QM Certification courses at FSW. Dr. Jester has composed Effectiveness Plan Goals for her department and has been assigned the task of writing goals related to Quality Matters and Online Strategic Directions for the Enrollment Plan Work Group. She will share an update at the next eLearning Coordinator Meeting

**Action Item:** Communicate with the eLearning Coordinators regarding the proposed effectiveness plan goals and the Enrollment Plan Working Group goals.

**Person Responsible:** Rozalind Jester

**Due Date:** June 3, 2022

**Agenda Item 5:** Next Meeting **Presenter:** all eLearning Coordinators

1. There will be a couple meetings in the Summer amongst the group to touch base.
   1. June 3rd, 9 a.m. to 10 a.m.
   2. July 1st, 10 a.m. to 12 p.m.

*Respectfully submitted by Jillian Patch at 12:30 PM.*