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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 3/22/19 | Location: | G-227 |
| Time: | 2:00 P.M. | Note taker: | Jillian Patch |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | Present | Absent | Excused | | Rozalind Jester | Chair | X |  |  | | Leslie Bartley | SOAHSS | X |  |  | | Shawn Moore | SOAHSS | X |  |  | | Anita Rose | SOBT | X |  |  | | Laura Osgood | SOE | X |  |  | | Gayle Deane | SOHP | X |  |  | | Rona Axelrod | SOPAS |  |  | X | | Michael Sauer | SOPAS | X |  |  | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1: Spring 2019 Goals - Update Presenter: all eLearning Coordinators**

1. The committee reported their individual progress completing Quality Matters training. As of March 22nd, 2019, all eLearning coordinators have either signed up or have completed the “Applying the QM Rubric (APPQMR)” training.

**Agenda Item 2: Course Development Procedures Discussion** **Presenter:** **all eLearning Coordinators**

1. The chair gave a report summarizing her previous meetings with various college committees regarding the potential changes to course development procedures.
2. The chair opened discussion on current course development procedures. Issues that have already been identified in the current system include:
   1. Project timelines and deadlines
   2. Scalability
   3. Access to “Master Courses”
   4. Ownership of “Master Courses”
   5. First Right of refusal on contracts.
3. The committee additionally identified the following issues with the current course development system:
   1. Limited support for mini-terms
   2. Little support for blended courses
4. The chair opened discussion for the committee to identify possible benefits of adopting the potential course development procedures.
   1. Training could begin in the Fall and be cost effective
   2. eLearning would no longer “determine” which course developments proceed.
   3. Only one deadline per semester to have course reviewed for following semester.
   4. Stipends for training, creating high quality courses, and “Low Cost” or “No Cost” courses.
      1. The committee proposed a Quality Score be a minimum standard and thus not receive an additional stipend. Additionally, the committee proposed stipends for High Quality and Quality Matters ratings ranging from $500 to $1000.
   5. Adjuncts could prepare courses before scheduled to teach.
5. The chair opened discussion for the committee to identify possible barriers to altering the CNA.
   * 1. Difficult to negotiate changes to CNA in current timeline. Suggestions: Negotiate only for QM training and postpone until next negotiation cycle. Additionally, the committee suggested that one of its responsibilities might be to review and choose courses for development based on pre-established criteria.
     2. Faculty contend for first right of refusal. Suggestions: Changes would ensure ownership of courses, but would also allow for stipends. Additionally, the committee suggested that the CNA should state developers must be content knowledge experts in their course material.
   1. The chair opened discussion for the committee to identify possible challenges if the CNA were altered.
      1. Challenge: Few procedures in place to assess the teaching of online courses. Suggestions: Explore ways to determine an instructor’s time spent in an online course. The committee also suggested that instructors might give a tour of their online courses via Skype to reviewers.
      2. Challenge: Ensuring High Quality courses are not awarded more than once.
      3. Challenge: Maintaining consistency while utilizing multiple instructional designers.
      4. Challenge: eLearning would no longer be distributing updated courses. Suggestions: Encourage a culture of sharing and distribute complete OER courses to faculty until they have time to develop their own courses.
      5. Challenge: No regulation for the number of course developments and updates per semester
   2. The committee reviewed the current contract in the College Operating Procedures’ website.

**Action Item:** Further consider potential challenges (and if possible solutions) that might occur by altering the course development procedures

**Person Responsible:** all eLearning Coordinators

**Due Date:** April 26th, 2019

**Action Item:** Write up contract language that incorporates the potential course development system into the CNA.

**Note:** eLearning Coordinators Shawn Moore, Leslie Bartley, and Michael Sauer recused themselves from advising on the contract language to avoid a conflict of interest as faculty union members.

**Person Responsible:** Rozalind Jester

**Due Date:** April 26th, 2019

**Action Item (Optional):** Attend theBlackboard Ally demonstration (an accessibility tool) on May 22nd to help encourage its adoption.

**Person Responsible:** all eLearning Coordinators

**Due Date:** May 22nd, 2019

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

1. The chair opened discussion regarding the summer schedule and what action items should be completed during the summer. Current options under consideration by the committee include:
   1. Utilizing Skype meetings for committee members that are abroad during meeting times
   2. Concentrating meeting times in June and August
   3. Conducting reviews of current online courses

**Action Item:** Consider how eLearning Coordinator hours can be utilized during the summer and what the summer schedule will look like.

**Person Responsible:** all eLearning Coordinators

**Due Date:** April 26th, 2019

Meeting was adjourned at 4:00 p.m. The next meeting is scheduled for Friday, April 26th 2019 at 2:00 p.m.

*Respectfully submitted by Jillian Patch*