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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 6/03/2022 | Location: | Zoom Meeting |
| Time: | 9:00 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:** Effectiveness Plan and Strategic Planning **Presenter:** Rozalind Jester

1. Dr. Jester will be sharing the content of the Effectiveness Plan and the Strategic Planning Goals in the eLearning Coordinator Teams. The content of the D2G Online Quality Assurance Goal for AY ‘22 may change as the D2G committee reviews the goals prior to July 1. See item two below for access to the current draft.
2. 

**Agenda Item 2:** Project Updates **Presenter:** all eLearning Coordinators

1. GWC Continuous Improvement Plan – Dr. Bartley and Dr. Miller reported on their progress on GWC. They will be adding instructions for clarification, removing requirements that are never met, and creating more detailed rubrics. They will be condensing some content and creating video explanations to explain the assessments. Creating Mastery Paths within each of the modules. They are hoping to have the changes completed by the end of July, perhaps with the exception of Mastery Paths.
2. BWZ Continuous Improvement Plan – Dr. Marulanda and Dr. Kodsey have split the updates between the modules they facilitate. There are links that have broken and need updating. They will also be updating the rubrics for their discussion assignments to encourage more robust replies. They will be utilizing video to introduce facilitators. They are asking the group to consider where information about the Live Flex and Blended modalities should live within the course. Some videos are glitching so information about browser updates and helpdesk support might be added to mitigate these issues.
3. DEV 101 Continuous Improvement Plan – Jillian Patch gave a brief overview of the changes being made in DEV 101 including the new structure of the course modules, the introduction of the course map within the course, and changing the reflections to authentic assignments.
4. QM Duties – Most everyone is doing the Master Reviewer Course starting June 21.
5. Faculty Technology and Online Teaching Survey – There was a delay in software that would help analyze the qualitative data, but that has now been purchased and installed. Dr. Sauer and Dr. Olson will be working with that data for the remainder of the Summer.
6. FSW Online Teaching Guidelines – Dr. Jester has suggested that ATC and eLearning Coordinators work together to create a handbook that supports faculty that teach with technology across the modalities.

**Agenda Item 3:** Open Discussion **Presenter:** all eLearning Coordinators

1. Creating Microsoft Team for Teaching with Tech – Dr. Jester shared the idea of moving people who have completed GWC in Teams where they can find the resources.
2. Dr. Sauer will be conducting an APPQMR Workshop in late June. Dr. Jester asked the group if someone would be able to act as a backup plan. Those certified are not able to conduct the workshop. Dr. Jester will ask Director Laura Osgood if she is willing to act as a backup facilitator for the session.

**Action Item:** Contact Laura Osgood about acting as a backup facilitator for the APPQMR Workshop facilitated by Michael Sauer.

**Person Responsible:** Rozalind Jester

**Due Date:** June 15, 2022

**Agenda Item 4:** Next Meeting **Presenter:** all eLearning Coordinators

1. The group will have a longer planning session during July to plan for the Fall semester.
   1. July 1st, 10 a.m. to 12 p.m.

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