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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 7/01/2022 | 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:** Academic Affairs Update **Presenter:** Rozalind Jester

1. Dr. Jester opened the floor for a discussion regarding the changes in the Provost Office. Dr. Jester shared that she is reporting to Dr. McClinton until August when an interim Vice President of Academic Affairs takes up the role.
2. Dr. Sauer requested an update on the new CNA negotiation. Dr. Jester shared that the faculty have asked the administration to draft the sections that correspond to Online Course Design and Development.
3. Dr. Jester shared there may be a limitation placed on reassignment time and stipends in the future for faculty outside of their teaching load. She will keep the group updated on whatever changes come about for the Spring semester.

**Agenda Item 2:** Fall Planning **Presenter:** all eLearning Coordinators

1. Certifications – Dr. Jester shared the list of faculty who still need certifications completed to teach for Fall.
2. GWC Meetings - The coordinators were made aware if there were faculty with their School that specifically need meeting times to complete Growing with Canvas. The coordinators were also asked to schedule some meeting times during duty days to help people finish the certification before classes start for Fall 2022.
3. APPQMR Schedule – Dr. Sauer volunteered to host an APPQMR session and Professor Deane and Dr. Bartley volunteered to host a session. They will discuss availability amongst themselves and email dates to Jillian Patch.

**Agenda Item 3:** Project Updates **Presenter:** all eLearning Coordinators

1. GWC Continuous Improvement Plan – Jillian Patch gave a description of the new Online Teaching Certification Form which is available as a link. Dr. Bartley and Dr. Miller shared the updates they have made thus far in the course. Dr. Jester also suggested they incorporate the Course Pacing Feature within the course as well to encourage completion.
2. BWZ Continuous Improvement Plan – Dr. Kodsey shared issues that some students are having with video viewing. Dr. Jester suggested adding a note about contacting the helpdesk for browser issues as that is likely the cause of the video issues. Dr. Marulanda shared that he created or edited rubrics within the course to make the requirements clearer or more robust. They also plan to add introduction videos for each of the facilitators. Dr. Jester also suggested incorporating more information regarding the other modalities.
3. DEV 101 Continuous Improvement Plan – Jillian Patch gave an overview of the changes being made to DEV 101 including the inclusion of Design Plus, changes made to support the Course Map creation, and editing language based on where participants get stuck in the course.
4. QM Duties – Dr. Marulanda and Dr. Yusin shared where they are at in the Master Reviewer Course. There appears to be some discrepancy between the issue and structure of the material and the grading. Dr. Jester will reach out to Quality Matters regarding the discrepancy.
5. Faculty Technology and Online Teaching Survey – The software used to analyze qualitative content has been installed, and the analysis will begin immediately after.

**Action Item:** Determine dates you would like the host APPQMR sessions and email those dates to Jillian Patch

**Person Responsible:** Michael Sauer, Leslie Bartley, and Gayle Deane

**Due Date:** August 15, 2022

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

1. No comments at this time.

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

1. The next meeting will be held on Monday, August 15, 2022 at 1:00 p.m.
2. The remainder of the Fall meetings will take place on the first Fridays of the month at 1:00 p.m.

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