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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 8/15/2022 | Location: | Zoom Meeting |
| Time: | 1:00 P.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:  Laura Osgood | Learning Technologies | X |  |  | |  |

# Minutes

**Agenda Item 1:** Summer Achievements **Presenter:** Rozalind Jester

1. Dr. Jester shared with the group the achievements completed by the coordinators over the Summer, including the completion of the Master Reviewer Certifications by Dmitry Yusin, Gayle Deane, and Daniel Marulanda.

**Agenda Item 2:** OQuAP Implementation **Presenter:** Laura Osgood

1. Director Osgood shared with the group the compilation and identification of the online courses that need to be reviewed through the Online Quality Assurance Process. There are 76 courses that need to be reviewed over the course of AY 22-23.
2. Director Osgood shared the AY 2022-2023 Course Review Spreadsheet with the eLearning Coordinators, which lists each course and identifies their faculty course representative and who will review each course. Dr. Jester shared that Dr. Sauer will only be serving 3 credit hours in his position as an eLearning Coordinator and thus will not be responsible for reviews.

**Agenda Item 3:** Faculty Outreach/Communication **Presenter:** Michael Sauer

1. Dr. Sauer shared with the group information about faculty surveys and ways the eLearning Coordinators could reach out during the Fall semester. Initial ideas included:
   1. Discussions with the Dean or Chair about having an introduction during a department meeting. This introduction would include identifying the eLearning Coordinator for the School and outlining their duties.
   2. Touching base with instructors who teach on campus on how they can troubleshoot MFA issues. Dr. Sauer suggests getting a dongle from OIT and keeping it at your desk on campus.
   3. Brainstorming ways to introduce essential updates such as Proctorio and Canvas New Quizzes to the Schools.
2. Additional Outreach – Delayed to a later meeting. Director Osgood mentioned that Impact messages could be used to communicate with specific Schools.

**Action Item:** Dr. Sauer will share the faculty survey data in Teams and will start the conversation for the Coordinators to brainstorm ideas for outreach.

**Person Responsible:** all eLearning Coordinators

**Due Date:** August 30, 2022

**Agenda Item 4:** Fall Planning **Presenter:** all eLearning Coordinators

1. Outstanding Certification Requirements – Dr. Jester shared with the different eLearning Coordinators the people in their Schools who need to complete certifications.
2. GWC – Dr. Yusin will take over Module 5 facilitation of Growing with Canvas from Dr. Sauer.
3. APPQMR Schedule – Dr. Bartley and Professor Deane agreed to facilitate an APPQMR Session on Sept. 22 – 23 from 12:00 – 4:00 pm on both days.

**Agenda Item 5:** Implementing Updated GWC and BWZ **Presenter:** all eLearning Coordinators

1. The coordinators agreed that at the end of the Hiatus on August 15th, 2022, FSW will cease enrolling faculty in the current Growing with Canvas and Blooming with Zoom and will instead implement the new versions of the courses created over Summer 2022.

**Agenda Item 6:** DEV 101 Updated **Presenter:** Jillian Patch

1. This item has been postponed to the next meeting.

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

1. This item has been postponed to the next meeting.

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

1. The next meeting will be held on Friday, September 2, 2022, at 1:00 p.m. – 2:00 pm
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.*