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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 9/02/2022 | 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:** ATC Updates **Presenter:** Michael Sauer

1. Dr. Sauer shared some concerns regarding CNA negotiations to determine if the type of revision online course needs to be updated or fully redeveloped. Laura shared that Instructional Design Support Request which includes the language that currently distinguishes a full redevelopment or an update as greater or lesser than 50% respectively.
2. Dr. Sauer shared his experience with the Online Testing Rooms and some issues with communication so that faculty can be informed of changes to settings in these rooms, including Proctorio and ProctorU.
3. Laura shared Roz’s findings regarding online test proctoring and recent course proceedings regarding the right to privacy. The summary is that there must be a consistent room scan policy across the college and that clear expectations should be given to the students at the beginning of the semester.
4. Dr. Jester shared the origins of the 50% demarcation between an update and a redevelopment.

**Action Item:** Dr. Sauer will start a Teams conversation so that the coordinators can discuss the percentage cut-off between an update and a full redevelopment of an online course. He will also ask for feedback as to who should determine the percentage an online course is currently at.

**Person Responsible:** all eLearning Coordinators

**Due Date:** August 30, 2022

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

1. Director Osgood shared the current iteration of the AY 2022 – 2023 Course Review, including courses we have determined need to be updated.
2. Dr. Kodsey suggested having three reviewers on the internal reviews so there are no issues with a tie. This might be a solution if there is quite a bit of disagreement between reviewers on several reviews.
3. Laura also asked about the coordinators’ preferences for reviewing content from their own schools. It was suggested that the option is given to the faculty course representative to allow the coordinator from their own school to review their course.

**Agenda Item 3:** Open Discussion **Presenter:** Michael Sauer

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

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

1. The next meeting will be held on Friday, October 7, 2022, at 1:00 p.m. – 2:00 pm

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