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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 10/17/2022 | Location: | Zoom Meeting |
| Time: | 2:00 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 |  |  |
| George Kodsey | SOBT | X |  |  |
| Laura Osgood | Learning Technologies | X |  |  |

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# Minutes

**Agenda Item 1:** Spring Online and Live Online Certs **Presenter:** Rozalind Jester

1. Dr. Jester shared the list of faculty that still need to complete the Online and Live Online Certifications for the Spring 2023 semester. As a result of Hurricane Ian, the coordinators agreed to extend the existing “due dates’ posted within Growing with Canvas and Blooming with Zoom to accommodate the extended semester. The due dates for completing certifications for the semester will be pushed back to November 4th, while the last day of facilitation will be November 18th.
2. Dr. Jester requested volunteers to create an Announcement for the two courses to inform the participants of the extended due dates. Dr. Miller volunteered to send an announcement in the Growing with Canvas course, while Dr. Marulanda volunteered to do the same in Blooming with Zoom.

**Action Item:** Create an announcement in Growing with Canvas and Blooming with Zoom to inform the participants of the changes in due dates to complete certifications for the Spring 2023 semester.

**Person Responsible:** Regina Miller and Daniel Marulanda

**Due Date:** October 21, 2022

**Agenda Item 2:** Spring Elearning Coordinators **Presenter:** all Coordinators

1. Dr. Jester informed the group that Dr. Sauer has stepped down as an eLearning Coordinator. No new coordinators will be added to the group during AY 22-23.
2. Dr. Jester met with Dr. Bilsky and Dr. McClinton on October 14, 2022. It is her understanding that the six eLearning coordinator positions with a reassignment time of up to six credit hours will carry through the Spring 2023 semester. However, it is still at the discretion of the individual eLearning Coordinator to request either three or six hours of reassignment time from their dean.
3. All the coordinators confirmed during this meeting that it was their intention to commit to the full six-credit reassignment time for the eLearning Coordinator position during the Spring 2023 semester.

**Agenda Item 3:** OQuAP Progress Check **Presenter:** all Coordinators

1. Director Laura Osgood and Jillian Patch gave a quick overview as to where the Mini-A reviews in the Online Quality Assurance Plan. Due to the storm, most of the reviews will be delayed. It was decided by the group that the Mini A reviews will be due by the end of the semester. Mini B reviews will be assigned to reviewers once the courses have been confirmed. Reviewers can begin reviewing courses assigned for Mini B when possible. Jillian Patch also informed the group that for reviews that could not be completed due to Standard 2.1 or 2.2 being identified as NOT MET, reviewers should fill out the remainder of the Standards as NOT MET and include N/A in the evidence and suggestions. This will allow the reviewer to submit their Final decision so the review can be marked as complete. The reviewers should also use the additional comments textbox at the bottom of the review to explain that the remainder of the standards could not be reviewed due to the 2.1/2.2 decision.
2. Director Osgood and Ms. Patch explained that they had not heard from most of the faculty that were informed they would have a review completed in Mini B. The group agreed that it would be appropriate to extend the deadline to October 24th for faculty to reach out and confirm the content of their courses. Jillian Patch will send them an email informing them of the extension.

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

1. Dr. Jester gave the coordinators a brief overview of the roll-out of the new DEV 101. It has tentatively been decided that the revised version of the course will be released once the new CNA has been ratified as several sections of DEV 101 content are dependent upon the new negotiated terms.

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

1. The next meeting will be held on Friday, November 4, 2022, at 1:00 p.m. – 2:00 pm

*Respectfully submitted by Jillian Patch at 3:00 PM.*