|  |  |
| --- | --- |
| eLearning Coordinators’ Meeting |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 11/4/2022 | Location: | Zoom Meeting |
| Time: | 1:00 P.M. | Minutes: | Jillian Patch |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | 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 |  |  | | Teri Wright | Guest | X |  |  | |  |

# Minutes

**Agenda Item 1:** DEV 101 **Presenter:** Jillian Patch and Teri Wright

1. Director Laura Osgood explained to the group that the new version of DEV 101 would likely be released once the process for course development has been finalized in the new CNA. Jillian Patch and Teri Wright showcased the structure and some of the assignments in the new DEV 101. The coordinators agreed that the new structure appeared appropriate for the content. They recommended a slight change to the navigation on the Homepage to better showcase the “Start Here” button.

**Agenda Item 2:** Fall OQuAP Reviews **Presenter:** all Coordinators

1. Director Osgood opened up the floor for a discussion regarding the progress of the Mini-A and Mini-B Reviews. Mini-B’s are underway, and some of the Mini-A reviews have started to wrap up. Director Osgood showcased the Pre-view Screening Google Form, which will determine if a Master course should be reviewed or immediately recommended for an update. The form asks the reviewer to compare the Master course objectives, course materials, and assessments with courses currently taught online at FSW to determine if the Master course is still in use. Jillian Patch reminded the group that those assigned as Team Chair on their reviews would need to also submit the Final Report once they and their review team member have submitted their individual reports in order for the review to be closed.

**Agenda Item 3:** Online Courses Without Masters **Presenter:** all Coordinators

1. Director Laura Osgood shared with the eLearning Coordinators the list of online courses currently being taught online but have never been developed with a Master. She has asked the eLearning Coordinators to begin conversations with their dean and department chairs to determine which courses on the list should be developed. This conversation would also spark whether this should be a Master or a Faculty development. Director Osgood shared the list with the coordinator via email. [Online Course Development Plan](https://docs.google.com/spreadsheets/d/1r-pZ6jrT1o0ilJHJ3w-b-w95gPZiWk40K_z5FVYae2w/edit?usp=sharing)

**Action Item:** Using the Online Course Development Plan as a reference, contact your deans and department chairs to help them determine which of the existing online courses taught at FSW that do not have masters should be developed.

**Person Responsible:** all eLearning Coordinators.

**Due Date:** December 1, 2022

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

1. This agenda item was postponed till the next meeting.

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

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

*Respectfully submitted by Jillian Patch at 2:00 PM.*