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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 12/2/2022 | 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 |  |  | | George Kodsey | SOBT | X |  |  | | Laura Osgood | Learning Technologies | X |  |  | |  |

# Minutes

**Agenda Item 1:** Spring Monthly Meeting Schedule **Presenter:** all Coordinators

1. All coordinators have been approved for 6 hours of reassignment time for the Spring 2023 semester.
2. Dr. Jester suggested a meeting schedule for the Spring semester. The coordinators agreed to meet regularly at 1:00 PM on the first Friday of every month. As the first Friday of January is a duty day for preparation for the semester, the January meeting will be skipped in favor of asynchronous communication.

**Agenda Item 2:** Fall Online Certifications **Presenter:** all Coordinators

1. Dr. Jester told the coordinators that additional adjuncts who did not yet have Online Teaching Certification had been added to the Spring semester schedule. As a result, there will be several participants that need eLearning coordinator meetings after winter break. The coordinators were told they could continue facilitating or utilize the hiatus as desired. Rozalind Jester and Jillian Patch will facilitate for those faculty that are required to complete the Certification by Spring. The hiatus ends on the 4th of January. Full facilitation will begin again on January 5th.
2. The coordinators agreed to create eLearning Coordinator meeting dates for Growing with Canvas during Spring Duty Days and perhaps one meeting on the first week of classes
3. The coordinators discussed the low enrollment numbers for the APPQMR workshops and other workshops for DEV 101. To better meet the needs of the faculty and better utilize the coordinators’ time, it was agreed that the coordinators would not offer an FSW-run APPQMR. Rather, we will advertise the QM-run APPQMR Virtual sessions to fulfill the requirement in DEV 101.

**Action Item:** Create eLearning Coordinator Meetings for Growing with Canvas and Growing with Canvas 2.0 during Spring Duty Days and the first week of classes.

**Person Responsible:** all eLearning Coordinators.

**Due Date:** January 5, 2022

**Agenda Item 3:** Course Reviews **Presenter:** all Coordinators

1. Director Osgood explained that there are a few outstanding reviews for the Fall Mini-A and Mini-B reviews. The coordinators and IDs plan to finish their reviews by December 10, 2022.
2. The coordinators discussed how instructors would be notified if their course met or did not meet standards. Administrators will communicate the results and next steps with the course representatives.
3. Director Osgood explained that courses had been chosen for Spring Mini-A, but the IDs must complete the pre-review to determine if the course can be added for the full review process. The coordinators will be informed at the beginning of the Spring semester what courses they will be reviewing and will be given access to the review materials. Professor Deane requested to be given access to her courses early, if possible, so that she could work on them over the winter break. Dr. Miller requested that she be given all her reviews for Spring during Mini-A to accommodate her course schedule better.
4. Dr. Osgood also reminded the coordinator to contact their deans and department chairs to determine which courses should be placed on the development queue for Fall 2023. She sent the coordinators the Online Course Development Plan Google Doc link as a resource to see which courses in their departments are being taught online but have never gone through the development process.

**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, prioritizing those that could be developed for Fall 2023.

**Person Responsible:** all eLearning Coordinators.

**Due Date:** January 31, 2023

**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, February 3, 2023, from 1:00 p.m. – 2:00 pm

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