

# MEMORANDUM

**To:** Dr. Eileen DeLuca, Provost  
**From:** Dr. Rozalind Jester, Director, eLearning  
**Cc:** Dr. Peggy Romeo, Professor Eleanor Bunting  
**Re:** Update to Elearning Coordinator Purpose and Responsibilities

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Please allow this memorandum to serve as notification that the purpose and responsibilities of the eLearning Coordinator have been updated. The new responsibilities as outlined in this memo will be effective Summer 2020.

## ELEARNING COORDINATOR PURPOSE

The eLearning Coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to engage faculty and academic staff in the planning and execution of FSW's quality assurance initiatives for online courses. This includes facilitating professional development opportunities, serving on course review teams, providing mentorship for online instructors, and representing the School or Academic Department in related faculty meetings.

The eLearning Coordinator ideally holds the position for a minimum of 3 years. Participation is required during Fall and Spring terms with the option to serve the full Summer term. Coordinator duties may be reviewed annually. Elearning Coordinators will receive 3 credit hours of reassigned time as compensation for their work.

## MINIMUM REQUIREMENTS

The eLearning Coordinator must meet these minimum requirements:

- A full-time faculty member
- A QM Certified Peer Reviewer
- Complete DEV 101

## DUTIES AND RESPONSIBILITIES

3 hours course release (3 hr x 16 weeks = 48 hr+)

## FALL AND SPRING TERMS

1. **(25 hrs)** Complete two QM services for College\*
  - a. Facilitate a F2F APPQMR and/or
  - b. Serve as a [Master] Reviewer
2. **(10 hrs)** Co-Facilitate both Canvas trainings with eLearning and/or TLC staff
  - a. Camp Canvas (F2F)
  - b. Growing With Canvas (online)
3. **(10 hrs)** Meetings
  - a. ATC – 1hr monthly
  - b. Elearning coordinators – 1hr monthly
  - c. Dean and department chairs – minimum once per semester
4. **(3 hrs+)** Faculty Mentorship and Consultations
  - a. Meet with new online instructors
  - b. Recommend appropriate professional development for new online instructors
  - c. Communicate best practices for online course design and delivery
  - d. Share strategies for creating presence in online courses
  - e. Other support or guidance as needed

## SUMMER TERM

In lieu of meeting attendance, coordinators will complete an additional QM service.

1. **(35 hrs)** Complete three QM services for College\*
  - a. Facilitate a F2F APPQMR and/or
  - b. Serve as a [Master] Reviewer
2. **(10 hrs)** Co-Facilitate both Canvas trainings with eLearning and/or TLC staff
  - a. Camp Canvas (F2F)
  - b. Growing With Canvas (online)
3. **(3 hrs+)** Faculty Mentorship and Consultations
  - a. Meet with new online instructors
  - b. Recommend appropriate professional development for new online instructors
  - c. Communicate best practices for online course design and delivery
  - d. Share strategies for creating presence in online courses
  - e. Other support or guidance as needed

\*Elearning coordinators may choose to complete additional QM activities (e.g. peer reviews) and will be compensated according to the CNA.