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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 2/3/2023 | 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 |  |  |
| Guests:  |  |  |  |  |

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# Minutes

**Agenda Item 1:** New Online Course Template **Presenter:** Laura Osgood

1. Director Osgood invited all of the coordinators to review the new [FSW Online Modules and Weeks Template](https://fsw.instructure.com/courses/1112681). The coordinators and Dr. Jester provided some additional feedback on the content, including reorganizing the Learner Support page to include the most looked-for information at the top of the page and breaking up the Learner Support page if additional content needs to be added. Dr. Jester also suggested using the Design Plus feature that hides red text so users are provided with instructions but red text is not left on the page for students to see.

**Agenda Item 2:** Spring Course Reviews **Presenter:** all eLearning Coordinators

1. Director Osgood shared the data collected through the Fall 2022 OQuAP Reviews.
2. Dr. Bartley will use an Official QM Review as one of her Spring 2023 reviews.

**Agenda Item 3:** Open Discussion **Presenter:** all eLearning Coordinators

1. Dr. Jester suggested a campaign be created using the Canvas Walk-Through feature (beta) to walk faculty through more difficult features of Design Plus if Advanced Elements are used in Template. An additional campaign could be launched and attached to template pages to walk faculty through the editing of red text in the Template.
2. Dr. Jester shared the FSW Online Faculty Teams page. Most of the conversations are currently centering around Chat GPT and creating policies for the use or limitations of Chat GPT in courses.

**Agenda Item 7:** Next Meeting **Presenter:** all eLearning Coordinators

1. The next meeting will be held on Friday, March 3, 2023, at 1:00 p.m. – 2:00 pm

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