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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 3/3/2023 | Location: | Zoom Meeting |
| Time: | 1:00 P.M. | Minutes: | Jillian Patch |

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# Minutes

**Agenda Item 1:** Summer and Fall Elearning Coordinators **Presenter:** Rozalind Jester

1. Dr. Jester opened the floor to discuss the eLearning Coordinator Summer schedules. It is at the discretion of each eLearning Coordinator to determine if they would like to serve 3 or 6 credit hours during the Summer and Fall.
2. Dr. Jester opened the floor to discussion about the time commitment expected for the eLearning Coordinator position. This is largely based on how long it might take to complete the QM Reviews they are assigned. Dr. Marulanda pointed out that some reviews take longer than others if the course passes Standards 2.1 and 2.2. It was understood that the eLearning Coordinator position would be approximately five to six-hour commitment per week per 3 credit hour term of service.

**Action Item: Contact Dr. Jester either through email or via Teams to let her know if you would like to serve 3 or 6 credit hours during the Summer and Fall 2023 semesters.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** March 10, 2023

**Agenda Item 2:** GWC 1.0 and DEV 101 Sunset **Presenter:** Rozalind Jester

1. Dr. Jester explained that the sunset dates have been posted within both courses.
2. DEV 101, the current version, will end on May 5th. The new version will roll out on May 15th.
3. For both courses, those that have completed the same content in the original course will be excused from completing that content in the new versions. Those that have completed at least the introduction module and one workshop at the time DEV 101 closes will be automatically enrolled in the new version of the course. Those that have not progressed that far will be required to request enrollment again.

**Agenda Item 3:** Class Demo **Presenter:** Rozalind Jester

1. Dr. Jester asked the coordinators to save the date on March 31st at 11:00 A.M. for a demonstration of Class.com. This application modifies the Zoom interface for remote synchronous learning. You can find information about the tool here: <https://www.class.com/>. This includes proctoring tools for the instructor and software that allow the students only to share their video with the instructor. Dr. Jester asked the coordinators to register for the webinar when she posts the link. She has also asked the coordinators to share this information with any instructors they believe would be interested.

**Agenda Item 4:** Spring Course Reviews **Presenter:** all eLearning Coordinators

1. Status Updates
2. Course and Module Learning Objectives Discussion – The coordinators discussed whether or not CLOs can be used as MLOs within a course, ie. The course has CLOs. In each module, a subset of those exact CLOs are also used as the MLOs. The group decided that most of the course has to have unique MLOs that break down the content of the CLOs within the course. Some exceptions might be made depending on the course, such as a final project linking to one or more CLOs written as MLOs. The presence of unique MLOs within the course will be guided by the 85% rule.
3. The group discussed how to handle situations where, in a Master course, placeholder content is in a course to meet a standard or if specific content needs to be included. Generally, if a clear placeholder for the information is there, the standard can pass, but if there is conflicting information, such as unclear grading criteria, then the standard is not met.

**Agenda Item 5:** New Faculty Seminar

1. Dr. Jester shared with the group conversations around the proposed content of the new faculty seminar. This would include content from Growing with Canvas and the workshops of DEV 101.

**Agenda Item 6:** Open Discussion

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

The next meeting will be held on Friday, April 7, 2023, from 1:00 p.m. – 2:00 pm

*Respectfully submitted by Jillian Patch at 12:00 PM.*