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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 4/7/2023 | Location: | Zoom Meeting |
| Time: | 1:00 P.M. | Minutes: | Jillian Patch |

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# Minutes

**Agenda Item 1:** QM Rubric 7th Edition **Presenter:** Rozalind Jester

1. Dr. Jester explained to the group that a new version of the Quality Matters Rubric will be released in July 1, 2023. Role holders will be provided a free course to update their certification. The course will be open on June 5, 2023 until January 5, 2024.
2. There will be Additional content required to retain the AFFC Role for the 7th edition.

**Action Item: Consider if the group wants to maintain their APPQMR facilitator roles. This will be discussed in the Fall semester.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** Fall 2023

**Action Item: Plan to complete the Rubric update course for the 7th edition during the Summer 2023 semester.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** Summer 2023

**Agenda Item 2:** Fall OCQuAP Reviews **Presenter:** Laura Osgood

1. Dr. Jester shared with the group the new TDX Report of the Online Course list with the compiled online courses developed at FSW, including course information, developers, and reviews. [TDX Online Course Report](https://fsw.teamdynamix.com/TDClient/2031/Portal/Portal/Desktop/Desktop?Q=wObz9rKEHWxXIPGxu~wL6EqmjvMDnDGlc2pIM~SnFN2ZrEBVrF5h1A__)
2. Director Osgood shared with the coordinators the list of OCQuAP Fall courses that did not pass review.
3. Director Osgood shared with the coordinators a soft rollout plan for late online course development requests. This would provide the developing instructor with a DEV shell and allow them to teach the course for one semester before the official development begins.

**Action Item: Email the Not Met Fall OCQuAP Courses for each School to their corresponding coordinator.**

**Person Responsible:** Laura Osgood

**Due Date:** May 15, 2023

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

1. Jillian Patch reminded the coordinators that the Team Chair of each project needs to submit the Final Report for each of the OCQuAP Reviews after both of the Individual Reviews have been completed.

**Agenda Item 4:** Summer Elearning Coordinator Projects **Presenter:** Laura Osgood

1. Director Osgood shared that the list of Summar A OCQuAP courses will be determined this week.
2. The new DEV 101 will be retired on May 15th. The new CNA does not have a stipend for the completion of DEV 101 though it is still required. The stipends will be honored for completing the original DEV 101 by May 5th. A portion of DEV 101 will be facilitated by an eLearning Coordinator, so responsibilities will be shifted during the Summer.
3. Dr. Jester stated that should would like the coordinators to review and revise the content Faculty Handbook

**Agenda Item 5:** Open Discussion

1. Dr. Jester shared a new web page with information for the Online Course Quality Assurance Plan - [FSW Online Course Quality Assurance Plan](https://www.fsw.edu/atc/ocqap)
2. The new CNA has been ratified and needs to be approved by the Board. Existing projects will be honored under the old contract (reassignment time for course developments). Any new projects will be under the new contract for $1000 for a department course and an additional $500 for a This included the procedures for both Departmental (formerly Master) courses and Individual (formerly Faculty-Owned) Courses; the coordinator positions; and compensation for online course development, serving as a QM Peer Reviewer, and course QM Certification. This content is currently found in Article 8.1.1 and Appendix B, I.
3. Dr. Jester shared that the Online Learning team will be working over the Summer on the web development that came out of the Elevate Elearning group for the website.
4. Dr. Jester discussed reworking the eLearning Coordinator role over the Spring 2024, to serve the online teaching instructors at FSW better.

The next meeting is still to be determined. Dr. Jester will send a poll to determine an appropriate time.

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