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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 5/17/2023 | Location: | Zoom Meeting |
| Time: | 10:00 A.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:** Daniel’s Back and Announcements **Presenter:** Rozalind Jester

1. Dr. Jester announced that Dr. Marulanda will be participating in the coordinator role during the Summer.

**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

**Agenda Item 2:** QM Rubric 7th Edition **Presenter:** Laura Osgood

1. Dr. Jester and Laura Osgood informed the coordinators that they have been enrolled in the Rubric 7th edition update, which will be available to start on June 5th.
2. Dr. Jester asked the coordinators if they would like to maintain their AFFC QM Rubric Certifications. Dr. Bartley agreed it might be beneficial. Dr. Jester has also suggested to FLVC about opening up the AFFC sessions to the entire system, which would potentially save FSW funds overall per person in the training and also would provide an additional stipend for the coordinator who facilitates. Dr. Jester also asked if there is any distinction between the recertification. Director Osgood found an announcement regarding the AFFC Recertification. Recertification will start on June 13th and will consist of 2-week sessions. The announcement can be found here [AFFC QM Site](https://qualitymatters.instructure.com/courses/2631/discussion_topics/91096). You may have to log in first to access this announcement.

**Action Item: Complete the Rubric update training for the 7th edition.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** July 5th

**Action Item: Consider if you would like to re-up your AFFC QM Certification. Inform Dr. Jester if you would like to be enrolled in the re-certification.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 13th

**Agenda Item 3:** Updated Forms **Presenter:** Laura Osgood

1. Director Osgood shared the new Online Course Development Request. She outlined the content of the new process as outlined by the recently ratified CNA. This new process might alter the timeline since the process of applying to develop and course and selecting a faculty developer might take more time than currently budgeted. This new service request will be available on the website by June 1st.
2. Director Osgood shared the content of the Faculty Developer Application and its content.
3. Director Osgood shared the Course Blueprint document and its content. Dr. Miller asked Director Osgood to share the finished Course Blueprint document once it is completed.

**Agenda Item 4:** Revised Coordinator Description **Presenter:** Rozalind Jester

1. Dr. Jester shared the new coordinator descriptions that were created after the ratification of the CNA. The new coordinator positions are titled Coordinator, Online Course Reviews, and Coordinator, Online Teaching Excellence. The coordinators are no longer required to serve on the Academic Technology Committee. Additionally, the coordinators may not have to meet as a large group regularly. The coordinator roles will also be updated on a yearly basis.
2. The Online Teaching Excellence Coordinators will be facilitating Growing with Canvas and Blooming with Zoom. They will also be mentoring online instructors by sharing tips and potential technology to use in online courses, this would include referring people to EdTech Toolkits. They would also be meeting with Growing with Canvas participants to complete that final meeting. These coordinators will be responsible for updating these courses. One project might include streamlining the process that will merge Growing with Canvas and Blooming with Zoom. This would allow people to enroll in one certification to be eligible for all modalities and incorporate Class into the Blooming with Zoom content. They will be meeting with Roz to finish drafting the Faculty Handbook. There will also no longer be a hiatus, but the instructor will be responsible for facilitating the course throughout the semester.
3. The Online Course Reviewer Coordinator will be responsible for facilitating the Course Alignment Assignment in DEV 101, checking the alignment of one module for a course. They will help incorporate content communication through that course by helping to plan out announcements. The largest responsibility will be to participate in QM internal/external course review. These coordinators are expected to spend 4 hours a week on their responsibilities and would complete approximately 5 to 6 courses per three credits of reassignment time.
4. A third coordinator role will begin in the Fall, Coordinator, Tech Champions. These coordinators will work with both the Learning Technologies Department and the Online Teaching and Innovation Department to design PD series to execute throughout the semester.

**Action Item: Consider which coordinator positions you would like to participate in for the Fall semester. The new CNA allows faculty a total of 6 reassignment hours per semester.**

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 15th

**Agenda Item 5:** Summer OCQuAP Reviews **Presenter:** Laura Osgood

1. Director Osgood shared with the coordinators the results of the Spring OCQuAP reviews that have been completed so far. Communications are going out to the faculty representatives, but Director Osgood will communicate the results to the deans once all of the reviews are complete. Jillian Patch shared with the coordinators the courses that passed the Pre-Review Screening for the Summer Reviews.

**Agenda Item 6:** Open Discussion

1. The group agreed that they would postpone any scheduled large group meetings as a result of the new coordinator roles.
2. Dr. Miller asked how the schedule for facilitating DEV 101 will be distributed among the Coordinators. Possible solutions include dividing the responsibilities between Mini-A and Mini-B though that would be determined by the number of coordinators or using a schedule kept on Teams.

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.*