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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 10/01/2020 | Location: | Zoom Meeting |
| Time: | 2:30 P.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | SOAHSS | X |  |  |
| Anita Rose | SOBT | X |  |  |
| Laura Osgood | SOE |  |  | X |
| Gayle Deane | SOHP | X |  |  |
| Rona Axelrod | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Fall Reassignment Time **Presenter:** Rozalind Jester

1. Dr. Jester confirmed that the coordinators would receive 6 credit hours of release time during the Fall 2020 semester. The group then discussed the projects they might tackle due to the additional release time.
2. Dr. Jester also discussed the changes that might be made to the eLearning coordinator position. Since there are other coordinator positions that are similar to the eLearning Coordinators in terms of serving on a related committee and working with administration, the Union is looking at possibly standardizing the structure, reporting, and the documentation of these coordinators. For the eLearning Coordinators, this might include submitting documentation to the Academic Technology Committee.

**Agenda Item 2:** October APPQMR Preparation **Presenter:** Rozalind Jester

1. Dr. Jester reminded the coordinators that as the F2F APPQMR sessions approach, one of the facilitators needs to create the workshop in their MyQM accounts, so that participants can be registered.
2. Dr. Rose and Dr. Sauer reported on their experience during the September 2020 session. They found having the small number of six attendees did not lend itself to some of the activities that required the use of breakout rooms. Dr. Rose also recommended that all communications with participants should be conducted through the FSW emailing system rather than the QM system for both ease of use and including attachments in messages. Finally, Dr. Rose mentioned that the facilitators need to acknowledge the presences of all the attendees in the MyQM system so the attendees can fill out the evaluations.
3. The other coordinators were updated on the current participant numbers for their sessions. The October session currently has 6 people registered, while the November session has 2.

**Action Item:** Download the evaluation APPQMR session evaluations from the Summer workshops (if possible) and post to TEAMS.

**Person Responsible:** Jillian Patch

**Due Date:** October 15th, 2020

**Action Item:** Determine if there is a minimum number of attendees recommended for F2F APPQMR sessions.

**Person Responsible:** Jillian Patch

**Due Date:** October 15th, 2020

**Agenda Item 3:** Online Teaching Certification  **Presenter:** Rozalind Jester

1. Each of the coordinators confirmed they had sent in their Faculty Facilitator meeting times for the OTC meetings for the remainder of the Fall 2020 semester.
2. Dr. Jester and the coordinators briefly brainstormed on how they might handle the training of new hires who require certification. One suggestion was to rearranging the process by having the Faculty Facilitator meeting first and then enrolling the participant in Growing with Canvas, to be completed perhaps in the first two weeks of the semester. This conversation was tabled to be picked up at a later meeting.
3. Review and Update Online Teaching Certification Outcomes
	1. Delayed to the next meeting

**Action Item:** Add to a future agenda to brainstorm how to train new hires for Spring 2021

**Person Responsible:** Rozalind Jester

**Due Date:** October 15th, 2020

**Action Item:** Add to a future agenda to review and update the Online Teaching Certification Outcomes

**Person Responsible:** Rozalind Jester

**Due Date:** October 15th, 2020

**Agenda Item 4:** Online Course Development and Internal Reviews **Presenter:** Rozalind Jester

1. Dr. Jester updated the coordinators on the progress of the Internal Reviews. At the moment, the Instructional Designers will be completing the internal reviews, but the coordinators might start doing them in the Spring.
2. Dr. Jester informed the coordinators the Provost has confirmed that there are a group of online courses that were created without the input of IDs and without being reviewed. These courses might be reviewed by the coordinators, who in turn may recommend the courses be redesigned. The instructors who built these courses also may have to take DEV 101 so they can redevelop their courses.
3. The coordinators brought up that there has been some confusion regarding the definition of a Master course amongst the faculty. They discussed what recommended they could provide to clarify this issue in the next CNA.

**Agenda Item 5:** Elearning Toolkits  **Presenter:** Rozalind Jester

1. Delayed to the next meeting

**Action Item:** Add to a future agenda to review the eLearning Toolkits

**Person Responsible:** Rozalind Jester

**Due Date:** October 15th, 2020

**Agenda Item 6:** Open Discussion  **Presenter:** Rozalind Jester

1. The meeting concluded without additional open discussion.

**Agenda Item 7:** Future Meeting Schedule **Presenter:** Rozalind Jester

1. The coordinators and Dr. Jester discussed how they might modify their planned schedule due to the additional release time. They agreed to add a second meeting to the schedule every month. Meetings will now be on first and third Thursday of the month at 2:30 PM for Fall 2020. The second meeting of the month will exclusively focus on evaluating and redesigning Growing with Canvas for an improved user experience.

**Action Item:** Add to a future agenda to create surveys for new online faculty and moving online mentors to determine training success and areas of improvement.

**Person Responsible:** Rozalind Jester

**Due Date:** October 15th, 2020

Meeting was adjourned at 3:45 p.m. *Respectfully submitted by Jillian Patch*