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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 11/05/2021 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | 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 |  |  |
| Michael Sauer | SOPAS | X |  |  |
| George Kodsey | SOBT |  |  | X |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** QM Course Review Progress Check **Presenter:** Rozalind Jester

1. Professor Deane and Dr. Sauer have met with the course representative of CLP 1001 and have made recommendations for how they can adjust the MLOs of that course to better facilitate alignment and measurable outcomes. Until the adjustments have been made, the review is on hold. The coordinators will check the revisions of the map and the MLOs before the review proceeds.
2. Dr. Bartley and Dr. Marulanda have begun the review of HUS 2404. They hope to have the review completed after Thanksgiving.
3. Dr. Yusin and Dr. Kodsey have complete the review of SOP 2770. The course passed the review with some minor suggestions.
4. Dr. Miller and Dr. Marulanda reported the MAC 2233 passed and became QM certified.

**Agenda Item 2:** Online QA Plan Update **Presenter:** all eLearning Coordinators

1. Dr. Jester shared the drafted goals for the Enrollment Plan which includes the goal for the number of courses to receive quality or high-quality designations for three academic years, culminating in 20 courses by 22-23 AY.
2. Dr. Jester also explained that the current quality designations visible in Banner only reflect the courses that have been reviewed AND are being taught by the course developer. Dr. Bartley suggested that for SOAHSS and possibly other Schools, part of the reporting every instructor fills out could include a question that allows them to indicate if they are using the current Master course.
3. The Academic Technology Committee unanimously agreed to pass the Online QA Plan.
4. Dr. Jester had the group review the Online QA Plan to discuss implementation and the proposed timeline. Dr. Jester will need to review the hard copies of contracts of previous online courses to determine which course developments were completed, who was paid, and when they should be reviewed.
5. Dr. Jester has asked the coordinators to draft appropriate communication strategies and templates for communicating the process with the instructors, steps, stakeholders, review type. What does the post-review communication look like for courses that pass and those that do not yet meet standards.
	1. Dr. Sauer suggested that part of that communication include the visual map of what the timeline of the review looks like.
6. Dr. Sauer also suggested that the coordinators discuss requiring pre-review conference for the internal reviews to discuss the course map of the courses if available.

**Action Item:** Create the 3 email templates required for the Online QA Plan for its implementation to take place in Fall 2022.

**Person Responsible:** Gina and Gayle

**Due Date:** February 2022 meeting

**Action Item:** Review the hard copies of contracts of previous online courses to determine which course developments were completed, who was paid, and when they should be reviewed

**Person Responsible:** Rozalind Jester

**Due Date:** February 2022 meeting

**Agenda Item 3:** Spring 2022 Certification Report **Presenter:** Rozalind Jester

1. Dr. Jester opened the floor to discuss the facilitation and improvement of the Teaching Certification Courses.
	1. Blooming with Zoom and Growing with Canvas Certifications – Roz displayed the certification report she receives from Joseph Van Gaalen’s office that outlines what course instructors have appropriate certifications for the modalities they are slated to teach in an upcoming semester. Most faculty have completed required certification with some last-minute additions from a couple Schools.
	2. Certification course updates – Blooming with Zoom content needs to be updated since legislative changes have altered School policies of the conduct of online synchronous courses. Some of the faculty survey suggestions have also been to create opportunities for live synchronous sessions in Blooming with Zoom so they have the Live Online Experience. Dr. Jester also suggested the possibility that in future semesters, fewer coordinators might facilitate Blooming with Zoom and Growing with Canvas as a way streamline communication in the courses between facilitators and students.
	3. Dr. Sauer shared with the group the posters created by Elevate Elearning based on the student Summer surveys. These posters displayed student responses to their perceived advantages and disadvantages of online learning.
	4. Post-Certification Resource Course – Dr. Jester explained the idea of a post-certification resource course. All faculty that complete Growing with Canvas or Blooming with Zoom would be enrolled in this course to maintain access to the course resources. This would allow the facilitation of the courses to move to a cohort system and make modifications and updates to the courses easier in the future.
	5. The role of the coordinators in DEV 101 – Dr. Sauer shared his concerns with the coordinators regarding the creation of the course map in DEV 101. He proposed devising a way for the coordinators to serve as faculty experts in DEV and require one meeting between coordinators and participants to discuss the creation of strong, measurable module objectives.

**Action Item:** Review the feedback of Blooming with Zoom and Growing with Canvas. Specifically identify content areas of Blooming with Zoom that are outdated. These include:

1. Correcting the information on student recordings of class sessions in “Blooming with Zoom”. It is out of date with FL state statute as of 2021. There are quiz questions that need to be updated. Dr. Rebecca Harris included the new language in her “course policies” discussion in 1.10 and gave us permission to use it if we want to copy it.
2. Create opportunities for faculty to observe Live Online or Live Flex courses

**Person Responsible:** Daniel Marulanda, George Kodsey, Leslie Bartley

**Due Date:** December 3, 2021

**Action Item:** Set Spring 2022 meeting dates for the APPQMR Sessions

**Person Responsible:** Leslie, Gayle, Mike, Daniel

**Due Date:** BeforeDecember 3, 2021

**Action Item:** Consider how the coordinators might be able to incorporate their feedback on course and module objectives in the courses maps submitted in DEV 101.

**Person Responsible:** all eLearning Coordinators

**Due Date:** December 3, 2021

**Agenda Item 4:** Open Discussion **Presenter:** all eLearning Coordinators

1. Roz opened the floor to discuss the workload of the eLearning Coordinator job description. For the most part, the coordinators believed the workload is appropriate at the moment. It will be helpful especially when the Online QA Plan goes into effect, for the scheduled course reviews to be released at the beginning of the semester allowing for the coordinators to complete the reviews in conjunctions with their schedule for the semester.
2. Dr. Bartley informed the coordinators that they can reassign incomplete assignments from the certification courses in Speedgrader which will renew the notification to the facilitators when the participant resubmits.

**Agenda Item 5:** Next Meeting **Presenter:** all eLearning Coordinators

1. The next meeting is set for December 3rd, 2021 from 10:00 A.M. to 12:00 P.M.

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