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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Summer Meeting |
| Date: | 05/27/2020 | Location: | Zoom Meeting |
| Time: | 11:30 A.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

Open Discussion –

* Folders were created in Teams that include the Facilitator and Participant files.
* Modified the agenda for the two-day presentation and to better match the virtual environment. Coordinators can also modify the breaks if necessary. Day two now also includes a 15-minute recap session and allow for people to come in late.
* Roz will get links from the TLC so that other eLearning Coordinators can participate/observe.
* The sessions can be ended early if all content is covered and questions are answered.
* The facilitator will drag and drop hand outs for the participants in the Zoom chat so that participants know which content they need to edit.
* Maybe adding a third facilitator to the course so that more participants can be added to the course.
* Anita and Mike will be sending out an invite to the other coordinators to join them as they plan out their APPQMR session.