**Moving Online Teaching Mentor**

This purpose of this role is to provide support to faculty that completed the expedited Online Teaching Certification in response to the rapid shift to online learning caused by COVID-19.

The “Moving Online Mentor” will be a certified online instructor with two or more years of online teaching experience and is responsible for providing mentorship to instructors in related disciplines that are new to teaching online. The Moving Online Mentor will be responsible for meeting with up to five (5) mentees weekly to discuss strategies for weekly communication with students, creating presence in the online classroom, providing assessment feedback, to address any questions regarding the online course design, explain learning technologies used in the course and provide other guidance as needed. The faculty will receive three (3) reassignment hours for serving as a Moving Online Mentor during the summer term.

**Moving Online Mentor Duties and Responsibilities**

1. Facilitate a weekly discussion with mentees to address questions, discuss pedagogy and suggest strategies for successful online instruction.
2. Provide training to mentees for using learning technologies specific to the course/discipline (e.g. publisher integrations, lab simulations, Turnitin, and Proctorio).
3. Submit a monthly summary of activities to the Academic Dean.

**Moving Online Course Reviewer**

This purpose of this role is to engage faculty in FSW’s online course quality initiative by serving as reviewers for online courses developed in during the Spring and Summer 2020 term.

The “Moving Online Course Reviewer” will be a certified Quality Matters (QM) Peer Reviewer and is responsible for completing a minimum of five (5) online course reviews using the QM Course Review Management System. The Moving Online Course Reviewer is expected to complete all required QM training prior to serving as a Reviewer and will be compensated as outlined in the CNA. The faculty will receive three (3) reassignment hours for serving as a Moving Online Course Reviewer between June 1, 2020 and August 5, 2020.

**Moving Online Course Reviewer Duties and Responsibilities**

1. Complete the prerequisite QM course “Applying the Quality Matters Rubric (APPQMR)”
2. Complete the QM “Peer Reviewer Course (PRC)”
3. Complete five (5) online course reviews using the QM Course Review Management System.

**Moving Online Elearning Coordinator**

The purpose of the Moving Online Elearning Coordinator is to prepare on-ground faculty for online teaching in order to meet the College’s demand for online instructors due to the COVID-19 pandemic. The Moving Online Elearning Coordinator also acts as the direct liaison between the eLearning department and their designated School or Academic Department.

The Moving Online Elearning Coordinator will collaborate with the Director, eLearning to plan and execute FSW’s quality assurance initiatives for online courses. In this role faculty will facilitate QM workshops, facilitate FSW’s Online Teaching Certification, provide mentorship for Moving Online Teaching Mentors and Moving Online Course Reviewers. The faculty will receive 6 credit hours of reassigned time for serving as a Moving Online Elearning Coordinator between May 11, 2020 and August 7, 2020.

**Moving Online Elearning Coordinator Duties and Responsibilities**

1. Facilitate “Applying the Quality Matters Rubric” workshop
2. Facilitate “Growing with Canvas” training online course
3. Meet with faculty completing Online Teaching Certification to discuss effective practices for online course delivery
4. Attend biweekly meetings with Director, eLearning
5. Provide mentorship for Moving Online Teaching Mentors and/or Moving Online Course Reviewers as needed