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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 02/22/2021 | Location: | Zoom Meeting |
| Time: | 9:00 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 |  |  | | Rona Axelrod | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | Guests: Jillian Patch |  | X |  |  | |  |

# Minutes

**Agenda Item 1:** Review Meeting Minutes for January 25th Meeting **Presenter:** all eLearning Coordinators

1. The coordinators reviewed and discussed the minutes of the January 25th Meeting.

**Agenda Item 2:** Update on theMaster Course Progression Plan **Presenter:** Jillian Patch

1. Dr. Jester informed the coordinators, via Jillian Patch, that Dr. DeLuca has granted an extension on the deadline for the Master Course Progression Plan. The original deadline for the project was March 1st, 2021.

**Agenda Item 3:** Update on the changes made in GWC  **Presenter:** all eLearning Coordinators

1. The coordinators discussed their experiences thus far with the changes that were made in Growing with Canvas in the February 5th, 2021 update. There have been minimal emails from participants requiring clarification as to the changes made in the process. The coordinators also confirmed that they will receive an email via Canvas when a participant has signed up to participate in one of their scheduled eLearning Coordinator Meetings.

**Agenda Item 4:** GWC Message Drafts  **Presenter:** all eLearning Coordinators

1. The coordinators discussed what types of announcement templates could be created for Growing with Canvas that could be utilized every semester. They decided upon three types:
   1. A reminder announcement that can be sent out periodically to remind the participants how quickly assessments will be graded and that grading will not be conducted on the weekends.
   2. An announcement to remind participants of upcoming due dates when GWC must be completed in order to teach online in the next semester. This would likely be posted two weeks before this due date every semester.
   3. An announcement to inform participants when the course will not be facilitated during upcoming college closures, for example Spring Break.

**Action Item:** Access the shared Google Doc to collaboratively draft and edit the agreed upon announcement templates.

**Person Responsible:** all eLearning Coordinators

**Due Date:** March 8, 2021

**Agenda Item 5:** GWC Continuous Improvement Plan  **Presenter:** all eLearning Coordinators

1. The coordinators reviewed the GWC Continuous Improvement Plan course map and confirmed the majority of the Module Learning Objectives that were proposed in previous meetings. The coordinators also discussed how they might reorganize and combine the assessments of these MLOs so that only a few new assignments would be created. Instead several assignments would be modified so that they require new elements, which would measure the additional objectives. Notes regarding the group’s decisions on specific MLOs and their assessments have been placed on the Google Docs file. It has also been noted at what point the coordinators left off reviewing the objectives for the next meeting session.

**Agenda Item 6:** Open Discussion  **Presenter:** all eLearning Coordinators

1. This agenda item was postponed till the next meeting.

**Agenda Item 7:** Future Meeting Schedule  **Presenter:** all eLearning Coordinators

1. The coordinators are scheduled to meet next on March 8th, 2021 at 9:00 A.M.

Meeting was adjourned at 10:00 a.m. *Respectfully submitted by Jillian Patch*