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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 09/03/2021 | Location: | Zoom Meeting |
| Time: | 1:00 P.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: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** QM Course Review Planning **Presenter:** Rozalind Jester

1. Dr. Jester displayed the data of courses that have already been reviewed, including the requirements of the internal review process as outlined by the current CNA. She announced the release of the QM Essentials Banner that would be available to internally reviewed courses in addition to the Quality designation as outlined by FLVC.
2. Dr. Jester shared the list of courses that have already completed the internal review process as conducted by the instructional designers, as well as, the courses that have been QM Certified.
3. Jillian Patch shared a list of potential courses to be reviewed.
4. Dr. Jester informed the coordinators that she would consider the completion of a QM Certification, including the Master Reviewer course or the APPQMR Face to Face Facilitation Course, as two QM services in compliance with the eLearning Coordinator job description since the hourly commitment to those certifications far exceeds the proposed hourly commitment of one QM service.

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

1. Dr. Jester gave an overview of the current draft of the Online Quality Assurance Plan. This included the justification for the plan based on the legislation passed down from governing bodies. She has requested faculty input from both the coordinators and the committee members in ATC for communicating with faculty that their course will be internal reviewed by the eLearning Coordinators, reporting the results of those reviews to faculty, and determining an amendment period to meet the unmet standards.
2. Dr. Jester also informed the group that another element of the plan will be communicating the definition of an FSW Master course vs. a Faculty Owned Course.

**Action Item:** Superimpose the list of the completed internal and official reviews on the Online Course Quality Review Cycle Sheet

**Person Responsible:** Dr. Jester

**Due Date:** September 17, 2021

**Action Item:** Leave ideas as to how to address courses that do not meet quality standard expectations and how to edit the current definition of an FSW Master using the comments in the Online Quality Assurance Plan Google Document

**Person Responsible:** alleLearning Coordinators

**Due Date:** September 17, 2021

**Agenda Item 3:** Outline and prioritize updates to share with ATC **Presenter:** all eLearning Coordinators

1. The coordinators and Dr. Jester determined a list of topics to be brought to the attention of the Academic Technology Committee. The list was determined as follows:
   1. The ratification of the eLearning Coordinator Job Description
   2. The Canvas-controlled timeline of the New Quizzes application and adapting FSW courses to this timeline
   3. The Quality Assurance Plan
   4. The Online Teaching Guidelines
   5. Best Practice for the Live Flex Modality

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

1. This agenda item has been postponed till next meeting.

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

1. The next meeting is set for October 1st, 2021 from 10:00 A.M. to 12:00 P.M.

*Respectfully submitted by Jillian Patch at 2:00 PM.*