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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 12/3/2020 | Location: | Zoom Meeting |
| Time: | 2:30 P.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

**Agenda Item 1:** Spring 2021 Certifications Meeting Date/Time **Presenter:** Rozalind Jester

1. Dr. Jester has submitted the stipend request/credit hour release time for the Spring 2021 term for 3 credit hours. As a result, coordinator meetings will be held only once a month.

**Agenda Item 2:** SOBT and SOE Elearning Coordinators **Presenter:** Rozalind Jester

1. Dr. Rose announced she will be concluding her position as an eLearning Coordinator. She shared that the SOBT eLearning Coordinator nominee is Dr. Melinda Lyles. Dr. Lyles has completed DEV 101 and will schedule a workshop in order to complete the QM Peer Reviewer Course.
2. Professor Osgood has accepted a new position at FSW and will also be concluding her position as an eLearning Coordinator. At the moment, there is no nominee to fulfill the SOE eLearning Coordinator position. Dr. Jester agreed to reach out to the leaders of the Academic Technology Committee to determine a possible candidate.

**Action Item:** Contact Peggy Romeo and Ellie Bunting about a new eLearning Coordinator for SOE and let them know about the nominee in SOBT

**Person Responsible:** Rozalind Jester

**Due Date:** December 15, 2020

**Agenda Item 3:** First Time Online Faculty **Presenter:** Rozalind Jester

1. Dr. Jester and Professor Osgood shared the in-progress survey created for the instructors that taught online for the first time this semester. Together the coordinators made a few suggestions regarding possible additions to the survey.
2. This section of agenda item 3 has been postponed to the next meeting.
3. The new hires for SOHP are almost finished with the OTC process. There is currently one SOBT instructor that might need to be certified. To remain in compliance, SOBT would need to document why this person was allowed to teach online without completing the certification process beforehand. This instructor will be enrolled in the certification course over break and be graded during duty days, finishing very early in the semester.

**Action Item:** Pull Spring 2021 Data for the first-time online faculty instructors

**Person Responsible:** Rozalind Jester

**Due Date:** December 15, 2020

**Agenda Item 4:** APPQMR Planning  **Presenter:** Rozalind Jester

1. The coordinators discussed how many APPQMR Workshops they should plan for during the Spring 2021 semester. They decided to offer two workshops. One will take place on February 25th and 26th from 1:00 PM to 5:00 PM on both days, facilitated by Dr. Axelrod and Dr. Sauer. The second workshop will take place on April 15th and 16th from 8:00 AM to 12:00 PM on both days, facilitated by Dr. Bartley and Professor Deane.

**Agenda Item 5:** Online Teaching Certification Spring 2021  **Presenter:** Rozalind Jester

1. The coordinators discussed the facilitation process for the Online Teaching Certification during the Spring 2021 semester. The Growing with Canvas course will be facilitated from January 4th, 2021 to April 2nd, 2021. New participants that are required to teach online in the Summer 2021 will be strongly encouraged to enroll in OTC by February 15th, 2021. It will be recommended that they complete Growing with Canvas by March 1st, 2021 with a deadline to complete the remainder of the certification by March 12th, 2021. There will be an unannounced grace period for new hires and for other special circumstances between March 22nd, 2021 and April 2, 2021.
2. As both Dr. Rose and Professor Osgood are concluding their positions as coordinators, the current coordinators that will be continuing their service in Spring 2021 readjusted their facilitation responsibilities for Growing with Canvas. The current plan, which might be altered depending on the decisions of the Academic Technology Committee, is that Professor Deane will facilitate Module 2 and Dr. Sauer will facilitate Module 4 with assistance from Dr. Axelrod. The coordinators discussed how they might better set the expectations for the participants regarding grading. This is will encompass adjusting the current grading policy to state that “Assignments will be graded within 48 hours after submission. Grading will not be conducted on the weekends or during the holidays/during college closures.”

**Action Item:** Revise the grading policy statements in GWC to reflect the above statement.

**Person Responsible:** Jillian Patch

**Due Date:** December 15, 2020

**Agenda Item 6:** QM Reviews  **Presenter:** Jillian Patch

1. Jillian Patch updated the coordinators on the status on the current Official QM Reviews. There are currently three reviews in progress, two in the amendment phase and one in the peer review phase. It is expected that these courses will be QM Certified sometime in Spring 2021.

**Agenda Item 7:** Open Discussion  **Presenter:** Rozalind Jester

1. The group discussed how they might begin internal review course for online courses that have already been developed in previous semesters.

**Agenda Item 8:** Future Meeting Schedule **Presenter:** Rozalind Jester

1. The coordinators discussed meeting times for the following semester. They agreed to meet from 2:30 – 3:30 PM on Thursday, January 14th as the first meeting of Spring 2021.

Meeting was adjourned at 3:45 p.m. *Respectfully submitted by Jillian Patch*