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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 08/31/2021 | Location: | Zoom Meeting |
| Time: | 10:00 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 |  |  |
| Dmitry Yusin | SOPAS | X |  |  |
| Daniel Marulanda | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| George Kodsey | SOBT | X |  |  |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Welcome Back Check-in and Updates **Presenter:** Rozalind Jester

1. Dr. Jester addressed the reassign time for the group. She has submitted the 6 credit hours of reassign time for the group and asked the group to monitor their pay stubs for their additional pay. If that additional pay does not appear, she has asked the group to contact her directly.
2. Dr. Jester opened the floor to the group for any concerns or new business regarding the different colleges. Dr. Bartley and Dr. Marulanda brought up the idea of working on a best practice list for the different modalities, especially Live Flex, in conjunction with the Academic Technology Committee. The modality definitions and best practices might eventually be incorporated into the Course Guidelines Handbook. Dr. Jester also suggested the coordinators’ concerns also be shared during discussions in Faculty Senate.

**Agenda Item 2:** Determine Fall Meeting Schedule **Presenter:** all eLearning Coordinators

1. The coordinators discussed their Fall meeting schedule for the semester. They agreed to meet on the first Friday of every month for two hours from 10:00 A.M to 12: 00 P.M.

**Action Item:** Send out Calendar invites for the semester meeting schedule.

**Person Responsible:** Rozalind Jester

**Due Date:** September 3, 2021

**Agenda Item 3:** GWC and BWZ Projects **Presenter:** all eLearning Coordinators

1. Dr. Jester suggested creating drafts of announcements that could be scheduled out and rolled over every semester. Dr. Sauer suggested that some announcements include different messages rolled into one for different groups of people. Dr. Miller suggested that any other announcements be very general to apply to most students in any section.
2. Dr. Jester suggested that the coordinators break into small groups to tackle the different aspects of the GWZ and BWZ improvement plans. These responsibilities will be assigned later in the semester.
3. The coordinators discussed the overall facilitation of the different certification courses including addressing student questions and setting up eLearning Coordinator Meetings.

**Action Item:** Look into creating sections for the Blooming with Zoom for easier announcement communication.

**Person Responsible:** Jillian Patch

**Due Date:** September 3, 2021

**Agenda Item 4:** Online Course Quality Assurance Plan **Presenter:** all eLearning Coordinators

1. Dr. Jester asked the coordinators to create a strategy to communicate with faculty regarding the review of their courses.
2. Dr. Jester informed the group that new fields have been created in the SSASECT form in Banner to add indicators for online course quality (QM, HQ, or Q) and Zero Textbook Cost (ZTC) courses.
3. Jillian Patch explained to the coordinators the Internal QM Certification Banners (QM Essentials) that are now available from QM. The qualifications for the Quality certification from the state and the Internal QM Banners are almost identical and could be accomplished through a two-person review conducted by the eLearning Coordinators.

**Agenda Item 5:** QM Course Reviews for AY 21-22 **Presenter:** all eLearning Coordinators

1. Dr. Jester suggested that the coordinators begin by reviewing each other’s courses to increase the number of course with a Quality indicator while the communication strategies for reviews is created in conjunction with the Academic Technology Committee (ATC).
2. Per the elearning duties and responsibilities description, 4 services related to Quality Matters will be expected from each of the coordinators. This includes providing APPQMR training and course reviews. This will result in approximately 28 courses reviewed per year though this number is subject to change depending on the APPQMR sessions given. For Fall 2021, an ambitious yet realistic goals would be to complete 12 course reviews this term.
3. Jillian Patch brought up the concern regarding the workflow of the internal course reviews. The Course Representative in these internal reviews might be the Quality Matters Coordinators in eLearning.

**Action Item:** Create a list of courses that could potentially be reviewed by the coordinators

**Person Responsible:** Jillian Patch, Rozalind Jester, and all Coordinators.

**Due Date:** September 3, 2021

**Action Item:** Share the courses that have already been reviewed internally and via QM Official Review.

**Person Responsible:** Jillian Patch

**Due Date:** September 3, 2021

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

1. Dr. Jester informed the coordinators of QM Connect and Educause attendance opportunities. Dr. Jester has asked for funding to attend QM Connect.
2. Dr. Jester informed the coordinators of the New Quizzes timeline.

**Action Item:** Inform Dr. Jester if you would like to attend one of the proposed conferences.

**Person Responsible:** eLearning coordinators

**Due Date:** September 3, 2021

**Agenda Item 7:** Next Meeting **Presenter:** all eLearning Coordinators

1. For the September 3rd meeting, the group will only meet for an hour from 1:00 P.M to 2:00 P.M.

**Action Item:** Send out Calendar invite for this meeting

**Person Responsible:** Rozalind Jester

**Due Date:** September 3, 2021

*Respectfully submitted by Jillian Patch at 11:45 AM.*