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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 09/03/2020 | Location: | Zoom Meeting |
| Time: | 1:30 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:** Fall Assignments **Presenter:** Rozalind Jester

1. Dr. Jester discussed the coordinators’ temporary assignments as “Online Learning Specialists”. This new title includes a 6 hour reassignment time or the equivalent stipend.
	1. Dr. Jester is waiting for approval, but this job description must be submitted to the faculty union.
	2. If the approval comes through, there might be additional activities add to the agenda throughout the semester
2. The coordinators’ discussed their participation in the Academic Technology Committee
	1. Dr. Jester mentioned that the new job title needs to be approved by the ATC so it should be brought up during the next meeting.
	2. Dr. Jester also might reach out to Peggy Romeo regarding the definition of a coordinator in the CNA to determine the longevity of the title change.
	3. The coordinators’ confirmed they could attend the committee meetings on the third Friday of every month at 2:00 PM

**Agenda Item 2:** Fall APPQMR **Presenter:** Rozalind Jester

1. The coordinators’ discussed the workflow for conducting the FSW APPQMR Workshops. Part of this workflow requires the facilitators create the workshop in MyQM beforehand so that participants can be enrolled.
	1. The coordinators reviewed the number of enrolled participants for the September session and speculated on future enrollment numbers. Dr. Jester also informed the coordinators that there would be workshop folders available for pick up by participants for the Fall semester workshops.

**Agenda Item 3:** Online Teaching Certification  **Presenter:** Rozalind Jester

1. The coordinators were asked to send Jillian Patch meeting times for scheduling OTC participants. They were informed that most of the current participants appear to be adjuncts/dual enrollment instructors so meetings after 2:00 PM and later seem to be popular.
2. Dr. Jester informed the coordinators of the approval of the requirements for instructors to teach in the Blended modality starting Spring 2021.
	1. These requirements are recommended by the I3 committee
	2. OTC and LOTC will be required for Blended courses
		1. The coordinators agreed to remind faculty about submitting an enrollment request for admittance.
		2. This webpage gives the requirements for each modality: <https://www.fsw.edu/online/certificationlist>
3. The coordinators discussed possible deadlines for completing certifications for teaching in the Spring semester
	1. A future project might include the creation of a master calendar for the course development schedule, an importing course content schedule, a course publishing semester timeline, and the certification schedule. This might possibly be published on the website.
	2. The coordinators were asked to share deadlines for course development schedules with faculty before the deadlines approach
	3. As teaching in the new modalities is still very fresh, the Spring schedule might be delayed. With this delay in mind, the coordinators decided to recommend that the cohort of participants enrolled in the OTC would need to complete Growing with Canvas by October 27th, with an absolute cut-off on November 13th. This will include an announcement that no meetings will occur after this date for the remainder of the Fall semester. This announcement should also include a suggested enrollment date of October 5th.
	4. The coordinators suggested removing participants on September 24th that had been enrolled the previous semester but had made little to no progress. These participants must request re-enrollment in order to finish the content.
4. Dr. Jester opened the floor for a brief discussion of possible improvements that might be made to Growing with Canvas for Fall 2021. These improvements may include redesigning the process to remain completely housed in Canvas, using Mastery Paths for previously learned content, and introducing technology and software available to FSW faculty such as Proctorio, Kaltura, and Blackboard Ally. The existing data from the surveys of graduated participants would be used as a basis for the changes.

**Action Item:** Email the deans to remind them of the new certification requirements for the Blended modality

**Person Responsible:** Rozalind Jester

**Due Date:** October 1st, 2020

**Action Item:** Contact the deans regarding the certifications of late hires for Spring 2021

**Person Responsible:** Rozalind Jester

**Due Date:** October 1st, 2020

**Action Item:** Create a list of those participants who requested enrollment prior to August 1, 2020 but who have not completed the assessments in GWC. Email these participants, warning them that their enrollment with be cancelled on the 24th if they do not finish the course.

**Person Responsible:** Jillian Patch and Rozalind Jester

**Due Date:** September 5th, 2020

**Action Item:** Place on a future agenda to review the current outcomes listed in GWC and their acquisition and retention by the participants.

**Person Responsible:** Rozalind Jester

**Due Date:** October 1st, 2020

**Agenda Item 4:** Update on QM Peer Reviews at FSW  **Presenter:** Jillian Patch and Rozalind Jester

1. Jillian Patch reported on the progress of upcoming internal and official QM Reviews at FSW. There are 6 Official reviews and 4 Internal reviews on the list. We should have about 4 course reviews in progress within the next month.
2. Dr. Jester presented review data provided by Office of Institutional Effectiveness. This data could be used as a potential starting point for reassessing courses.

**Agenda Item 5:** Open Discussion  **Presenter:** Rozalind Jester

The meeting concluded without additional open discussion.

**Agenda Item 6:** Future Meeting Schedule **Presenter:** Rozalind Jester

* 1. Due to a scheduling conflict, the coordinators will change the meeting time to the first Thursday of each month from 2:30 PM to 3:30 PM through December 2020.

Meeting was adjourned at 2:30 p.m. *Respectfully submitted by Jillian Patch*