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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 12/03/2021 | 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 |  |  | | Dmitry Yusin | SOPAS | X |  |  | | Daniel Marulanda | SOPAS | X |  |  | | Michael Sauer | SOPAS | X |  |  | | George Kodsey | SOBT | X |  |  | | Guests: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Spring 2022 Meeting Schedule **Presenter:** all eLearning Coordinators

1. The coordinators discussed the meeting schedule that will take place during the Spring 2022 semester. The coordinators agreed that they would continue to meet on the first Friday of each month from 10:00 a.m. to 12:00 p.m.

**Agenda Item 2:** ATC Faculty Survey **Presenter:** all eLearning Coordinators

1. Dr. Jester met with Ellie Bunting regarding the Online Faculty Teaching and Technology Survey. Dr. Jester combined previous iterations with the feedback on the structure of the surveys completed by faculty in Elevate Elearning. Dr. Jester has combined this content and presented it to the coordinators for their review. The coordinators discussed some modifications to the language for various questions before the draft is submitted to ATC.

**Action Item:** Leave any additional comments on the survey regarding the language used within the questions or additional information you believe should be explored. [Online Faculty Teaching and Technology Survey Draft](https://docs.google.com/document/d/1FZsj8jmeqILCy_XEMTAyoSCSxu7NgdNAFdcZiP1seTU/edit?usp=sharing)

**Person Responsible:** all eLearning Coordinators

**Due Date:** January 21, 2022

**Agenda Item 3:** Certification Courses and Updates **Presenter:** all eLearning Coordinators

1. Dr. Jester shared the current list of faculty with outstanding certification requirements with the coordinators. Most faculty that have outstanding requirements have either completed or have made progress on their requirements. Dr. Jester is monitoring the progress of those faculty who have yet to meet their requirements and will continue to reach out to them.
2. Dr. Jester opened up the question regarding the hiatus of the certification courses. The coordinators agreed to keep the hiatus status, though the message will be modified to indicate that the content may or may not be graded until duty days resume.
3. The coordinators discussed the facilitation of DEV 101 and the Map Checks. The group unanimously decided that two coordinators would facilitate parts of DEV 101, two in Blooming with Zoom, and three in Growing with Canvas.
4. Dr. Jester informed the faculty of the meeting she held with Dr. Marulanda, Dr. Miller, and Dr. Bartley. They shared a file detailing the most important content that needs to be updated in Blooming with Zoom. Items in BWZ that were immediately fixed included the elements that align with the legislative changes since the creation of the course. However, there were additional observations made to make the content more useful to other modalities. Other changes might include the use of Mastery Paths for those familiar with Zoom or examples of Live Online class instruction. Additional videos or interactive presentations might also be included.

**Action Item:** Revise the hiatus message to allow for instances of facilitation throughout the hiatus.

**Person Responsible:** Jillian Patch

**Due Date:** January 2022

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

1. Dr. Jester informed the coordinators that she has received approval for the creation of the Faculty Technology Champions. She shared the structure and job description of the positions with the coordinators and the coordinators to consider the appointment to one of the tools that does not yet have a confirmed facilitator.

**Action Item:** If you would like to serve as a potential Faculty Technology Champion contact Dr. Jester

**Person Responsible:** all eLearning Coordinators

**Due Date:** December 10, 2021

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

1. The next meeting is set for January 7th, 2022 from 10:00 A.M. to 12:00 P.M.

*Respectfully submitted by Jillian Patch at 11:00 PM.*