e-Learning Coordinators

# ELEARNING COORDINATOR PURPOSE

The eLearning Coordinator acts as the direct liaison between the eLearning department and their designated School or Academic Department. The purpose of this role is to engage faculty and academic staff in the planning and execution of FSW’s quality assurance initiatives for online courses. The job description for the eLearning coordinators includes facilitating professional development opportunities, serving on course review teams, providing mentorship for online instructors, and representing the School or Academic Department in related faculty meetings.

All coordinators report to the chair of the ATC and work directly with the Assistant Vice Provost of Online Learning.

The eLearning Coordinator ideally holds the position for a minimum of 3 years. Participation is required during Fall and Spring terms with the option to serve the full Summer term. Coordinator duties may be reviewed annually. Elearning Coordinators will receive 3-6 credit hours of reassigned time as compensation for their work.

# MINIMUM REQUIREMENTS

The eLearning Coordinator must meet these minimum requirements:

* A full-time faculty member
* A QM Certified Peer Reviewer
* Complete DEV 101
* QM Certified APPQMR Face-to-Face Facilitator (if teaching APPQMR)

# DUTIES AND RESPONSIBILITIES

## (20 hrs) Serve as a liaison by:

* Providing department chairs and deans with eLearning and Canvas updates prior to each department meeting.
* Serving as a representative to the Academic Technology Committee.
* Meeting with the ATC chair as needed prior to the ATC Meeting.
* Meeting with the Assistant Vice Provost of Online Learning as needed.

(50 hrs) Provide four (4) Quality Matters services per term by:

* Completing QM course reviews as assigned.
* Facilitating APPQMR workshops for DEV 101.
* Maintaining or extending QM-based training.

## (?New) Provide Professional Development by:

* Creates online training opportunities for faculty related to online instruction.
* Work with faculty and TLC coordinators to identify professional development needs/opportunities for online and campus-based instruction.
* Plan and facilitate a variety of training workshops throughout the semester as indicated by faculty requests. Creates surveys to determine faculty needs in terms of training.

## (20 hrs) Maintain and Facilitate FSW Online Teaching Certifications by:

* Evaluating and updating current Growing with Canvas and Blooming with Zoom courses.
* Co-facilitating both Canvas trainings in collaboration with eLearning.
* Meeting with new online instructors to provide mentorship and review institutional polices related to online learning.
* Recommending appropriate professional development for new online instructors.
* Communicating best practices for online course design and delivery to faculty and administrators.
* Sharing strategies for creating presence in online courses with faculty.
* Offering support or guidance as needed to faculty.
* Working with eLearning staff to develop student certification for online courses.

## (10 hrs) Mentor and Consult with Online Stakeholders by:

* Collaborating with Deans and eLearning to select courses to be developed and prioritizing course development requests for academic departments and/or schools.
* Working with the Dean to assess the status (lack of review, date of renewal) of online master courses in their department and mentoring the developer as needed.
* Working with course supervisors (faculty) to provide eLearning with updates on known textbook changes, or other curriculum changes, that will impact the current online master course.
* Working with FSW’s QM Coordinator to assess the current state of online master courses.
* Acting as Canvas Commons manager for respective academic department and/or school groups.
* Working with faculty developers (both newly certified Dev 101 faculty and certified faculty) to ensure the course map is completed prior to commencing development and thereafter mentor faculty developers throughout the course development process.
* Working with eLearning staff to explore improved layout of Canvas course templates for all instructional modalities.
* Communicating FSW guidelines, policies and best practices for online course design and delivery to faculty.
* Sharing strategies for creating presence in online courses with faculty.
* Offering other support or guidance as needed.