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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 05/11/2021 | Location: | Online via Zoom |
| Time: | 10:00 am – 11:00 am |  | <https://fsw.zoom.us/j/778311811> |

# Meeting Agenda

1. **Welcome New Members**
2. **New U.S. DOE Distance Education Regulations Effective July 1, 2021**
3. **SACSCOC Reaffirmation Update and Policy Revisions**
   1. Off-Site Peer Review Report
4. **Official ATC and/or eLearning Documents Revisions (in order of priority)**
   1. Elearning Coordinator Description – complete and submit to Provost’s Office, ATC Chair, and Union. Final draft will be presented at first meeting of ATC AY 21-22.
   2. [ATC Guidelines and COPs](https://www.fsw.edu/atc/guidelines) on website
   3. Proctorio [Faculty](https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=53374) and [Student](https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=53373) KB Articles
   4. [QM Course Review Request Form](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=48966)
5. **Summer Projects**
   1. Finish drafting [Online Course Quality Assurance Plan](https://docs.google.com/document/d/1mLJsoXYdby3GZMVHsV6jAhSbqp0MLHulU_pc9EYb3qo/edit?usp=sharing) to present to ATC Fall 2021
   2. GWC Continuous Improvement Plan – Finalize MLO’s, include information on applicable modalities
   3. Transition BWZ facilitation to eLearning Coordinators
6. **Determine Summer Meeting Schedule**
7. **Plan for Summer Certification Courses**
   1. APPQMR Schedule
   2. Summer Bootcamps
8. **Next meeting: Tuesday, May 18, 2021 10-11am**