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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 08/03/2021 | 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:** Updates on Certification Courses for Fall 2021 **Presenter:** Jillian Patch

1. Jillian Patch updated the coordinators on new department hires that need to complete the Online Teaching Certification before the Fall 2021 semester. Coordinators Leslie Bartley, Gayle Deane, Regina Miller, and Michael Sauer agreed to host meetings during the week of August 16th to meet this training need. Coordinators Daniel Marulanda, Dmitry Yusin, and George Kodsey agreed to observe one of the scheduled meetings in order to prepare to host their own. The group also discussed the contents of the GWC eLearning Coordinator Meetings for the new coordinators.
2. Jillian Patch displayed the workflow for how to create an eLearning Coordinator Meeting in the Growing with Canvas calendar.
3. The coordinators were informed of the timeline in which facilitation for Blooming with Zoom and Growing with Canvas would resume on August 23rd for the Fall semester. Jillian Patch also outlined the proposed timeline of recommended enrollment and completion dates for the Spring 2022 semester (to be completed during Fall 2021). These dates can be reviewed on the [Certification Deadline Email Template](https://docs.google.com/document/d/1l1avLQKo5jzrwXyTB_erXQJkhZiXPuB1cff-TGN3WLM/edit?usp=sharing) in Google Docs. A link to this form has also been made available in Teams.
4. The group discussed the facilitation of both Growing with Canvas and Blooming with Zoom for the Fall 2021 semester. The follow facilitation schedule was decided.
	1. GWC Module 1 – Regina Miller
	2. GWC Module 2 – Gayle Deane
	3. GWC Module 3 – Leslie Bartley
	4. GWC Module 4 – Dmitry Yusin
	5. GWC Module 5 – Michael Sauer
	6. BWZ Module 1 – Daniel Marulanda
	7. BWZ Module 2 – George Kodsey
	8. BWZ Module 3 – Marulanda/Kodsey

**Action Item:** Set up in the Canvas Calendar or send to Jillian Patch dates for an eLearning Coordinator Meeting for the week of August 16, 2021

**Person Responsible:** Regina Miller, Michael Sauer, Gayle Deane, Leslie Bartley

**Due Date:** August 10, 2021

**Action Item:** Determine a meeting time to observe a fellow eLearning Coordinator conduct the GWC Meeting

**Person Responsible:** Daniel Marulanda, Dmitry Yusin, George Kodsey

**Due Date:** August 23, 2021

**Agenda Item 2:** Review the Growing with Canvas Improvement Plan **Presenter:** all eLearning Coordinators

1. Jillian Patch reviewed the purpose and past modifications made to the Improvement Plan, including the creation of a course map for the original structure of Growing with Canvas and in-progress course map with the desired modification that will be made to the course. Both of these documents were made available to the coordinators via Zoom chat, but the links to these documents were also placed within Teams.
2. The group reviewed the current notes in the improvement plan including the additional changes to be made to the module objectives and the course structure. Some of these MLOs were reviewed as a group and determined ways they might be assessed in the modules. However, the group agreed that all of the members would need time to review the document to become familiar with the existing improvement plan and provide appropriate feedback.

**Action Item:** Review the current [Growing with Canvas Improvement Plan](https://docs.google.com/document/d/1NS6Ne4r_8Z4oe-8AAlUGb64Ue8MMACzO/edit?usp=sharing&ouid=114605494229672728219&rtpof=true&sd=true) and either add comments in the document or provide feedback externally on the module learning objectives, including their validity, where these should live in the course, and how they might be assessed. Each coordinator will primarily focus on the Module they assess or will review Module 6 if they are not assigned to assess a module.

**Person Responsible:** all eLearning Coordinators

**Due Date:** August 31, 2021

**Agenda Item 3:** Determine next Meeting Time **Presenter:** all eLearning Coordinators

1. The coordinators agreed to meet on August 31st at 10:00 A.M. to 12:00 P.M. One of the first agenda items for this meeting will be to determine a permanent meeting schedule for the remainder of the Fall 2021 semester.

*Respectfully submitted by Jillian Patch at 12:00 PM.*