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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 11/5/2020 | Location: | Zoom Meeting |
| Time: | 2:30 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: |  |  |  |  | |  |

# Minutes

**Agenda Item 1:** Update on Spring 2021 Certifications **Presenter:** Rozalind Jester

1. Dr. Jester shared the summary data compiled for the OTC and LOTC participants, as well as, those that still needed certification for the Spring semester. The coordinators made plans on how to accommodate those remaining with their meeting schedules.
2. Dr. Jester notified the group of the few new hires that did not yet have access to Canvas or their FSW emails. Once those accounts are created, they will be enrolled in the OTC process.
3. Regarding those new hires, their eLearning Coordinators agreed to meet with them before they complete Growing with Canvas in order to facilitate a speedy completion. Jillian Patch and Dr. Jester will make sure the new hires finish GWC before processing their paperwork. Dr. Bartley brought up the possibility of recording her meeting content as a last resort option for the participants to complete the OTC under extenuating circumstances.

**Agenda Item 2:** Moving Online Mentors  **Presenter:** Rozalind Jester

1. Dr. Jester opened the floor to a discussion regarding the benefits of the Moving Online Mentors. Dr. Jester asked the coordinators to help her craft a survey for the faculty that taught online for the first time this Fall. The survey would ask questions regarding the usefulness of the training procedures in their preparation, the level of support they received, if they had a mentor, and if there were areas for improvement in the training for tools. Professor Osgood agreed to help craft that survey after receiving input from the other coordinators. For the Spring semester there will only be a few new online teachers. The coordinators agreed to serve as the mentors if it is necessary. A consideration for the future may be to add a survey for new online instructors and ask if they would like a Moving Online Mentor. If several of the new online instructors would like mentorship, Dr. Jester could pursue a stipend/ course release for that additional support.

**Agenda Item 3:** Spring 2021 OTC Schedule **Presenter:** Rozalind Jester

1. The coordinators discussed the schedule and deadlines for the Online Teaching Certification during the Spring 2021 semester. The group agreed that the official deadline for completion should be the day before student enrollment, which is March 12th. Those that require the certification will be reminded in early February, with a recommended enrollment before February 15th. It will be recommended that they complete Growing with Canvas by March 1st as to have plenty of time to attend a meeting. The coordinators will continue to meet with participants and facilitate the course until April 2nd. Grading for the Spring 2021 semester will begin during duty days. Jillian Patch will create a hiatus home page for Growing with Canvas to explain the facilitation break.

**Action Item:** Send Jillian Patch the dates for your Spring semester Online Teaching Certification Meetings.

**Person Responsible:** all eLearning Coordinators

**Due Date:** December 3rd, 2020

**Agenda Item 4:** APPQMR Planning  **Presenter:** Rozalind Jester

1. Dr. Jester updated the coordinators regarding the enrollment for the November Workshop. The minimum number of participants enrolled but this number might be harder to reach in the future.
2. The coordinators discussed the Spring Workshop schedule. One idea was to hold fewer sessions with 3 or 4 facilitators, allowing the facilitators to rotate in and out. These workshops might be held Thursday afternoons and Friday mornings or all-day Fridays to better serve the schedules of the participants.

**Action Item:** Determine what dates you could facilitate an APPQMR session

**Person Responsible:** Rozalind Jester

**Due Date:** December 3rd, 2020

**Agenda Item 5:** Elearning Toolkit Oversight  **Presenter:** Rozalind Jester

1. Postponed to next meeting

**Agenda Item 6:** Open Discussion  **Presenter:** Rozalind Jester

1. Postponed to next meeting

**Agenda Item 7:** Future Meeting Schedule **Presenter:** Rozalind Jester

1. The eLearning Coordinators will meet the first Thursday of each month from 2:30-3:30 pm through Dec. 2020

Meeting was adjourned at 3:45 p.m. *Respectfully submitted by Jillian Patch*