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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 05/25/2021 | 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:** Finalize eLearning Coordinator Description **Presenter:** all Coordinators

1. Dr. Jester and the coordinators reviewed the eLearning Coordinator description and approved the revisions made to the document.

**Action Item:** Review the revised eLearning Coordinator Description. The coordinators will vote on adopting this document in the next meeting.

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 8, 2021

**Agenda Item 2:** Edit ATC Guidelines and COPs Page **Presenter:** Rozalind Jester

1. Dr. Jester and the coordinators reviewed the revisions Dr. Sauer has suggested for the ATC Guidelines and eLearning Coordinator Guide to online teaching.

**Action Item:** Read through the ATC Guidelines/ COPs and offer any additional suggestions of what should be included for new online faculty should know.

**Person Responsible:** all eLearning Coordinators

**Due Date:** June 8, 2021

**Agenda Item 3:** Finalize GWC and BWZ Assignments **Presenter:** all Coordinators

1. The coordinators discussed the future facilitation of Growing with Canvas and Blooming with Zoom:
	1. Growing with Canvas
		1. Module 1: Gina Miller
		2. Module 2: Gayle Deane
		3. Module 3: Leslie Bartley
		4. Module 4: Dmitry Yusin
		5. Module 5: Mike Sauer
	2. Blooming with Zoom (Fall 2021)
		1. Module 2: Daniel Marulanda
		2. Unspecified: George Kodsey

*Respectfully submitted by Jillian Patch at 11:15 AM.*