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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 10/01/2021 | Location: | Zoom Meeting |
| Time: | 10:00 A.M. | Note taker: | Jillian Patch |

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# Minutes

**Agenda Item 1:** QM Course Review Planning **Presenter:** Rozalind Jester and Jillian Patch

1. Dr. Jester displayed the data of courses that are currently being reviewed and those that would need to be reviewed within the next 5 years.
2. Dr. Jester opened the floor for the eLearning Coordinators to share courses that might be available to review from each School.
   1. Dr. Marulanda and Dr. Yusin explained that the math department has established a list of courses that will be structurally changed over the course of the coming year that would benefit from an initial internal review. The three courses that it was suggested the group start with are:
      1. Statistics STA 2023
      2. Pre-Calculus MAC 1140
      3. Trigonometry MAC 1114
3. Jillian Patch gave an overview of the Internal Review Procedures. She also asked the group questions to better clarify the workflow of the review process.
   1. Jillian Patch asked the reviewers how they would prefer the reviews to be assigned to them each semester, either all at once or staggered in some manner. The group decided that the list of courses to review will all be assigned to reviewers at the beginning of the semester. The reviewers will complete those reviews at their own pace with all of the initial reviews due approximately the same time as the certification courses are placed on hiatus at the end of each term. This will leave time for the QM Coordinator to inform the faculty developers of the results and next steps before they begin the amendment phase the following semester.
   2. Jillian Patch asked the group who should be responsible for verifying the appropriate changes have been made in a course at the end of the amendment process. The group agreed that both of the reviewers who participated in the initial review will be responsible for verifying the appropriate changes have been made and will report these findings through the Team Chair’s account in the CRMS.
4. The group quickly brainstormed possible ways they may make the review process more efficient, and how new course developments could be set up so that design aspects of the course cannot be edited in distributed courses. This topic will be discussed in future Elearning Coordinator Meetings and Academic Technology Meetings. Ideas discussed include the use of Canvas Templates, Canvas Blueprinting, and DesignPlus templates.

**Action Item:** Create a list of the QM Review Standards that should be looked at first to determine if a course will pass, those that should automatically be met if an eLearning template was used, and those that the reviewer should provide feedback for if it is obvious the initial review will not pass so that the instructor can use that feedback in the course redevelopment.

**Person Responsible:** Jillian Patch

**Due Date:** November 5, 2021

**Agenda Item 2:** Online QA Plan Update **Presenter:** all eLearning Coordinators

1. The group reviewed the comments left by faculty members regarding the length of the amendment process. The group unanimously agreed that for internal course reviews, where the module learning objectives are measurable and align with the course learning objectives, the amendment period for courses that do not meet standards will be 14 weeks in conjunction with the procedures of a Quality Matters review. Professor Deane suggested that an addendum be added to lengthen the amendment phase deadline for cases where a course requires a full redevelopment and/or requires the input of the Curriculum Committee.
2. The group discussed a proposed timeline for the internal review process including the preparation phase where faculty are notified of the review. This timeline will be discussed in future Elearning Coordinator Meetings and Academic Technology Committee Meetings.
3. The group discussed how they might define the Master course section of the QA Plan. Dr. Jester suggested using the content of the current CNA and then amend this section of the plan based on the negotiated definition in the new CNA to be discussed this AY.

**Agenda Item 3:** Information Items **Presenter:** all eLearning Coordinators

1. Dr. Jester shared some quick announcements with the group regarding the following topics.
   1. ATC has approved the updated eLearning Coordinator job description
   2. The SACSCOC On-site Visit will take place between October 11-14. It is unlikely, but the coordinators may be contacted for an interview if the representatives ask to speak to faculty specifically regarding online learning/online course development.
   3. The Educause Annual Conference will take place on October 26-29. There is ample funding for attendance, either virtually or in person in Philadelphia. Contact Dr. Jester if interested in attending.
   4. Early bird registration for QM Connect ends October 7th, and can be attended virtually.
   5. The TOPkit Hackathon will take place in November (kick-off and Drop-in Nov 1-2, Showcase Nov 8). The event will focus on collaborative efforts to create professional development resources for faculty.

**Agenda Item 4:** Open Discussion **Presenter:** all eLearning Coordinators

1. The group discussed the validity of a Final Exam as it pertains to the standards of course development outlined in Quality Matters.

**Agenda Item 5:** Next Meeting **Presenter:** all eLearning Coordinators

1. The next meeting is set for November 5st, 2021 from 10:00 A.M. to 12:00 P.M.

*Respectfully submitted by Jillian Patch at 2:00 PM.*