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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 4/26/19 | Location: | G-227 |
| Time: | 2:00 P.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | SOAHSS |  |  | X |
| Shawn Moore | SOAHSS | X |  |  |
| Anita Rose | SOBT | X |  |  |
| Laura Osgood | SOE | X |  |  |
| Gayle Deane | SOHP | X |  |  |
| Rona Axelrod | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| Guests:  |  |  |  |  |

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# Minutes

**Agenda Item 1: QM training updates Presenter: all eLearning Coordinators**

1. The committee reported their individual progress completing Quality Matters training. As of April 26th, 2019, all eLearning coordinators have either signed up or have completed the “Applying the QM Rubric (APPQMR)” training. The chair suggested and the committee agreed that a goal for the coordinators to complete the Face to Face Facilitator training should be set. The committee agreed that they should attempt to complete this training together in the Fall semester. If more facilitators are necessary to train faculty through the Fall semester, the committee suggested hiring a face to face facilitator to come to FSW.

**Agenda Item 2: Summer goals and meeting schedule** **Presenter:** **all eLearning Coordinators**

1. The committee reviewed their Summer schedules to set summer goals and a meeting schedule. The committee agreed that committee members would complete the QM Peer Reviewer Course (PRC) on their own time, during the summer months. Anita also suggested eLearning coordinators in the area could gather to review an FSW course in order to practice reviewing courses according to QM standards. The committee reviewed possible dates to begin the QM Face to Face Facilitator course with a possible date of September 12th. Most committee members decided individually to sign up for the QM PRC course starting July 30, 2019.
2. The chair advised the committee members to talk to their supervisors to get compensation for a Summer overload 3 credit hour course. Schedulers should contact Sherlyon, Dr. DeLuca’s Assistant.

**Action Item:** Complete the QM Peer Reviewer Course

**Person Responsible:** all eLearning Coordinators

**Due Date:** August 25, 2019

**Action Item:** Determine a late August duty day before the semester begins as the first Fall meeting

**Person Responsible:** Rozalind Jester

**Due Date:** June 15, 2019

**Action Item (Optional):** Schedule a day for eLearning Coordinators in town to practice QM reviews

**Person Responsible:** Anita Rose

**Due Date:** June 30, 2019

**Agenda Item 3: Prior certifications (Canvas, QM, etc)** **Presenter:** **Committee Chair**

1. The committee chair opened discussion regarding a waiver system for different sections of DEV 101. This included allowing DEV 101 participants to obtain waivers for completing modules of DEV 101 in cases where participants have already had equivalent training.

**Agenda Item 4: Current course development communications Presenter:** **all eLearning Coordinators**

1. Review process – The committee brought up concerns to the chair regarding the distribution of feedback to course instructors during the review process in the current online course development system.

**Action Item:** Discuss with the eLearning department the current procedures for disbursing feedback from the internal and external reviews to course instructors.

**Person Responsible:** Rozalind Jester

**Due Date:** June 15, 2019

**Agenda Item 5: Proposed course development changes** **Presenter:** **all eLearning Coordinators**

1. ATC Online Proposal –The committee chair presented the proposed changes to online course development to the Academic Technology Committee. The most common concern was the establishment of the culture of sharing course content, but this appeared to be a minority of members.
2. The chair informed the committee that contracts through Spring 2020 and before July 1 will be developed under the current online course development system.
3. DEV 101 Learning Objectives – The committee discussed and refined their stances on the following aspects of the proposed changes to online course development.
	1. The committee agreed that the goal should be for online courses to receive a rating of “High Quality”. If a course design is yet to meet standards (less than 84 points) for a 3 person review, there would be opportunities for improvement and re-evaluation of the unmet standards, based on an amendment process to the course design, to receive recognition (design badge) and financial compensation. Suggestions for a timeline included one term to make modifications and submit the amended course for review.
	2. The chair opened discussion regarding the uploading of masters from the current course development system into Canvas Commons to be easily downloaded by faculty member and customization.
	3. The chair opened discussion regarding FSW’s participation in a Florida QM bartering system. The chair summarized the meeting with a representative from the Ohio bartering system. The proposed system might allow for institutions to also barter reviews in exchange for training.
	4. The chair opened discussion regarding the formation of a culture of sharing, specifically ways high quality awarded courses could be shared and intellectual property protected. One suggestion was sharing through Canvas Commons where courses content can be given a license and thus would require attribution. This might be covered in OER training.

Meeting was adjourned at 3:30 p.m. *Respectfully submitted by Jillian Patch*