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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | eLearning Coordinator Monthly Meeting |
| Date: | 01/25/2021 | Location: | Zoom Meeting |
| Time: | 9:00 A.M. | Note taker: | Jillian Patch |

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|  |  | Present | Absent | Excused |
| Rozalind Jester | Chair | X |  |  |
| Leslie Bartley | SOAHSS | X |  |  |
| Melinda Lyle | SOBT | X |  |  |
| Regina Miller | SOE | X |  |  |
| Gayle Deane | SOHP | X |  |  |
| Rona Axelrod | SOPAS | X |  |  |
| Michael Sauer | SOPAS | X |  |  |
| Guests: |  |  |  |  |

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# Minutes

**Agenda Item 1:** Growing with Canvas Scheduler Update  **Presenter:** Jillian Patch

1. Jillian Patch described the updates that will take place in Growing with Canvas on February 5, 2021. This included the use of Mastery Paths that allow participants, who already have the necessary skill sets, to skip ahead. New “assignments” have also been included to allow participants to complete the submit the Proctorio Tutorial, instruction for signing up for eLearning Coordinator Meetings via the Canvas Scheduler, and a location to submit the Online Teaching Certification Form.

**Agenda Item 2:** Master Course Progression Plan **Presenter:** all eLearning Coordinators

1. Dr. Jester described the Master Course Progression plan to the eLearning Coordinators. She shared with the coordinators the spreadsheets of confirmed FSW Master courses that have been created and are currently ready for distribution in Canvas.

**Action Item:** Consider the Master Courses that are available for each of your Schools and contemplate what timeline and utilizing what type of assessment tool (Official Quality Matters review vs, Internal Review) should the current Masters be assessed. Also consider how best to prioritize the assessment of Masters in each department.

**Person Responsible:** all eLearning Coordinators

**Due Date:** March 8, 2021

Meeting was adjourned at 10:00 a.m. *Respectfully submitted by Jillian Patch*