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| eLearning Coordinators’ Meeting |  |

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| Meeting called by: | Rozalind Jester | Type of meeting: | Monthly Meeting |
| Date: | 10/18/19 | Location: | A-168 |
| Time: | 3:00 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: Rebecca Yost |  |  |  |  |

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# Minutes

**Agenda Item 1: Quality Matters Presenter:** Rozalind Jester

1. Dr. Jester and the committee reviewed the travel itinerary for the QM Connect conference.
	1. The committee with be departing on Saturday, October 26th and Sunday, October 27th and will be returning on Wednesday, October 30th.
	2. Dr. Jester also reminded the committee of the reimbursement process for travel expenses.
2. The committee coordinated their schedules for the Applying the QM Rubric Face to Face Facilitator Certification (AFFC) course.
	1. The course will begin on November 7th and will run until November 30th.
	2. Upon completion of the AFFC course, the coordinators will have completed the committee’s 2019 goals.
3. Dr. Jester informed the committee of the QM Bartering Pilot Program FSW will be piloting with [Lake Sumter State College](https://www.lssc.edu/academics/academic-innovation/quality-matters/).
	1. The colleges plan to start an initial peer review in January 2020, with the exchange of an external reviewer.
	2. The committee discussed potential candidate courses to submit as the pilot Peer Reviewer course. The committee suggested a high enrollment course, such as ENC 1101. The committee agreed they could spot-check the chosen course before submitting for review.

**Action Item:** Contact an ENC 1101 course developer to ask for permission to submit their course to an official QM course review.

**Person Responsible:** Rozalind Jester

**Due Date:** November 15, 2019

**Agenda Item 2: FLVC Update – Policy changes and accreditation Presenter:** Rozalind Jester

1. Dr. Jester informed the committee of the policy changes and accreditation changes as described by FLVC. Amongst those changes and updates were:
	1. A definition of the “Regular and Substantive Interaction” requirement in Florida online courses.
	2. Student Identity Verification requirements for course assignment submissions. FSW’s use of Proctorio partially fulfills this requirement.

**Agenda Item 3: Online Teaching Certification Presenter:** Rebecca Yost

1. Dr. Jester opened the floor to a discussion regarding the online teaching certification process, and the eLearning coordinators in conjunction with Rebecca Yost, discussed possible changes.
	1. The coordinators and Rebecca Yost determined the following lay out for new hired faculty.
		1. As part of the onboarding process, new hires will take a survey to determine a training pathway.
		2. Upon the completion of the survey, the new hire would be introduced to their corresponding eLearning coordinator and a link to informational FSW policies.
		3. Based on the survey results, the new hire would be directed to a training pathway that might include:
			1. Camp Canvas (the face to face workshop [see previous 9/20/2019 meeting minutes regarding ONLINE 101])
			2. Growing with Canvas (the online self-paced version of Camp Canvas)
			3. Quality Matter courses geared toward online teaching
			4. School specific pedagogical training developed by the eLearning coordinators.
		4. The coordinators and Rebecca Yost discussed methods for maintaining the record for online teaching certification.
	2. The eLearning Coordinators suggested allowing full time faculty to participate in their pedagogical development courses on a voluntary basis so that their participation can be used as a record for SACS. This participation could also be used by the faculty as evidence of alignment between their portfolio evaluation and professional development.

**Action Item:**  Create draft ideas for COPs needed to implement the proposed training

**Person Responsible:** all eLearning Coordinators

**Due Date:** November 15th 2019

**Action Item:**  Invite Dr. Joseph van Gaalen to the next meeting to discuss the online certification record keeping for the purposes of documentation and accreditation.

**Person Responsible:** Rozalind Jester

**Due Date:** November 15th 2019

**Action Item:** Consider ways to easily update the online Growing with Canvas course

**Person Responsible:** all eLearning Coordinators

**Due Date:** November 15th 2019

**Agenda Item 4: DEV 101 Progress Report Presenter:** Jillian Patch

1. Jillian Patch shared with the coordinators the progress made on the DEV 101 course shell. Amongst the items seen were:
	1. The Welcome Module which included several course features as suggested by the Quality Matters Rubric
	2. The Module Overview pages for Modules four and two

**Agenda Item 5: Future Meeting Schedule Presenter:** Rozalind Jester

1. The committee discussed future meeting schedules for the coordinator meetings.
	1. The next meeting scheduled is Friday, 11/15/19, following the ATC, from 3:15-4:15 p.m.
	2. Dr. Jester suggested altering the meeting schedule of the eLearning coordinator meetings so that the days do not coincide with the ATC meetings.

**Action Item:** Consult personal schedules to determine possible meeting time slots

**Person Responsible:** all eLearning Coordinators

**Due Date:** November 15, 2019

**Action Item:** Determine whether you would like to renew your contract to serve as an eLearning coordinator for the coming year

**Person Responsible:** all eLearning Coordinators

**Due Date:** November 15, 2019

Meeting was adjourned at 4:20 p.m. *Respectfully submitted by Jillian Patch*