Members Present. Scott Boyar, Catherine Danielou, Elizabeth Fisher, Donna Slovensky, and Jonathan Waugh.

Members Absent. Jackie Moss and Allison Solomon.

The committee reviewed the finalized gap analysis and identified areas needing immediate attention. Priority items were identified and workgroups were established to begin development of policies, procedures, and resource documents. The following items were designated as low priority and have been tabled from current discussions: 1) Promotion of student-student collaboration tools on course sites, and 2) student-student interaction outside course sites.

While not rated as low priority, evaluation and assessment components have been deferred until the policy framework has been established.

Action Items:
- Donna Slovensky will document the steps needed to propose policies for appropriate approvals in the University system.
- Elizabeth Fisher will make edits discussed in today’s meeting to the gap analysis document, which will be made available for faculty review and comment via the UAB Online website soon.
- Workgroups to initiate policy and procedure development were established in the following areas:
  - Creation of recommended formats/content for course syllabi and course “front pages” to meet ADA/universal design requirements (Advocate: Elizabeth Fisher).
  - Online resources/toolkit for faculty (Advocates: Scott Boyer and Jackie Moss).
  - Faculty support for technical issues, professional development, academic best practices (Advocate: Jonathan Waugh).
  - Student support re: orientation to online learning, resources and training (Advocates: Catherine Danielou and Allison Solomon).

The next regularly-scheduled meeting of the Policies and Procedures Committee is Tuesday, December 9 at 10:00AM.