Members Present. Elizabeth Fisher (Acting Chair), Allison Solomon, and Jonathan Waugh.

Members Absent. Scott Boyar, Catherine Danielou, Jackie Moss and Donna Slovensky (Chair).

Elizabeth Fisher chaired the meeting, as requested by Donna Slovensky who was unable to attend. The group reviewed the past minutes and approved them.

The group also discussed the progress of the Next Steps from the previous meeting in October 2014, which are as follows:

1. Donna Slovensky found information about the policy creation process and a University-Wide Policy Development Process.

2. Elizabeth Fisher reported that access to a sample syllabus and course template can be gained by request to Samira Laouzai. In January 2014, all schools were invited to participate in the creation of the template; the SHP and CSOB participated with eLPS designers.

3. Elizabeth Fisher reported initial steps towards the online Student Orientation course that she, Catherine Danielou, and Allison Solomon are tasked with overseeing. An initial meeting with the UAB Enrollment Management Director DeeDee Barnes Bruns was held in January to determine university-wide content.

4. Elizabeth Fisher updated changes to the Gap Analysis recommended at the October meeting.

5. Jonathan Waugh updated the group on progress to Faculty Support noting changes to HealthStream for managing workshops for reporting and tracing purposes and a collaboration with eLPS to develop a one way gateway for Teaching Support that will be launched soon.

6. Jackie Moss, Scott Boyar, and Elizabeth Fisher are to develop Teaching Toolkit with Just-in-Time (JIT) videos or how-to videos and resources.
The group reviewed the Gap Analysis and began identifying needed policies and pairing novice policy writers with veteran policy writers—Jonathan Waugh and Allison Solomon, Donna Slovensky and Elizabeth Fisher. Others should self-assign in pairs so that one experienced person is on the team.

Next Steps. The group recommended the following:

1. The following committee members were paired and tasked with writing policies following University-Wide Policy Development Process in the following areas. The group recommended establishing a timeline for completion.
   a. Policy draft regarding minimum syllabi requirements by working committee with representation from each school—Jonathan Waugh and Allison Solomon.
   b. Policy draft regarding availability of course template for consistency in course development for student retention and quality. Responsibilities will be assigned at the next meeting of the PPC.

2. Elizabeth Fisher will send update to Allison and Catherine for the online orientation courses progress for approval, then to PPC.

3. Elizabeth Fisher will provide access to the syllabi and course templates in Canvas for the PPC via an email as drafts. The suggestion was made that the following groups review for approval: CTL AAC, eLPS AAC, IDC, Dean’s Council, and Faculty Senate should review for approval. Note: Use of the template ensures 42% of Quality Matters standards are met.

4. Combine Toolkit and Good or Best Practices from the Course Development and Design section on the OLC scorecard.

The next meeting of the Policies & Procedures Committee will be on Tuesday, April 14 at 10:00AM in MOPS 200.