UAB Online Academic Advisory Council
Policies & Procedures Committee
School of Health Professions Building
Room 552
10:00 – 11:00 a.m. - October 8, 2013


Ex officio: M.Bidez; K. Mergl

Agenda

I. Welcome and Introductions

II. Committee Charge
   a. At present there are no university policies regarding the content and delivery of online education. This committee is charged with responsibility for initiating the following activities and deliverables.
      i. To assemble and document any existing school-level policies and guidelines regarding content and delivery of online education;
      ii. To identify the need for specific university-level policies regarding content and delivery of online education;
      iii. To draft needed policies and build consensus for implementation of the policies across university academic units delivering online courses and programs;
      iv. To define the review and approval path for university policies regarding content and delivery of online education;
      v. To establish a plan for periodic review and revision of school and university policies regarding content and delivery of online education.

III. Review of SACS Requirements (Attached)

IV. Next Steps, Work Assignments, and Setting Due Dates
   a. Gather school-level policies (approved or informal)
   b. Gather examples from other universities
   c. Identify school-level stakeholders
   d. Propose policy approval path and policy owners
   e. Draft policies and disseminate for review and feedback
   f. Determine need for and propose affiliated procedures
   g. Draft plan for periodic review and revision of policies

V. Announcements and Adjourn
Policies & Procedures Committee
UAB Online Academic Advisory Council
October 8, 2013
10:00 a.m., SHPB 552
MINUTES

Members Absent: C. Epps, E. Fisher, J. Moss

Recorder: L. Test
Ex Officio Members Present: K. Mergl

I. Welcome: D. Slovensky called the meeting to order at 10:02 a.m., and welcomed everyone to the committee.

II. Committee Charge: D. Slovensky discussed the proposed committee charge and listed the following activities and deliverables:

a. Assemble and document any existing school-level policies and guidelines regarding content and delivery of online education (creating a library of documents as they come in);
b. Identify the need for specific university-level policies regarding content and delivery of online education;
c. Draft needed policies and build consensus for implementation of the policies across university academic units delivering online courses and programs;
d. Define the review and approval path for university policies regarding content and delivery of online education;
e. Establish a plan for periodic review and revision of school and university policies regarding content and delivery of online education. (Initially develop a standard archive system to ensure a document trail)

After reviewing the SACS summary document provided by M. Bidez, the committee identified two additional documents that need to be available as resources while developing the policies and procedures: *Best Practices for Electronically Offered Degree and Certificate Programs* and *Distance and Correspondence Education*. G. Janowski will forward to those documents to D. Slovensky for dissemination to the committee.

The committee identified several issues to consider while developing policies and procedures:

* Crafting a statement for inclusion in the university catalogs that courses offered in both online and traditional sections are equivalent.
* Ensuring that online and traditional class offerings have the same quality and student outcomes.
• Creating policies at the university level that can be implemented across all academic units.
• Identifying relevant research findings to guide development of policies and procedures.
• Informing students about the rigor, peculiarities, and time commitment of online education. Identifying an instrument for students to assess their online readiness and require completion by all students prior to registering for an online class (Penn State example).
• Ensuring that faculty are trained in the pedagogy of online instruction.
• Identifying a platform for faculty and administrators to track/compare student outcomes in online versus in-class courses.
• Identifying other institutions that excel in online education and review their policies and procedures, i.e., Troy, Penn State, and San Jose.

III. Review of SACS Requirements: The committee identified five areas of relevant SACS standards that will need to be included in policy consideration:

a. Substantive Change
b. Credit Hours
c. Verification and Notification
d. Tuition and Fees
e. Privacy

IV. Committee Assignments (due by November 12):

a. Develop text for catalogs – G. Janowski
b. Identify policy approval path – J. Mayer
c. Contact D. Nowakowski for information on meeting SACS requirements – B. Nelson and C. Johnson
d. Locate the Penn State “student assessment of online readiness” document – B Nelson and C. Johnson (Follow-up note: Not needed as UAB has one available per M. Bidez)
e. Comparison/Analysis of the SACS Requirements with the San Jose and Troy Documents – D. Slovensky and B. Nelson

V. Announcements:

a. Submit task assignment deliverables to L. Test (ltest@uab.edu) by 11/12/13.
b. Next P & P committee meeting is scheduled for December 10, 2013.

VI. Adjourn: The meeting adjourned at 11:00 a.m.
Resource Documents Provided:

- San Jose State Faculty Expectations (School of Library and Information Science)
- San Jose State Online Teaching (School of Library and Information Science)
- San Jose State Faculty Peer Review Policy (School of Library and Information Science)
- SACS Institutional Policy Requirements Summary
- eTroy Student Expectations Policy
- eTroy Faculty Expectations Policy
- eTroy Distance Education Policy
- Draft UAB Nursing Peer to Peer Evaluation
- Executive DSc Blending Learning Guidelines (School of Health Professions)
- HCM Course Management Faculty Handbook (School of Health Professions)
- School of Business Guidelines for Blackboard Courses