Division of eLearning and Professional Studies
Policies and Procedures Committee
Meeting Notes

Date: Tuesday, August 13, 2013, 2:30 – 4:00 pm

Place: Sterne Library, Room 182

Committee Members & Guests:
☑ Martha Bidez, Division of eLPS
☑ Catherine Danielou, College of Arts & Sciences
☑ Chad Epps, School of Health Professions
☑ Elizabeth Fisher, School of Business
☑ Gregg Janowski, Associate Provost, Assessment and Accreditation
☑ Cheryl Johnson, School of Public Health
☑ John Mayer, College of Arts & Sciences
☑ Kathy Mergl, Division of eLPS
☐ Betty Nelson, School of Education
☐ Grant Savage, School of Business
☑ Donna Slovensky, School of Health Professions
☑ Jonathan Waugh, CTL

Agenda:

1. What specific policies and/or procedures should the committee plan to draft for review and approval?

2. What is the formal process we must follow to develop and implement campus-wide, faculty- and student-related online policies?

3. What is a reasonable timeframe to accomplish the committee’s work and satisfy SACS-reaccreditation deadlines?

Action Items

1. Committee members to provide information on all existing policies and procedures from all of the schools/departments.
2. eLPS to analyze information for commonalities.
3. eLPS to research best practices.
4. Information will be summarized and proposed baseline policies to be discussed in committee. For example – syllabus is required for all courses.
5. Vetting process for institution-wide policies to begin at faculty level and then move up through the university academic organization.

6. Some policies will likely need to be added to Faculty Handbooks and School Handbooks.

Attachments:

- SACS institutional Policy Requirements Summary
- eTroy
  - Appendix B – Faculty Expectations
  - Appendix C – Student Expectations
  - Appendix G – Distance Education Policy
- San Jose State University
  - Minimum Instructional Expectations for all Faculty
  - Faculty Peer Review
  - Online Teaching Standards and Indicators