Minutes
UAB eLearning
Advisory Council

Tuesday, March 21, 2017
10:00–11:10 AM
Administration Building Penthouse
Large Conference Room

Present. Dr. Kristi Menear (Chair), Dr. Courtney Bentley, Dr. Donald Burke, Dr. Stacey Cofield, Dr. Catherine Danielou, Dr. Christopher Edmonds, Ms. Cynthia Helms, Dr. Maria Hopkins, Mr. Robert Howard, Dr. Nataliya Ivankova, Dr. Karen Kennedy, Ms. Randi Kirkland, Mr. Shaun Kuo, Ms. Lauren Lake, Dr. John Laurent, Dr. Pam Paustian, Dr. Scott Phillips, Dr. Donna Slovensky, Dr. Timothy Wick

Absent with Notice. Dr. Linda Moneyham, Dr. Jacqueline Moss, Ms. Chenise Ryan

Absent without Notice. Ms. Amanda Gargus, Dr. Craig Hoesley, Dr. Michelle Robinson, Dr. Terrence Shanefelt, Dr. Katherine Weise

Guests. Ms. Samira Laouzai, Dr. Lisa Reburn

Welcome from the Chair
Dr. Kristi Menear called the meeting to order at 10:00 AM. She introduced the new Executive Director of eLearning and Professional Studies, Dr. Pam Paustian, stating that today is her second day on the job. Dr. Menear introduced Dr. Lisa Reburn, State Authorization Compliance Director whose university-wide responsibilities fall under the Division.

Presentation
Dr. Reburn gave a PowerPoint presentation entitled, State Authorization Update – Focus on Professional Licensure & Certification (PLC). UAB is required to inform students individually who reside out-of-state of the requirements for licensure in their state. The UAB State Authorization office is working to develop a publicly accessible database by July 2018, to provide this information online for every program in each state. In the meantime, the following information posted to PLC program websites will help keep UAB students informed: 1) A statement notifying current students and potential students that licensure requirements vary from state to state, and by professional organization; 2) links to any relevant professional organizations; and 3) a statement similar to this: “If you are interested in learning about potential professional licensure requirements in your state for a specific degree program, please contact the UAB State Authorization office at stateauth@uab.edu or by calling (205) 934-3258.” Dr. Reburn shared an example of PLC notification to students from Dr. Diane Clark in the Doctor of Physical Therapy Program, School of Health Professions.

Discussion among the Council included forming an Ad Hoc committee to determine the best approach for assisting the schools in providing required PLC notifications. The possibility of developing workshops held at the CTL to provide additional information and hands-on assistance as programs work through providing PLC disclosures and notifications was well received. Dr. Reburn offered to follow-up with any individual or group for discussions or trainings desired by those on the Council. Dr. Reburn will coordinate a webinar on Thursday, March 30 from 1:00-2:30PM, by the Cooley Law Firm, “SARA/Distance Learning: Satisfy Authorization Requirements to Avoid Costly Compliance Errors.” The location will be confirmed and shared. For those unable to attend, opportunities will be available to view a recorded version of the webinar.
**Actions.** 1) Dr. Paustian will communicate with Dr. Gregg Janowski. 2) Drs. Paustian and Menear will discuss forming an Ad Hoc Committee. 3) Drs. Paustian and Phillips will organize future workshops. 4) A deadline of Friday, April 28, was agreed on for PLC programs to submit information requested on the spreadsheet previously distributed by Dr. Reburn. 5) Dr. Paustian will work with Legal, Marketing, etc. and confirm wording for PLC program websites. 6) Details of the Cooley Law Firm webinar on Thursday, March 30, will be confirmed and distributed. **Post-meeting Update.** Due to the short notice, Dr. Reburn will coordinate a workshop to view and discuss the webinar CD when it becomes available.

**Minutes**

The Council reviewed draft Minutes from January 10, 2017. Dr. Menear called for a motion to approve the Minutes. Dr. Bentley made a motion to approve, and Dr. Burke seconded. The Council voted unanimously to approve the Minutes.

**Executive Director’s Report**

*Canvas Outages.* Dr. Paustian stated that the outage during mid-terms distressed faculty and staff. She asked Samira to provide an update. Canvas was down for 3½ hours, from 11:40 AM to 3:20 PM, affecting ProctorU, also. Samira reached out to the vendor who agreed to reschedule exams at no cost to students. A second outage occurred during Spring break that was less disruptive in nature but affecting Turnitin and SpeedGrader. Samira reported that there is not a means to predict or prevent these incidents. Robert Howard stated that the massive outage on Amazon Web Services affecting Canvas might suggest that UAB Information Technology should consider unbundling some university services.

Discussion followed about ideas for better communication to alert faculty and staff that Canvas is down and that it has resumed. **Action.** Dr. Paustian will work with Central Administration offices to development and implement an improved communication plan. An email with the new plan will be distributed to Council members before the next meeting.

*Announcements.* The 2017 UA System Scholars Institute has extended the Call for Proposals deadline to March 24. Dr. Paustian encouraged faculty participation so that UAB is well represented. The 2017 Transformative Online Course Awards has four nominations currently with a deadline of April 1. Last year, there were ten applicants. 2017 QM Awards will be discussed later.

**Action from 1/10/17.** The Division of eLearning & Professional Studies is asked to present at the March eLAC meeting, the FY17 budget model including a breakdown of the $50 student fee and varying school online fees as well as the FY16-17 ProctorU budget. Dr. Menear requests a report for eLAC to review prior to the meeting. **Update.** Dr. Menear announced that budget updates are postponed in order for Dr. Paustian to meet with Allen Bolton during her first week on the job.

**Standing Committee Reports**

*Enabling Technologies (ETC).* Cynthia Helms reported at the request of Dr. Moss today in her absence. The Committee met on February 8, welcoming Dr. Courtney Bentley as new member. Academic technologies are evaluated thoroughly before the vendor contract expires; however, an outline for search, monitor, and replacement of academic technologies was proposed going forward. The Committee looked at a matrix of several other universities’ technology processes. Dr. Moss, Dr. Fisher, and Samira met to review raw data from the university-wide academic technologies survey the ended on 12/31/16, and will report to the Committee who will report to the Council.

*Quality Curriculum (QCC).* In Dr. Moneyham’s absence, there was no report today.

*Assessment and Evaluation (AEC).* Dr. Slovensky reported that Dr. Scott Snyder drafted a basic logic model, currently in revision from the February 14 meeting.
Word on the Street

- Canvas outages need to be communicated more efficiently to faculty and students regarding down- and up-time.
- The varying online fee among schools needs to be clarified with regard to the new budget model.
- *The Mix* article is in today’s eReporter, [Innovations in online education](#) featuring faculty use of digital education across campus.

Outgoing Messages

1. More nominations are needed for TOCA by April 1, 2017.
2. The deadline for submission of PLC programs to Dr. Reburn is April 28.
3. Communicate with students in PLC programs the state authorization information. Contact Drs. Paustian or Reburn with questions.
4. An Ad Hoc committee is being considered to address PLC.

Dr. Menear adjourned the meeting at 11:10 AM.

The next meeting of the eLearning Advisory Council is scheduled for Tuesday, May 9 at 10:00 AM.