UAB eLearning Advisory Council
ORGANIZATION AND OPERATING GUIDELINES
October 1, 2015

NAME
The name of the organization shall be the UAB eLearning Advisory Council.

PURPOSE
The purpose of the UAB eLearning Advisory Council (the "Council") is to support, on a continuing basis, the UAB Division of eLearning and Professional Studies (the “Division”) in four critical areas, collectively referred to as “UAB eLearning”:

- Develop innovative, totally online degree and certificate programs, which serve untapped, niche markets and produce increased enrollment and new revenue;
- Administer campus-wide, academic technology training and quality assessments of online, hybrid and web-enhanced educational programs for continual improvement;
- Secure and manage a portfolio of academic technologies for the delivery of high quality, online, hybrid and web-enhanced educational programs; and
- Help identify existing UAB Courses and programs that can be converted into online delivery formats.

These guidelines are intended to communicate general expectations and duties of the Council and are not intended to impede or hinder the Council in carrying out its mission.

ORGANIZATION
The Council shall be composed of faculty, staff, and students representing the following UAB entities:

Voting Members

1. Center for Teaching and Learning
2. Collat School of Business
3. College of Arts and Sciences
4. Faculty Senate
5. School of Dentistry
6. School of Education
7. School of Engineering
8. School of Health Professions
9. School of Medicine
10. School of Nursing
11. School of Optometry
12. School of Public Health
Non-voting Members

13. Graduate Student Government Association ("GSGA")
14. Office of Information Technology
15. Office of Student and Faculty Success
16. Undergraduate Student Government Association ("USGA")
17. Instructional Designers Advisory Board ("IDAB")

The Executive Director and Director of Academic Outreach within the Division shall serve standing members of the Council. Associate Deans or their designee for each school will be invited to serve as standing members.

Additionally, each Associate Dean may designate one faculty member to serve on the Council. Appointments to the Council shall be a minimum term of three (3) years. Council members may be reappointed to serve additional terms.

FUNCTIONS

Among the specific functions of the Council are the following:

1. The Council shall provide a forum for discussion on the activities of the Division. The Executive Director shall assist the Council by providing current information relating to UAB eLearning, students, faculty, curriculum, research activities, enabling technology, and other pertinent information.

2. The Council shall serve as an advisor and consultant to the Executive Director in matters related to the Council’s present strengths, weaknesses, and long-term goals and potential in eLearning.

3. The Council will assist in the implementation of the UAB eLearning Strategic Plan through the work of its standing committees:
   - Quality Curriculum Committee
   - Policies and Procedures Committee
   - Enabling Technologies Committee

4. In fulfilling these responsibilities, Council members are encouraged to contact the Executive Director either informally or through scheduled meetings in order to offer counsel, suggestions, and ideas.

MEMBERSHIP

The following guidelines shall apply to Council membership, Council status, and Council attendance:

1. Associate Deans of Academic Affairs from schools/colleges will be invited to serve as standing members.
2. Additional Council members are designated by each of the UAB teaching entities identified above.

3. When a Council member leaves the organization he/she is affiliated with (e.g., retirement), he/she shall immediately notify the Council Chair and Executive Director, advising her/him of the situation. A replacement candidate shall be nominated from the same UAB entity.

4. Council members with excessive absences may be removed from the Council at the discretion of the Executive Committee.

**OFFICERS**

The Chair shall be appointed by the Council’s Executive Committee, and shall serve a term of 3 years. The Chair shall preside over all meetings of the Council and shall serve as an ex-officio member on all committees of the Council. The Chair shall appoint a proxy to serve in her/his absence. The Division shall assist with meeting arrangements and notify Council members of upcoming meetings.

**COMMITTEES**

The Chair, in consultation with the Executive Director, shall appoint members to the standing and ad-hoc committees of the Council as may be required to carry out its functions. Specially appointed committees will serve only for the duration of their assigned tasks.

The following are standing Council committees:

1. **Executive Committee.** This committee shall consist of the Chair, Chair Elect, Executive Director, and all standing committee chairs to provide overall direction to the Council.

2. **Quality Curriculum Committee.** This committee is charged with ensuring eLearning content and delivery is aligned with SACSCOC, and OLC, Quality Matters or other standards.

3. **Policies and Procedures Committee.** This committee is responsible for the development and implementation of clear, consistent, university-wide practice guidelines and policies that address eLearning quality issues.

4. **Enabling Technologies Committee.** This committee evaluates and recommends to the Council, Executive Director and Provost a state-of-the-art portfolio of reliable, user-friendly, eLearning technology tools for the UAB campus.

**MEETINGS**

The Council and its standing committees meet in alternating months throughout the calendar year. The Council shall not conduct any votes unless a quorum is established at the meeting or under special circumstances as approved by the Executive Director. The participation of forty
percent (40%) of the Council members at any regularly announced meeting shall constitute a quorum.

COUNCIL MEETING EXPENSES

The Division is responsible for any pre-approved (by the Executive Director) personal expenses that Council members may incur as individuals in connection with Council activities such as per diem or travel expenses.

AMENDMENTS

Amendments may be made to these guidelines by majority vote of the Council members present at any regularly called meeting and are subject to the approval of the Executive Director.