Minutes
Quality Curriculum Committee
UAB eLearning
Thursday, August 18, 2016
Magnolia Office Park South, Suite 200
8:00-9:00AM

Members Present. Dr. Linda Moneyham (Chair), Dr. Elizabeth Fisher, Dr. Maria Hopkins, Ms. Samira Laouzai, Dr. Pam Paustian, and Dr. Lou Ann Worthington.

Members Absent. Dr. Donald Burke, Dr. Peter Ginter, Dr. Andrew Keitt, Dr. Karen Kennedy, and Dr. Tracy Lyons.

Guest. Ms. Randi Kirkland proxy for Dr. Karen Kennedy.

Dr. Linda Moneyham called the meeting to order at 8:07AM, due to back-to-school traffic delays for several committee members.

Member Roster
Committee members introduced themselves by name and program/school. Today’s meeting begins Year 4 of the eLPS Strategic Plan.

TOCA Update
Guidelines. Overall, criteria were accurate in launching the inaugural TOC awards. Based on input from the 2016 applicants and Awards Selection Committee, edits have been made to the TOCA guidelines to improve the process going forward. Also, several applicants omitted critical information which needs to be qualified. Under the section, “Procedure for Nomination,” the suggestion was made to add a sentence that nominees will be asked to confirm acceptance of their nomination by submitting a packet. Under the section, “Submission of Applications,” the suggestion was made to add a form granting permission for others to access their course through QM as an observer—excludes access to student grades, etc. On Attachment B which is the rubric, the decision was made to identify the QM standards to Criteria #1—QM Standards 1, 2, 3, and 5—awarding 5 points for each for a total of 20 possible points.

Dr. Moneyham stated that April 1st, needs to be the annual due date for nominations going forward. Dr. Paustian suggested using SharePoint for the 2017 TOCA cycle, allowing nominees and the selection committee to access documents. She sees this particular award becoming highly sought after. Deans and Associate Deans need to be among the target audience for communication in order to get notifications to their department chairs and faculty. The last portion of the form, “Written Feedback” was welcomed by this year’s applicants since faculty want to improve.

Awards. Approximately ten applications were received for the 2016 awards cycle. The Awards Selection Committee concurred on the top three submissions. Initially, presentation of the Provost’s
Awards was intended to align with the President’s awards; however, the decision was made to present three faculty awards at the time of the President’s State of the University address. All other faculty award announcements will be printed in the program and scrolled on a large screen. Consequently, the eLearning Advisory Council will host a TOCA ceremony for the Provost to present engraved crystal flame awards to the 2016 winners. Each of the three awardees will present their online courses at a Lunch & Learn in the CTL during September. Discussion followed about renaming faculty presentations from Lunch & Learn. The committee selected the title, “Faculty Feature.”

**Action.** eLPS will use the name, “Faculty Feature” for presentations on a campus-wide basis made by faculty members.

**Full-time v. Adjunct Faculty Appointments.** TOCA is a university-wide opportunity for full-time faculty. Dr. Moneyham received a request from an adjunct faculty member about participation. Discussion followed about the two types of faculty appointments. Full-time faculty are required to perform research, teach on-ground and online, etc. which counts toward the Promotions and Tenure process. These components involve a considerable commitment. Adjunct faculty focus on their specific course within a school or program while being employed at other institutions, with less level of engagement than full-time faculty, and without receiving employee benefits. Some adjuncts hold full-time administrative positions such as Dr. Fisher. Dr. Moneyham stated that faculty members may meet QM standards but fail to be innovative. TOCA is a great opportunity to incentivize tenure-track faculty to use online learning. The suggestion was made to create a new online course award for adjunct faculty members on a campus-wide basis. Dr. Moneyham confirmed that the School of Nursing has an internal initiative, Innovative Teaching Awards to recognize adjuncts in two categories: didactic and clinical.

**Actions.** 1) Provide proposed edits for TOCA guidelines to eLAC at the next meeting on September 13th. 2) Define *innovative* as stated in the rubric at the next QCC meeting. 3) Announce 2017 TOCA dates this fall.

**eLPS Strategic Plan – Quality Curriculum Committee**

The committee reviewed the Strategic Plan Goals 1 and 4, revising Performance Indicators that have been completed and confirming those that are in-process. For Goal 4.2, Timetable Year 3: “Online evaluations incorporated into all online faculty reviews;” Dr. Paustian announced that in the spring of 2017, the new IDEA survey allows faculty to add questions. In general, the committee recommended changing the word *policies* to *guidelines*, and the name Sloan-C to *Online Learning Consortium (OLC)*.

Dr. Moneyham adjourned the meeting at 9:00AM.

The next meeting of the Quality Curriculum Committee is scheduled for Thursday, October 20th.