Members Present. Dr. Kristi Menear (Chair), Dr. Courtney Bentley, Dr. Donald Burke, Dr. Catherine Danielou, Dr. Christopher Edmonds (proxy for Dr. Karen Kennedy), Dr. Elizabeth Fisher, Dr. Maria Hopkins, Dr. Nataliya Ivankova, Ms. Randi Kirkland, Mr. Shaun Kuo, Ms. Lauren Lake, Dr. John Laurent, Dr. Jacqueline Moss, Dr. Scott Phillips, Dr. Michelle Robinson, Ms. Chenise Ryan, Dr. Terrence Shaneyfelt, Dr. Donna Slovensky, and Dr. Timothy Wick.

Members Absent. Dr. Stacey Cofield, Ms. Amanda Gargus, Dr. Craig Hoesley, Mr. Robert Howard, Dr. Karen Kennedy, Dr. Linda Moneyham, and Dr. Katherine Weise.

Guests. Mr. John King, Ms. Samira Laouzai, and Mr. Scott Sorenson (proxy for Mr. Robert Howard).

Welcome from the Chair
Dr. Kristi Menear called the meeting to order at 9:59 AM.

Minutes
The Council reviewed draft Minutes from November 8, 2016. Dr. Menear called for a motion to approve the Minutes. Dr. Slovensky made a motion to approve, and Dr. Robinson seconded. The Council voted unanimously to approve the Minutes.

Interim Executive Director's Report
MacMillan Contract. Dr. Elizabeth Fisher reported that MacMillan is a textbook publisher currently used by one faculty member on-campus. The institution-wide contract between UAB and MacMillan is on-hold at this time. Mr. John King summarized that an agreement will need to be executed at the school level for only one faculty member’s request.

ProctorU. Dr. Fisher summarized the ProctorU guidelines approved by eLAC in 2015, where UAB eLearning offered to cover proctoring fees for two exams per student per course. During 2016, UAB eLearning exceeded the budget for proctoring services. Dr. Slovensky recalled the ProctorU budget to state that UAB eLearning is responsible to pay for the first two exams and schools/departments, fees associated with additional course exams. Mr. King added that eLearning is projected to spend $300,000 for ProctorU during fiscal year 2016-17. Proctoring services usage rose from 4,700 exams in 2015, to 13,185 exams in 2016. The new UAB budget model will affect eLearning & Professional Studies with the $50 online student fee going back to schools. eLPS services will be allocated to the schools as an expense. Discussion followed about services covered in the $50 fee charged to online students as well as the varying school online course fees.

Dr. Fisher announced that the Collat School of Business faculty are hosting a meeting with ProctorU on Thursday, January 18 at 2:30-3:30 PM in BEC 105. The purpose of the meeting is to understand better, what ProctorU does and does not do with students’ computers. All faculty are invited.
Actions. 1) eLPS 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 usage. Dr. Menear requests a report for eLAC to review prior to the meeting. 2) Each school/college represented is asked to remind their dean about the ProctorU budget policy. 3) eLPS will distribute the ProctorU usage for each school/college to that dean’s office.

Academic Continuity Plan (ACP) Recommendations. Several eLAC members responded on behalf of their schools to the request for disaster recovery recommendations, which were distributed in a handout. Dr. Fisher asked how the Council would like to proceed in developing a university-wide disaster recovery plan. Discussion followed with suggestions that the topic is one for higher administration at the university level rather than for eLAC; to devise Best Practices inside Canvas similar to the School of Nursing model; to take the topic to the Faculty Senate Curriculum Committee; to consider funding of a campus-wide initiative. Since there was no consensus among eLAC and no charge from an authority over eLAC, Dr. Menear asked for a vote about moving forward ACP recommendations. The Council voted unanimously not to move forward.

Standing Committee Reports

Enabling Technologies (ETC). Dr. Moss reported on the December 12, 2016 meeting that focused on Jon Corliss collecting metrics from Committee members for the Canvas Data Analytics Dashboard.

Quality Curriculum (QCC). In Dr. Moneyham’s absence today, Cynthia summarized the December 15, 2016 meeting. The Quality Matters Annual Report 2015-16 was shared with the Committee, which was the first year of the QM Implementation Plan at UAB. Action Update. An announcement about the 2017 Provost’s Transformative Online Course Awards (TOCA) dates was published in today’s eReporter.

Assessment and Evaluation (AEC). Dr. Slovensky provided an overview of the logic model/visual framework that Dr. Scott Snyder is drafting with three to four strong comments given as the focus for the Committee going forward.

Word on the Street

Dr. Menear asked Dr. Slovensky to provide an update on the search for the position vacancy of Executive Director, eLearning and Professional Studies. Dr. Slovensky stated that the original charge of the Search Committee was to submit two names to the Provost. The Committee stopped screening candidates but did not close the search. Two candidates returned to campus for interviews; however, no offers were made: One candidate accepted an offer at a position that she desired; the other requested a package that UAB did not have available. As a result, the Search Committee has begun reviewing another round of candidates with the plan to interview soon using GoToMeeting. If none of these candidates is selected to recommend to the Provost, the Committee will proceed with an external search firm. The Committee is mindful of the Provost’s announced retirement in April 2017.

Outgoing Messages

- Look for the eLPS 2015-16 Annual Report to be distributed soon.
- Remind deans of the ProctorU funding responsibility for each school/college.
- The Academic Continuity Plan will not move-forward by eLAC.
- The eLPS Executive Director search is ongoing.

Dr. Menear adjourned the meeting at 10:52 AM.

The next meeting of the eLearning Advisory Council is scheduled on Tuesday, March 14 at 10:00AM.