Date: Tuesday, September 3, 2013, 1:00 – 2:30 pm

Place: Sterne Library, Room 182

Committee Members & Guests:

☒ Martha Bidez, Division of eLPS
☐ Jeffrey Clair, College of Arts & Sciences
☒ Catherine Danielou, College of Arts & Sciences
☐ Elizabeth Fisher, School of Business
☒ Fouad Fouad, School of Engineering
☒ Gregg Janowski, Associate Provost, Assessment and Accreditation
☒ Maria Hopkins, College of Arts & Sciences
☐ Elizabeth Maples, School of Public Health
☒ Linda Moneyham, School of Nursing
☒ Lisa Reburn, Division of eLPS
☒ Lisa Schwiebert, School of Medicine

Dr. Bidez called the meeting to order at 1:05 p.m. She charged the committee to serve as a campus-wide think tank for improving the quality of teaching in online education.

Dr. Janowski reported that SACS requirements for quality online education were the same as those for face-to-face teaching. In addition to meeting SACS requirements, the committee agreed that additional issues were uniquely present in an online delivery environment, which needed to be addressed.

The committee discussed methods by which the quality of instructional delivery could be evaluated for continuous improvement. (Quality of online content will be the subject of a future meeting). A stated goal for the committee is to develop a “menu” of multiple tools, from which the Deans and/or Department Chairs may select 2-3 for their particular academic unit. Four potential methods were initially identified and discussed:

1. Initial Checklist Review (Before class begins) for self-monitoring and peer-monitoring
   a. Quality and posting of syllabus
   b. Initial introductory announcement to students
   c. Posted two weeks prior to start of class
   d. Other? (School of Nursing and Department of Psychology to provide examples)

2. Peer-to-Peer Review
   a. One or more designated individuals log into an online class anonymously to monitor faculty interaction with online students
b. Feedback is shared with instructor to encourage improvement

3. Learning Management System Metrics
   a. Frequency and duration of time spent in discussion boards
   b. Email response rate
   c. Turnaround time for grading exams

4. Mid-term Student Evaluations
   a. Create and embed a brief survey in courses for online students regarding satisfaction with quality of teaching
   b. Feedback is shared with instructor to encourage improvement and validate good teaching practices

The committee discussed the need for a uniform list of student expectations, which might be included in the syllabus. Examples included (1) Technology required (e.g. webcam), (2) professional etiquette on the discussion board, etc. Also discussed was the possibility of a required course for online students to assist them with online success.

The committee discussed the need to explore ways to support faculty who were new to online teaching. Infrastructure for this support currently varies across campus.

Dr. Bidez announced that the President and Provost were supportive of a very high level (Presidential) award, similar to the Ingalls Award, for excellence in online teaching. This committee will serve as a selection committee for that award, once established.

ACTION STEPS

1. Committee members to provide information on any existing checklists (or draft checklists) for quality improvement in their schools/departments to the Division of eLearning and Professional Studies (eLPS)
2. eLPS to analyze information for checklist commonalities, research best practices and summarize for future discussion
3. Committee members to provide information on possible student expectation survey questions for possible use in future online courses
4. Committee members will follow and participate in campus-wide evaluation for new LMS to ensure best data-check possibilities are made available to faculty
5. Possibilities for future training will continue to be explored (for example, training on how to address student expectations in syllabus)
6. The concept of a Presidential Award for Quality in Online Instruction will be explored and developed further

Attachments:

- UAB Online Sloan-C Scorecard Baseline Survey Results
• UAB Online Sloan-C Scorecard Baseline Survey Recommendations