Policies & Procedures Committee

Minutes

Tuesday, April 14, 2015
Magnolia Office Park South, Suite 200
10:00-11:00AM

Present. Donna Slovensky (Chair), Martha Bidez, Scott Boyar, Catherine Danielou, Elizabeth Fisher, and Jonathan Waugh.

Absent. Allison Solomon and Jackie Moss.

The Minutes from February 10th were reviewed and approved. The progress of Next Steps from the February 10th meeting was discussed.

Discussion and Next Steps

1. **Syllabus minimum requirements.** Jonathan Waugh will establish a committee (including Sylvia Britt), and eLPS will aid as necessary. He will explore the UAB Policies and Procedures library for a sample and complete a best practice guidelines draft by June.

2. **Course minimum requirements.** Martha Bidez recommended that the course minimum requirements policy be incorporated with the syllabus minimum requirements policy. She will make this suggestion at the next Quality Curriculum Committee meeting on April 16th. Additionally, she will explore whether or not these can be added to the Digital Content Guidelines (DCG) as Quality Standards guidelines.

3. **DCG guidelines.** Martha Bidez will revise and present an updated draft based on feedback provided by the committee and information gleaned from a webinar in regards to Social Media. The goal is to provide security and ensure FERPA compliance while not stifling faculty innovation. She also recommended that the committee create these as guidelines for interpreting existing policies as opposed to establishing new ones where possible, or develop a new policy if necessary.

4. **Online Student Orientation.** Elizabeth Fisher summarized continued development of the online Student Orientation course. Catherine Danielou will review and approve.

5. **Transfer Credit Policy.** Martha Bidez will seek support from the Provost to visit in June. Elizabeth Fisher will add to the Gap Analysis.

The next meeting of the Policies & Procedures Committee will be on Tuesday, June 9th at 10:00AM in MOPS 200.