Policies & Procedures Committee

Minutes

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

Present. Dr. Donna Slovensky (Chair), Dr. Elizabeth Fisher, and Ms. Allison Solomon.

Absent. Dr. Scott Boyar, Dr. Catherine Danielou, Dr. Jackie Moss, and Dr. Jonathan Waugh.

Dr. Donna Slovensky called the meeting to order at 10:00AM.

Minutes of previous meetings were not approved; a quorum was not present.

Discussion and Next Steps

1. Syllabus minimum requirements. Ms. Allison Solomon reported that the collection of sample syllabus formats has been completed and comparisons of commonalities is underway. Final products will be housed on the eLPS and CTL sites. Ms. Allison reported that the Provost has requested that standard statements regarding Title IX and Disability Support Services be included in all syllabi. The recommended statements are attached.

2. Course minimum requirements. The course minimum requirements issue is being addressed through the University Canvas template. Minimum technology requirements and technical skills requirements will be included. Ongoing edits to the template will be made as determined through review of the standard syllabi submitted by the various Schools (Item 1).

3. DCG guidelines. Dr. Elizabeth Fisher has met with Helena Christine from the UAB Office of Legal Counsel, Curt Carver (UAB CIO and VPIT), and David Yother (IT) to ensure that the proposed guidelines are feasible and address security for freeware as requested through the Council. Additionally, an electronic copy was sent to the eLearning Advisory Council (eLAC) for feedback as requested at the last eLAC meeting. Dr. Fisher revised the guidelines accordingly and forwarded them to the eLAC Executive Committee for final review. The draft guidelines (attached) will be presented for approval at the eLAC meeting in September.

4. Online Student Orientation. eLPS staff have worked with DeeDee Barnes Bruns to develop content to ensure that online students have access to a university orientation equivalent to the orientation provided to students who attend on-ground. eLPS staff are working with the Banner team and Curt Carver on how to address registration holds for students who are
fully online until they take the orientation course. The hold will be auto removed once the orientation course is complete. Implementation is deferred until spring term pending Banner upload.

5. **Transfer Credit Policy.** Dr. Elizabeth Fisher has met with the Registrar, Provost, Jon Corliss, and the VP for Enrollment to discuss the perceived issue that there is an inequity in acceptance of core courses from other institutions, particularly when the transcript denotes a course as “online.” The evidence shows that the actual number of transfer hours accepted is comparable to other institutions. The committee determined that acceptability of a course for transfer is determined by the University Registrar, and is not in the purview of the PPC.

Dr. Slovensky adjourned the meeting at 10:36 A.M.

The next meeting of the Policies & Procedures Committee is scheduled on Tuesday, October 13th at 10:00AM in MOPS 200.
Title IX and Disability Support Services Statements:

Title IX - The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit http://www.uab.edu/titleix for UAB’s Title IX Policy and UAB’s Equal Opportunity and Anti-Harassment Policy.

DSS - UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit http://www.uab.edu/dss.
The **UAB Digital Mass Communications and Content Policy** ("Digital Content Policy," implemented 5/28/14,) governs the use or creation of digital mass communications or digital content in pursuit of official UAB business or in association with the UAB brand.

This purpose of this policy is to reduce legal and regulatory risks related to privacy and security, promote consistency in UAB’s official public presentation, and provide resources to individuals responsible for creating digital content.

In Accordance with the UAB Digital Content Policy, all faculty engaged in eLearning are responsible for adhering to the following “digital content” guidelines, including all communications, instructional content, and assets used to interact with students in an online, blended or web-enhanced course delivery format.

1. Local administrative oversight of digital content must ensure compliance with all applicable laws and regulations, particularly those which protect student privacy and/or confidentiality (e.g. FERPA, HIPPA). To that end, all digital content must be delivered to UAB students through the university-licensed learning management system (LMS) and/or other specific digital applications and tools licensed by the university and under the purview of UAB IT and eLPS. Faculty and staff who do not comply with applicable policies, procedures, and standards:
   a. Are at risk and potentially liable in lawsuits related to a data breach or noncompliance with federal regulations. UAB will not be responsible for faculty actions taken outside of approved UAB policies.
   b. Are responsible for ensuring all sites follow UAB Brand Standards.

2. Third party tools and apps including social media used for communication to enhance interactivity, and engagement among the students and with the instructor should be used with caution. For those in which UAB does not have a contract or license agreement:
   a. You cannot share HIPPA or FERPA protected data. Both faculty and students should complete HIPAA and FERPA training and learn UAB policies on both at
      i. UAB employees: [HIPAA](#) and [FERPA](#)
      ii. Students: [HIPAA](#) and [FERPA](#)
   b. Be sure that the third party tools you are using do not violate stipulations found in research grants. For instance, federal grants require data be stored on servers in the US.
   c. Be sure that information you share is not in violation of [Digital Copyright Compliance/HEOA](#) Policy with the sharing of others work.
   d. Be sure that you carefully read the user agreement and are following the licensing agreement for academic use. Third party tools are not always free. For example, one university was billed for $500,000 due to violations of the agreement for which the faculty members were liable.
   e. See [Guidance for Use of Cloud Services](#) for guidance in data storage, web conferencing, and content hosting in the cloud.
   f. **Note: Some listed in Canvas are not licensed by UAB. See a list of licensed vendors here (insert link).**

3. All educational digital content must be accessible through BlazerID or other authentication method approved by UAB Information Technology and eLPS.
5. Digital content must be hosted on servers that are compliant with UAB Information Technology Guidelines.
6. UAB reserves the right to archive and/or deny access to any digital content that does not meet the criteria outlined in the “Digital Content Policy.” Gross violations of this policy by faculty may result in disciplinary action up to, and including, termination of employment or other relationships with UAB.