Policies & Procedures Committee

eLearning Minutes

Tuesday, December 8, 2015
Magnolia Office Park South, Suite 200
10:00-11:00AM

Present. Dr. Donna Slovensky (Chair), Dr. Scott Boyar, Dr. Catherine Danielou, Ms. Valerie Dubose (proxy for Ms. Allison Solomon), Dr. Elizabeth Fisher, and Dr. Jackie Moss

Absent. Ms. Allison Solomon

Dr. Donna Slovensky called the meeting to order at 10:04 AM.

Minutes of the previous meeting were approved by email on October 19th, with no corrections or abstentions from the vote.

Discussion Items

1. **DCG guidelines.** The DGC Guidelines were delivered to Provost Lucas for final approval. The provost, based on recommendation of the Faculty Policy and Procedure Committee, has decided that action on the guidelines will be tabled until the University’s Data Security Officer is on board.

2. **New Committee Appointment.** The committee discussed possible new appointments, recommending Dr. Betty Nelson as the CTL representative to this committee. Dr. Fisher will pursue the appropriate steps to make this appointment.

3. **Faculty self-publishing courses in spring 2016.** Ms. Samira Laouzai was invited to join the meeting to discuss procedural steps for course self-publishing. Unless other procedures have been established at the School level, faculty will self-publish their courses for spring term, 2016. However, release of the course to students is still controlled by Banner. The default release date/time is midnight prior to the first day of classes as published on the University academic calendar. Early or late release to students will require changing the default date on an individual course.

4. **Online Learning Orientation for UAB Students.** Dr. Fisher reported that the training course has been completed. Discussions are underway regarding Banner programming to release student holds once the course has been completed. The course will be available to students enrolled in completely online programs (Q designation). Orientation will be available this spring for students enrolling summer or fall 2016.
Next Steps

- **eLPS Goals for Quality Matters Certification.** Dr. Fisher will re-send the Quality Matters Implementation Plan for committee members to review and prepare for discussion at the February meeting. Contact will be made with Schools to document priorities established by the Schools to inform the prioritization decisions.

Dr. Slovensky adjourned the meeting at 10:55 A.M.

The next meeting of the Policies & Procedures Committee is scheduled for Tuesday, February 9th at 10:00AM in MOPS 200.