Members Present. Jacqueline Moss (Chair), Donald Burke, Curtis Carver, Catherine Danielou, Elizabeth Fisher, Karen Kennedy, Lynn Kirkland, Blane McCarthy, Kristi Menear, Terrence Shaneyfelt, David Yother, and Nancy Wingo.

Members Absent. Sylvia Britt, Maria Hopkins, Suzanne Judd, Candra Long, Tracy Lyons, Linda Moneyham, Michelle Robinson, Grant Savage, Donna Slovensky, and Jonathan Waugh.

Guests. Karlene Ball (representing Maria Hopkins), Dale Dickinson (representing Suzanne Judd), Samira Laouzai.

Welcome from the Chair

Dr. Jackie Moss called the meeting to order.

New Members. Dr. Curtis Carver, Vice President for Information Technology and Chief Information Officer, attended today's meeting. Dr. Terrence Shaneyfelt, Associate Professor, General Internal Medicine joined the meeting today representing the School of Medicine. David Yother, Director of Enterprise Technology Services, UAB Information Technology accepted the invitation to rejoin the eLearning Advisory Council having served on the Enabling Technologies Committee for quite some time. Council members were asked to send an email to both Dr. Moss and Dr. Elizabeth Fisher regarding suggestions for additional new members who are knowledgeable about online pedagogy.

Standing Committee Reports

Quality Curriculum (QCC). Dr. Fisher provided a report on behalf of Dr. Linda Moneyham, Chair, who is out of the office today. The committee discussed developing criteria and recognition awards for online courses and teaching, in addition to what is defined by Quality Matters. The Provost’s office has agreed to award $2500 each to 3 online faculty members, based on the criteria that will be finalized at the next QCC meeting.

Policies and Procedures (PPC). Dr. Fisher reported on behalf of Dr. Donna Slovensky, Chair, who is out of the country. Dr. Jonathan Waugh is working with Disability Support Services to create a syllabus template that is SACSCOC compliant. Dr. Fisher has been working with Dr. Curt Carver and
David Yother on the eLearning Digital Content Guidelines (DCG) drafted by Dr. Martha Bidez. The UAB Office of Counsel, Dr. Helena Christine, met with Elizabeth Fisher, David Yother, and Curt Carver to discuss handling freeware. Guideline development is ongoing. For now, faculty and students need to be aware that sensitive information, such as FERPA or HIPPA, should not be shared through any technologies in which UAB does not have a contract. She announced that the online version of the Student Orientation course will not be ready for fall. There is still content pending and the auto uploading of grades is still not ready. Banner continues to work on this. The Online Student Success resources will be made available inside Canvas via the Student Resources tab in the navigation menu.

**Enabling Technologies (ETC).** Dr. Nancy Wingo, Chair, reported that the committee did not meet in June due to awaiting a student authentication decision for UAB.

**Interim Executive Director’s Report**

*eLearning Proctoring Guidelines.* Dr. Fisher announced that starting this fall, UAB eLearning will cover proctoring fees for two exams (2 hours or less) per student per course. The following parameters must be met: a) The exam is within a Q course section. b) The proctored exam meets the program or course objective such as preparing students for taking licensing exams, etc. A draft of guidelines for the university-paid option was provided for input.

*Quality Matters (QM).* QM training for faculty and staff is free through eLearning and Professional Studies (eLPS) for contributing schools. The deadline for QM awards is August 1, 2015; however, more advanced notice is needed. An extension has been requested. eLPS will make note of due dates for various awards and notify eLAC members in advance.

*Slide Presentation.* Dr. Fisher presented slides that outlined eLPS services and fees, as well as the division’s overall budget. An electronic version of the presentation was distributed to council members after the meeting.

**Outgoing Messages**

1. The ProctorU/eLPS-funded model will rollout this fall, with two exams per course per student provided.
2. Electronic proctoring policies and procedures need to be established.
3. Criteria are being established to help faculty excel in teaching online courses.

Dr. Moss adjourned the meeting at 11:30AM.

The next meeting of the eLearning Advisory Council is scheduled for Tuesday, September 8th at 10:00AM.