Minutes

UAB eLearning
Advisory Council

Administration Building
Penthouse, Large Conference Room
Tuesday, November 10, 2015
10:00–11:30 AM

Members Present. Jacqueline Moss (Chair), Donald Burke, Curtis Carver, Catherine Danielou, Elizabeth Fisher, Maria Hopkins, Robert Kleinstein, Blane McCarthy, Kristi Menear, Linda Moneyham, Scott Phillips, Michelle Robinson, Terrence Shaneyfelt, Donna Slovensky, Katherine Weise, and David Yother.

Members Absent. Craig Hoesley, Karen Kennedy, Tracy Lyons, Grant Savage, Nancy Wingo, and Lou Anne Worthington.

New Members. Dr. Peter Ginter, Associate Dean for Academic Affairs and Strategic Planning, School of Public Health. Dr. Nataliya Ivankova, Associate Professor in Health Services Administration, School of Health Professions. Ms. Briana Miller, Undergraduate Student Representative in Neuroscience, College of Arts and Sciences. Dr. Betty Nelson, Associate Professor of Curriculum and Instruction, School of Education.

Guests. Samira Laouzai, Justin Moon, Lisa Reburn, Heather Thompson, and Suzanne Scott Trammell.

Vice President for Information Technology/CIO Brief

Canvas Course Auto-Publishing. Dr. Curt Carver stated that there have been a number of issues about course auto-publishing in Canvas that led to a discussion group on Monday, November 9. Outcomes of that meeting include the following: 1) UAB faculty will self-publish in Canvas in order to allow academic freedom, effective Spring 2016. 2) Canvas confirmed that UAB is responsible for self-publishing since their policy is to set a date for course publishing.

Provost Brief

Digital Content Guidelines (DCG). Dr. Linda Lucas summarized that the DCG has been vetted by Instructional Technology, Legal, and eLAC. She received a call while at the airport on Monday, November 9, from a faculty member requesting to make comments to the document. Therefore, Dr. Lucas sent the DCG to the UAB Faculty Senate Faculty Policies and Procedures Committee (FPPC). Once vetted by the FPPC, the revisions will be submitted to eLAC, the Provost, and the Dean’s Council, in that order. Dr. Jackie Moss recommended that an eLAC member present the DCG to the FPPC.
Welcome from the Chair
Dr. Moss called the meeting to order.

Presentation by Suzanne Scott Trammell
A one credit hour online course, “UNIV 200: Job Search Essentials,” was developed by eLearning and Professional Studies (eLPS) for the Fall Semester, 2015. This elective course teaches the essential skills necessary to get a job or to gain acceptance into graduate school upon graduation from a baccalaureate degree program. Eight modules include the following topics: Assessment, job research & employability, elevator pitch, resume, information interviewing & networking, LinkedIn, interviewing, and wrap-up. The course may be modified for professional students such as Optometry, Medicine, or Dentistry. Currently the enrollment cap is 30 students.

Presentation by the eLPS Director of UAB Professional Studies and Sponsored Programs, Dr. Lisa Reburn

eLPS “Professional Studies” is defined as continuing education (non-credit) courses/programs; however, they do carry CEUs, CMEs, or other types of continuing education credits. Courses may be revenue-generating, service-oriented, research/grant activities, and combined service/revenue-generating. Professional Studies is designed to be responsive to the needs of students, faculty, alumni, corporate clients, and practicing professionals. A general website for UAB Professional Studies is located at www.uab.edu/professionalstudies. Current plans are underway for accreditation by the International Association of Continuing Education and Training (IACET) by the fall of 2016. For more information about eLPS Professional Studies, anyone may contact Dr. Reburn at lreburn@uab.edu.

Welcome from the Chair

New Members. Dr. Moss asked that each attendee introduce themselves since there were four new members to the Council today.

Minutes. The Minutes from September 8, 2015 were approved.

Interim Executive Director’s Report
Dr. Elizabeth Fisher introduced Justin Moon, the new Manager of Media Production for the Division of eLearning and Professional Studies.

IDAB. The role of IDAB is as non-voting members of eLAC according to the Bylaws, last updated on October 1, 2015.

Academic Impressions (AI) Pro. The Center for Teaching and Learning (CTL) and eLPS shared the cost for institutional membership to AI Pro. Webinars, Best Practices, Magna Common, and more are available at no cost to everyone in the university. Dr. Scott Phillips announced a live Gamification Webinar through AI Pro in the CTL in December. Drs. Fisher and Phillips will distribute more information via email regarding AI Pro.

Post-meeting Follow-up. Dr. Fisher shared the link to AI Pro as well as the request to send school/college/unit point of contact to John King at jaking@uab.edu in eLPS. Dr. Phillips distributed an announcement confirming the live-stream AI Gamification Webinar on Tuesday, December 8 at 12:00 to 1:30PM in the CTL.

USNWR Rankings. Dr. Fisher has met with each of the schools to resolve reporting of data inconsistencies for online degree programs. She will follow-up with each school’s contact person about tracking of data during the coming academic year for future reporting.
**CTL Update.** In his role as Interim Director of the CTL, Dr. Phillips reported several initiatives to promote upcoming training and events. Notifications for upcoming workshops are sent at the end of the month, for the next month. Events are scheduled twice each month, once for the east side of campus and once for the west side. Meetings with faculty are conducted on a campus-wide basis in order to help them prepare for tenure. The IDEA survey has been quite helpful to faculty. Dr. Phillips goes to the school/department or meets with faculty in the CTL, depending on their request.

**eLearning Services and Marketing**

*Picture ID/Canvas.* Samira Laouzai confirmed that the project is on-hold to pull Banner pictures into Canvas. Currently, we are reviewing the best way to prevent photos from being altered within Canvas.

*Grade Publishing, Spring 2016.* The grades will move from Canvas into Banner in the 2016 spring semester. An icon will be in place to publish grades. There is a pilot for Chemistry courses and Health Professions courses this fall. **Post-meeting follow-up.** Samira sent a follow-up email to eLAC with answers to questions and additional information.

*Online Orientation.* The online orientation course is complete for students who are enrolled totally online only. The Collat School of Business has asked if specific-school/program content can be added to the course. eLAC agreed that schools are responsible for developing content that covers their degree requirements, and eLPS instructional designers are available to consult as needed.

*ProctorU.* Samira submitted a revision to the document, “UAB eLearning-Funded Proctoring Guidelines” based on feedback received from faculty. The guidelines remain unchanged for the 2015 fall semester, and the revisions would be effective in the 2016 spring semester. Discussion followed with a request for a link to the UAB eLearning-Funded Proctoring Guidelines to be placed in Canvas courses, visible to faculty only. Samira will share the information with instructional designers campus-wide. The Council voted to approve the revised guidelines effective in the 2016 spring semester. **Post-meeting follow-up.** Samira distributed an electronic version of the revised Guidelines to eLAC.

*Marketing.* Heather Thompson announced that the new eLearning website is live with a faculty section that houses many resources. This week, the Professional Studies catalog home page will be redesigned, with the main Professional Studies website redesign going live soon. The goals for eLPS website management include promoting audience-based content for the adult learner, landing pages for each degree program, sharing stories and videos with schools/college, requesting feedback from schools/college, and helping capture information to place in a marketing strategy. The Banner team is preparing a filter to search for online and blended courses only, which will make it easier for people to discover all of the online courses UAB offers. eLPS would like to keep the lines of communication open as we share the same goals with schools/college at UAB.

**Standing Committee Reports**

*Quality Curriculum (QCC).* Dr. Linda Moneyham reported that the QCC completed the guidelines for the Provost’s Awards for Transformative Online Courses. Up to three awards will be made each year in the amount of $2500 each. A seminar presentation will support dissemination of the award guidelines and process. Award winners will be recognized at the Annual Faculty Awards Ceremony.

*Policies and Procedures (PPC).* Dr. Donna Slovensky referred to the DCG that Provost Lucas announced at the start of this meeting, as having been initiated by the PPC. Online Orientation for students has been worked-through by the PPC, with Dr. Fisher representing eLAC for the next step: University-wide or school-based management of the course. Minimum syllabus requirements and
minimum course requirements have been completed by the PPC. The PPC will move forward with Quality Matters (QM) certification based on the approval by QM of the UAB Implementation Plan.

Enabling Technologies (ETC). Samira Laouzai reported on behalf of Dr. Nancy Wingo. Two new members of the ETC include Drs. Curt Carver and Betty Nelson. As requested by the Committee, the Canvas Tier 1 report has been posted to the eLPS website. Plans are to install in the test-instance of Canvas in the spring 2016, the new Respondus LTI that enables the lockdown browser on an iPad. ProctorU rollout to the campus occurred this fall with forums conducted by eLPS, among the schools who requested them. With regard to authentication, the Committee concluded that rollout of the UCard should be postponed to give our users some time to get acclimated with the proctoring piece of the software before adding any new features.

An Ad Hoc meeting was held on November 2. The ETC members would like to learn more about the new Canvas Bridge platform as a potential for hosting Continuing Education courses. Also, a request was made to Canvas for developer keys to be provided to UAB users only after being approved by Samira. Committee members asked for Canvas to provide a monthly report showing opened/closed tickets by UAB schools. There was discussion about the use of HealthStream or Eventbrite as registration systems for training and workshops.

Word on the Street
1. Several schools reported questions about the DCG as distributed after the Dean’s Council review.
2. The UAB/Canvas Strategic Partnership meeting on November 19, is for the purpose of strengthening the relationship between UAB and Canvas on a long-term basis as the campus LMS.

Outgoing Messages
1. The UAB Faculty Senate Faculty Policies and Procedures Committee will review the DCG.
2. Faculty may self-publish courses in Canvas starting in the spring semester 2016.
3. UAB eLearning-Funded ProctorU Guidelines are revised to take-out the step of eLPS in the payment process between the student and the vendor.
4. A new Online Orientation course is available for students who are unable to come to campus.
5. Quality Matters is available for interested online faculty to become certified as peer-reviewers.

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

The next meeting of the eLearning Advisory Council is scheduled for Tuesday, January 12, 2016 at 10:00AM.