Minutes

Advisory Council

Administration Building
Penthouse, Large Conference Room
Tuesday, March 8, 2016
10:00–11:30 AM

Members Present. Dr. Jacqueline Moss (Chair), Dr. Donald Burke, Dr. Catherine Danielou, Dr. Christopher Edmonds, Dr. Elizabeth Fisher, Dr. Peter Ginter, Ms. Cynthia Helms, Dr. Jenelle Hodges, Dr. Maria Hopkins, Dr. Nataliya Ivankova, Dr. Karen Kennedy, Dr. Kristi Menear, Dr. Betty Nelson, Dr. Scott Phillips, Dr. Michelle Robinson, Dr. Nancy Wingo, Mr. David Yother.

Members Absent. Dr. Craig Hoesley, Dr. Robert Kleinstein, Dr. Tracy Lyons, Ms. Briana Miller, Dr. Linda Moneyham, Dr. Terrence Shaneyfelt, Dr. Donna Slovensky, Dr. Katherine Weise, Dr. Lou Ann Worthington.

New Members. Ms. Amanda Gargus, Graduate Student Representative, MSN Informatics, School of Nursing; Mr. Robert Howard, Associate Vice President/Deputy Chief Information Officer, UAB Information Technology; Dr. Timothy Wick, Senior Associate Dean, School of Engineering.

Guests. Ms. Samira Laouzai, Mr. Justin Moon, Ms. Deidre Murray, Ms. Heather Thompson.

Welcome from the Chair

Dr. Jackie Moss called the meeting to order.

New Members. Each attendee introduced themselves since there were three new members to the Council today. Dr. Elizabeth Fisher introduced a new member of the eLPS team, Ms. Deidre Murray, Manager for Online Special Programs. Her focus will be UAB Start, Finish, Salute—a program designed to recruit high school students as well as Veterans.

Minutes. The draft Minutes from January 12, 2016 were reviewed. A motion was made to approve followed by a second. All present approved the Minutes.

Interim Executive Director’s Report

ProctorU. Dr. Fisher reported that she and Dr. Curt Carver met with faculty to resolve a few issues. The mirror is not required.

Name. “eLearning and Professional Services” will continue identifying Dr. Fisher's office; however, “UAB Online” will be used for marketing endeavors.

eLPS Services

Dr. Curt Carver, Dr. Fisher, Jon Corliss, and Samira Laouzai have met with each school/college about using the Canvas data tool.
“Grow with Canvas” will be held at UAB on March 30-31, for faculty, staff, and students. Sessions by credentialed Canvas trainers will be available to faculty and staff at three levels—novice, intermediate, and advanced. Panel discussions led by faculty members will occur each afternoon. Once the panelists are confirmed the information will be posted on the eLearning website. Students will enjoy activities on the Campus Green on Wednesday, March 30th. Flyers were available for Council members to share with their schools/departments.

**eLPS Marketing**
Changes are coming to the eLearning website with outreach to all of eLAC for assistance. There will be a recruitment site and a current students/faculty site.

**eLPS Media**

*Lightboard.* Justin Moon showed two videos of the eLPS lightboard—one with him demonstrating how to use the lightboard; another of an engineering faculty member teaching. The eLPS vision is to empower faculty to use the lightboard for teaching online courses. eLPS will setup a calendar in the next few weeks in order to schedule use of the media studio, including the lightboard. Faculty members are encouraged to bring their ideas for Justin’s team to help them realize. Chrome technology, videos, PowerPoint, etc. are compatible with the lightboard. Last week, the lightboard was connected to Kaltura.

*Kaltura.* Wowza had become outdated and cumbersome, requiring an upload to be created. Kaltura is an individual’s own YouTube channel. Having been added in Canvas, the tool allows immediate upload in courses as well as integration with Gradebook. Closed captioning may be turned on/off by the user. Quiz questions and video quizzes may be embedded. Kaltura requires enterprise-level management that is assigned to Justin. Training is available on March 11 and March 15, in the eLPS office. For more information, go to [http://www.uab.edu/elearning/kaltura](http://www.uab.edu/elearning/kaltura).

**Presentation by Co-Recipient of 2015 CTL Teaching Innovation and Development Grant, Dr. Nancy Wingo**

Dr. Nancy Wingo and colleagues are using Kaizen, an online game for student test preparation in the School of Nursing. Learning outcomes are positive with increased retention, working best approximately five to six weeks prior to finals rather than all semester. Kaizen is independent of Canvas. Don Dempsey sets-up the game with the name of the online course then instructors send the link to students. The game is totally free but requires that all questions be shared in the Question Bank. Several schools/units use Kaizen—Medicine, Nursing, Dentistry, MD/PhD, Research Compliance/CCTS. The School of Dentistry uses Kaizen to prepare students for board exams. Dr. Michelle Robinson reported that one student had difficulty with a particular section of the board exam. Using Kaizen, they were able to edit the section of questions to troubleshoot that portion of the exam. Dr. Wingo concluded that much customization is available using the game. Some of the schools/students play for food, for call schedule assignment or back-up, etc.

**Standing Committee Reports**

*Quality Curriculum (QCC).* Dr. Moss reported in Dr. Linda Moneyham’s absence. The QCC drafted, revised, and approved, at their last meeting on February 18th, the Provost’s Awards for Transformative Online Courses. Today, the QCC is submitting the document to eLAC for review and approval. This set of guidelines is a means of awarding online teaching similarly to the President’s Teaching Awards given annually. Since the deadline stated in the document is February 1st, there is a need to clarify with Dr. Moneyham the intent to change the deadline for 2016, or to begin in 2017.  

**Post-meeting Follow-up.** Dr. Moneyham confirmed that the Awards will begin in 2017. Cynthia distributed the document by email to eLAC, requesting a vote electronically. The guidelines were approved.
Policies and Procedures (PPC). Dr. Moss reported in Dr. Donna Slovensky’s absence. Dr. Betty Nelson, Faculty Senate representative, has been added to the PPC membership. Dr. Fisher is completing the Online Learning Consortium (OLC) scorecard from the Gap Analysis submitted in 2014, on behalf of UAB. The OLC is the gold standard for university, faculty, and student support. Quality Matters (QM) peer and master reviewer certifications are being encouraged for faculty and staff. QM is the gold standard for online course development.

Enabling Technologies (ETC). Dr. Wingo summarized the activities of the last ETC meeting on February 10th.

Garrett Stephens has joined the ETC, representing the Undergraduate Student Government Association. Garrett presented a draft student resolution to the ETC with a final resolution to the Faculty Senate at their meeting this morning. The purpose of the resolution is to encourage UAB faculty to use Canvas in a “dynamic syllabus.” In the event of a campus emergency, this will let students know where to go and will make students’ lives easier overall. The dynamic syllabus synchronizes with students’ calendars on their cell phones, iPads, etc. Several eLAC members who attended this morning’s Faculty Senate meeting applauded Garrett’s presentation. Both President Ray Watts and the Faculty Senate were supportive of the resolution; however, it was unclear what action needs to be taken by faculty. Dr. Nelson will contact Dr. Alecia Gross, Chair of the Faculty Senate for clarification.

The matter of Citrix randomly suspending licenses has been resolved. Currently, there is no system in place for technology contract renewals. Every three years, UAB Instructional Technology determines whether any overlap exists in technologies. The suggestion was made to create a Canvas Power Users group to manage data tool contract renewals. Students should be included in discussions about iClicker, in particular, since they are responsible for that expense. Dr. Moss clarified that university-wide adoptions such as the Learning Management System, Canvas, require eLAC approval. Dr. Fisher plans to establish contract renewal guidelines to share with eLAC.

Word on the Street

Anne Buckley has met with some of the schools/college about marketing undergraduate programs only. Some eLAC faculty asked about marketing online degrees/courses, including graduate programs. Dr. Fisher confirmed that marketing will be centralized with Heather Thompson moving. The Provost has charged Heather with being the voice of online learning at the marketing table. eLPS will not be involved in marketing but will provide funding to ensure that both undergraduate and graduate online programs are marketed.

Outgoing Messages

1. The eLPS lightboard may be scheduled with Justin Moon who is available for consultation with faculty and/or instructional designers.
2. Kaltura is available with training on March 11th and 15th. Contact Justin Moon for more information.
3. Kaizen has many customization opportunities. Contact Dr. Nancy Wingo for more information.
4. “Grow with Canvas” for student awareness and faculty training will be held at UAB on March 30th and 31st.
5. UAB IT is working on their Strategic Plan during late March through mid-May with public review available May 15 through June 15.

Dr. Moss adjourned the meeting at 11:18 AM.

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