Minutes
UAB eLearning
Advisory Council
Administration Building
Penthouse, Large Conference Room
Tuesday, September 13, 2016
10:00–11:30 AM

Members Present. Dr. Jacqueline Moss (Chair by Proxy), Dr. Donald Burke, Dr. Catherine Danielou, Dr. Christopher Edmonds, Dr. Elizabeth Fisher, Dr. Peter Ginter, Ms. Cynthia Helms, Dr. Maria Hopkins, Dr. Nataliya Ivankova, Dr. Karen Kennedy, Ms. Lauren Lake, Dr. Linda Moneyham, Dr. Scott Phillips, Dr. Michelle Robinson, Dr. Terrence Shaneyfelt, Dr. Donna Slovensky, Dr. Timothy Wick, Dr. Lou Anne Worthington.

Members Absent. Ms. Amanda Gargus, Dr. Craig Hoesley, Mr. Robert Howard, Dr. Robert Kleinstein, Dr. Tracy Lyons, Dr. Kristi Menear, Dr. Katherine Weise.

New Members. Ms. Randi Kirkland, President, Instructional Designers Advisory Board. Mr. Alexander “Shaun” Kuo, Undergraduate Student Representative, Sophomore, Biomedical Engineering.

Guests. Dr. Andrew Keitt, Ms. Samira Laouzai, Dr. Pamela Paustian, and Ms. Jessica Wright.

Welcome from the Chair
Dr. Jackie Moss called the meeting to order in Dr. Kristi Menear’s absence today.

Members
eLAC. Two new members were added to eLAC: Ms. Randi Kirkland, President of the Instructional Designers Advisory Board; and Mr. Shaun Kuo, Undergraduate Student Representative, Sophomore, Biomedical Engineering.

Standing Committees. A list of Standing Committee members for Year 4 (2016-17), was included in the meeting materials.

Dynamic Syllabus
Dr. Moss commended everyone for resolving issues to meet the goals of the Dynamic Syllabus for the fall semester. Ms. Lake stated that after completing the Dynamic Syllabus for all of her courses, only half were listed as completed. Discussion followed with the advice for faculty to check with their Dean then with Jon Corliss in Institutional Effectiveness and Analysis for suspected discrepancies. Action. We will ask Jon Corliss to speak at the next eLAC meeting in November.

Presentation: Disability Support Services
Jessica Wright presented assistive technologies, opportunities, and resources that the Office of Disability Support Services (DSS) offers for students, faculty and staff. Captioning must be done from the beginning of a course design. Both in-house and out-sourcing of captioning services is
available through DSS. As a permanent member of the eLAC Enabling Technologies Committee, Jessi serves as a consultant to online learning.

Presentation: Quality Enhancement Program (QEP)

Dr. Pam Paustian shared her slide presentation about the QEP, a requirement of SACSCOC which is designed to improve an aspect of student learning and enhance the quality of higher education. The QEP encompasses all undergraduate, graduate and professional programs (including the medical school). The topic of the QEP is, “Learning in a Team Environment,” (LTE). Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. Dr. Paustian and Dr. Fisher will work together with faculty on the QEP model in online courses. A training session will be held in the CTL on September 30, at 11:00AM to 1:00PM.

Minutes

The Council reviewed draft Minutes from the last meeting held on July 12th. A motion was made to approve, followed by a second. The Minutes are final.

Bylaws Amendments

Two amendments to the Bylaws from October 1, 2015, were proposed: 1) To rename the Policies and Procedures Committee as the Assessment and Evaluation Committee on pages 2 and 3. 2) To edit the description of the Assessment and Evaluation Committee on page 3, to state “This committee is responsible for the development and implementation of metrics to monitor eLearning outcomes.” A motion was made followed by a second, to approve the Bylaws as amended.

eLPS Executive Director Interviews

Everyone was asked to review the job description posted for the eLPS Executive Director position in preparation for the three external candidates who will interview with eLAC. Dr. Menear suggests that everyone review the CVs and that eLAC ask the same questions for each candidate. The suggestion was made for eLAC to use the name cards from today’s meeting as a means of identification for the candidates. Council members proposed asking the following questions to each candidate: 1) In 3-5 minutes, share the value of working with eLAC. 2) Why do you want to come to UAB? 3) What is your vision for coming to UAB and how would you ensure that resources meet that vision? 4) Tell us a time that you had to implement a new eLearning program. What challenges did you experience and how did you overcome them? 5) What is your definition of quality eLearning? 6) How would you be student-focused? 7) What excites you about the eLearning platform? 8) How have you engaged faculty and administration across campus in your experience?

Interim Executive Director’s Report

Teaching and Class Evaluations. We need to obtain actual data which is the intent of several changes we are making in the AEC (see Dr. Slovensky’s report). The IDEA evaluation questions have been given to Dr. Scott Snyder for assessment. OLC Scorecard. The AEC will review the questions that eLPS received a score of less than 3, which is the highest score possible. USNWR Data. The deadline for submission of data is October 6, 2016. Dr. Fisher is working with each online program in order to meet with Jon Corliss’ team to meet this deadline. EAB COE Forum. eLPS is hosting the Fall EAB COE Forum in Sterne Library, Room 174 on Friday, October 7th.

Standing Committee Reports

Enabling Technologies (ETC). Dr. Moss would like to have more faculty representation on the committee. She asked that anyone interested in participating, let her know. She summarized key topics covered by the committee at the August meeting. 1) Online tutoring options have been
narrowed to two vendors, both providing 24/7 assistance to online students. The goal is to meet the SACSCOC requirement of providing the same services to online students as those for on-ground students. Plans are to conduct a pilot study that includes both students and faculty. The ETC will bring their recommendations to eLAC. 2) eLPS will create a table of all academic technology licenses and expiration dates for review by the committee. For example, the virtual meeting platform GoToMeeting may be replaced with Zoom. 3) A technology fair for faculty and students is being considered in the spring of 2017.

Quality Curriculum (QCC). Dr. Moneyham said that the Selection Committee for the 2016 Transformative Online Course Awards provided feedback that will help improve the process going forward. An inquiry from an adjunct faculty to participate during the inaugural awards process provided the opportunity to clarify that applicants are required to be full-time faculty. A tentative timeline has been set for the spring 2017 review process. Plans are to announce the 2017 TOCA cycle this fall so that faculty may begin collecting data.

Assessment and Evaluation (AEC). Dr. Slovensky reported plans to become more focused on evaluation of the effectiveness of eLPS activities. A work group composed of Dr. Slovensky, Dr. Fisher, Dr. Ivankova, and Dr. Snyder met to identify a small number of important measures to be proposed to the larger AEC. The eLPS Bylaws were edited to reflect the change in the committee’s charge.

Word on the Street

University-wide Survey Platform. Qualtrics is the university-wide survey software platform licensed by University Contracts. The School of Dentistry prefers to use Survey Monkey; however, the university contract was not approved for renewal and individual license purchases are reimbursed sometimes by Purchasing. Dr. Robinson asked what type of communication should be established with Information Technology (IT). Dr. Moss confirmed that IT leaves decision-making about academic technology selection and renewal to eLAC, which has resulted in those licenses being managed through the eLPS office. Currently, there is no advisory council to IT.

SARA and Professional Licensure. Dr. Worthington recalled Dr. Lisa Reburn’s presentation to the Associate and Assistant Deans about data needed for professional licensure degree programs. The School of Education has had accreditation issues with on-ground versus online programs, that will require assistance in providing this data. Dr. Moss (SON) and Dr. Slovensky (SHP) shared similar resolutions to use of the term “online.” Dr. Moss agreed to assist Dr. Worthington, as needed.

Dynamic Syllabus. Mr. Kuo stated that the undergraduate student body has found the Dynamic Syllabus to be very useful this fall semester.

Outgoing Messages

No report due to time constraints.

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

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