Welcome from the Chair.................................................................Dr. Jackie Moss

Executive Director’s Report .......................................................Dr. Martha Bidez

Standing Committee Reports
  Quality Curriculum .................................................................. Dr. Linda Moneyham
  Policies & Procedures ................................................................. Dr. Donna Slovensky
  Enabling Technology ................................................................. Ms. Nancy Wingo

LMS Authentication & Staffing .................................................... Dr. Elizabeth Fisher

Word on the Street .................................................................... Drs. Moss and Bidez

Outgoing Message .................................................................... Drs. Moss and Bidez

Dr. Jackie Moss, Chair, called the meeting to order at 10:01 a.m.

Executive Director’s Report. Dr. Martha Bidez summarized that the Division of eLearning and Professional Studies (eLPS) has produced a progress report of their eighteen-month accomplishments as charged by the Academic Advisory Council (AAC). She expressed deep appreciation to the eLPS team who created the report. A sign-up sheet was circulated for AAC members to indicate the number of copies to receive for their school/unit.

Mr. Allen Bolton, UAB Vice President for Financial Affairs effective October 1st, is very supportive of the endeavors of eLPS.

Standing Committee Reports. Enabling Technologies (ETC). Nancy Wingo reported that the ETC held an extra meeting at 9AM today for the purpose of identifying a web-conferencing solution to recommend to the AAC. Over the last few months, more than 100 vendors have been reviewed with a usability study conducted on two vendors. In the last couple of days, committee members learned that Adobe Connect allowed no more than two rooms to be open at one time and that the cost to convert systems to MP4 format is too much. Two options remain viable: BlackBoard (Bb) Collaborate and Citrix. Dan Murphy spoke with faculty members in the School of Nursing as well as others, learning that Citrix (GoToMeeting (GTM) and GoToTraining (GTT)) is highly favorable. Pros for Citrix include free dial-in, being mobile-friendly, simplicity of products, free student licensing, and not being Java-based. Citrix requires a one-time download on computers with the help of AskIT if administrative rights do not belong to the employee. The only concern is that disability support services captioning is not integrative; however, Citrix will work with another vendor to resolve this matter. Discussion among the AAC followed. Dr. Moss affirmed that the AAC is not selecting a mandatory web-conferencing solution for use on a university-wide basis. The Citrix contract price is not affected by schools/units that choose to opt-out. The university’s contract with Bb expires on 12/31/14; the price will increase substantially; and faculty members dislike Bb Collaborate. Citrix would begin on 1/1/15, once approved by the Provost. Training for Citrix will be available at the CTL during December. A suggested plan is for about 5 representatives per school to attend Citrix training in
order to train faculty and staff within their school/unit. **Recommendation.** The motion was made and seconded to end the contract with Bb on 12/31/14, and to proceed with Citrix GTM/GTT effective 1/1/15. The AAC voted unanimously in favor of Citrix. **Action.** The recommendation to enter into a contract with Citrix GTM/GTT effective 1/1/15 will go to Provost Linda Lucas today.

**Quality Curriculum (QCC).** Dr. Linda Moneyham stated that the QCC feels strongly about using similar measures for online and face-to-face teaching. They would like to measure the level of engagement using IDEA surveys for faculty development.

**Policies and Procedures (PPC).** Dr. Donna Slovensky reported that the PPC completed the gap analysis which is posted on the UAB Online website. The means of getting policies and procedures approved at UAB is through the University Compliance Office (UCO). The UCO recommends that the PPC use the type approved by the Office of the Provost which is cataloged but not listed in the UAB Policies & Procedures (P&P) Library. The PPC will decide which templates to use and will work on terms and definitions. The P&P repository has a field that indicates the responsible party. The approval process takes approximately one year.

**LMS Authentication & Staffing.** Dr. Elizabeth Fisher introduced Samira Laouzai as the new Manager of eLearning Services which includes campus-wide Canvas LMS administration. A new instructional design specialist has been added to the eLPS staff, Valarie Williams.

ProctorU will demo Phase II of their authentication software in which users can be authenticated regardless of activity. Activity and frequency is determined by the instructor from within Canvas.

UAB continues the search for an authentication tool which is required by SACSCOC. The solutions explored last summer were not sufficient—ProctorFree and ProctorU. A pilot study of ProctorFree last summer indicated user dissatisfaction to such an extent that they were eliminated as a viable option. ProctorU’s Phase II authentication solution was not ready and did not integrate with Canvas. However, it shows promise reporting that the integration with Canvas for spring 2015. ProctorTrak, previously eliminated due to the pricing for testing their tool, has agreed to provide free testing and will present a demo at the next ETC meeting on December 10. We will resume evaluation for these two vendors in early spring to see if they will meet SACSCOC standards for authentication. The target launch date is fall 2015.

**Council Composition.** Dr. Moss opened for discussion the membership makeup of representation from schools that understand what the AAC does. Dr. Bidez summarized member terms of one to three years with current representation being the “cream of the crop.” Discussion followed about how the chair position is selected—by appointment, by nomination. The question was raised about whether members should be administrative or faculty who have teaching expertise. Another comment was that AAC policies and bylaws need to be devised indicating the authority and influence of the group.

**Outgoing Messages.** 1) Citrix GTM/GTT is recommended as the web-conferencing solution effective 1/1/15, with training online and in-person in the CTL for super-users throughout schools/units. 2) LMS authentication tool complications are being resolved with a solution projected by the summer of 2015. Authentication is a SACSCOC requirement and will be resolved first with proctoring, second.

Dr. Moss adjourned the meeting at 11:08 a.m.
1. **Martha W. Bidez, PhD**
   Professor, School of Engineering
   Executive Director, UAB Online

2. **Donald Burke, PhD**
   Assistant Professor
   Mechanical Engineering
   School of Engineering

3. **Catherine Danielou, PhD**
   Associate Professor
   College of Arts & Sciences
   Senior Associate Dean
   Undergrad Academic Affairs

4. **Elizabeth Fisher, PhD**
   Director, Academic Outreach
   UAB Online

5. **Maria Hopkins, PhD**
   Associate Professor, Psychology
   Director, Undergraduate Studies
   College of Arts and Sciences

6. **Suzanne Judd, PhD**
   Associate Professor, Biostatistics
   School of Public Health

7. **Karen Kennedy, PhD**
   Associate Professor/Associate Dean
   School of Business

8. **Lynn Kirkland, EdD**
   Professor/Chairman
   Department of Curriculum/Instruction
   School of Education

9. **Samira Laouzai, MS**
   Manager, eLearning Services
   UAB Online

10. **Eric Martin**
    Director, Strategic & Integrated Communications
    Office of Public Relations and Marketing

11. **Kristi Menear, PhD**
    Associate Professor/Chairman
    Department of Human Studies
    School of Education

12. **Linda Moneyham, PhD**
    Professor, Community Health, Outcomes, & Systems
    Senior Associate Dean, Academic Affairs
    School of Nursing

13. **Jacqueline Ann Moss, PhD**
    Professor and Chair
    Nursing Adult/Acute Health
    School of Nursing

14. **Pamela Paustian, PhD**
    Associate Professor
    School of Health Professions

15. **Michelle Robinson, DMD, MA**
    Associate Professor, School of Dentistry
    Associate Dean, Health Info/Bus Systems

16. **Grant Savage, PhD**
    Professor, Management, Information Systems & Quantitative Methods
    School of Business

17. **Donna Slovensky, PhD**
    Professor and Associate Dean
    School of Health Professions

18. **Jonathan Waugh, PhD**
    Professor, Respiratory Therapy Program
    Co-Director, Center for Teaching/Learning

19. **Nancy Wingo, PhD(c)**
    Instructor
    Acute Health, Chronic Care & Foundations
    School of Nursing

20. **Tracee Synco, PhD**
    Executive Director, Retention Initiatives
    Office of Vice Provost
    Student & Faculty Success