

To: Provost Michael Driscoll,
University of Alaska Anchorage

Fr: Kimberly Swiantek,
UAA Governance Office

Re: Change the title of Distance Handbook to eLearning Handbook

On February 3rd, 2012, the Faculty Senate approved the following Academic Computing, Distance Learning and Instructional Technology motion.

1. Change the title of Distance Handbook to eLearning Handbook

2. Page 5, Item 3.

It is recommended that UAA students are provided with a comprehensive course syllabus by the first day of the start of the course (note: if required textbook information is only available to the student through the course syllabus, then it is recommended that this document be distributed to students in advance of the course start date)

Replace with language that will be incorporated in the Faculty Handbook and the Adjunct Faculty Handbook:

In order to disclose to students the full cost of each course prior to the release of the schedule as required by the Higher Education Opportunity Act <http://www2.ed.gov/policy/highered/leg/hea08/index.html> the faculty will notify the relevant university bookstore of the required texts and supplemental materials either at the time the course is added to the schedule or by the deadlines announced by the bookstore, whichever occurs latest.

3. Page 16: Required and Optional Texts/Equipment.

Students need a complete list of what they should purchase for success in your course. List texts which are required and which are optional. List computer hardware and software requirements, supplies, and any other purchases necessary for success in the class.

Change to:

In order to disclose to students the full cost of each course prior to the release of the schedule as required by the Higher Education Opportunity Act <http://www2.ed.gov/policy/highered/leg/hea08/index.html> the Faculty will notify the relevant university bookstore of the required texts and supplemental materials either at the time the course is added to the schedule or by the deadlines announced by the bookstore, whichever occurs latest. List texts which are required and which are optional. List computer hardware and software requirements, supplies, and any other purchases necessary for success in the class.

4. Page 20: Did you forget your password? Delete reference to

<http://idm.uaa.alaska.edu/idm/user/login.jsp>

Replace with:

<http://me.uaa.alaska.edu> Option 2.

5. Page 21: Top 2 lines.

If you are a student at UAA, the easiest and most convenient way to access your email is through Webmail. You can use Webmail from any computer connected to the Internet that has a Web browser. (Note: the AOL Web browser will not work with UAA email!!) You can logon to your UAA email at <http://webmail.uaa.alaska.edu>. If you are UAA staff or faculty and you are using Exchange services with your UAA email, you can access your Exchange mailbox at: <http://webaccess.uaa.alaska.edu>

Replace with the following wording:

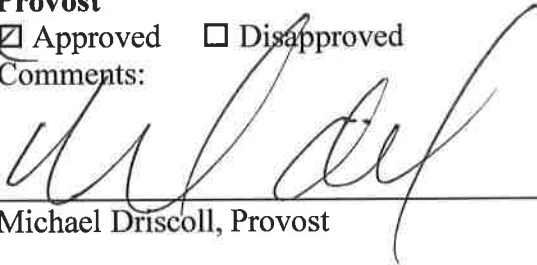
If you are a student at UAA, you will access your email through the UA Gmail at <http://www.alaska.edu/google>. You can access your Gmail account from any computer connected to the Internet that has a Web browser. If you are UAA staff or faculty, you will use Exchange services for your UAA email. You can access your email at <https://www.uaa.alaska.edu/email/>

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:



Michael Driscoll, Provost


2/22/12

Date

Chancellor

Approved Disapproved

Comments:



Tom Case, Chancellor

22 Feb 2012

Date