

**Educational Technology and Assessment (ETA) Task Force Meeting**  
**11/13/06**  
**Meeting Minutes**

*Present: Abbott, A., Burke, S., Liller, K., Gulitz, E., Perrin, K., Ms. Srinivasan, S., and Haiduven, D*

*Absent: Mlynarek, S., Sanchez-Anguiano, and Mortimer, J.*

1. **Updates:** Ms. Srinivasan gave updates on the following:

**iTunes U:** USF Health is working on a reception to kick off the start of iTunes U at USF Health. ETA is working with Micki Cuppett in COM where Apple will be presenting the basics of iTunes. This is tentatively scheduled for late January. Currently we are waiting on specs for creating the iTunes U public USF Health site.

**Online Course Development Training:** A handout providing updates on each of the modules was presented to the group. A new introduction movie was now part of the training. Work on the intro, module one and two were underway. Work on module three is to begin in January.

**Polling Devices:** As of today, Turning Point has sent the Blackboard building block for their system to USF. Alicia Balsera will be testing the building block on the MyUSF testing servers. We should expect an update from Academic Computing in January.

**FacDot:** Dr. Liller informed the group that COPH materials have now been included in the USF Health Fac Dot website. ETA's presentation on Creating Performance Objectives is now part of the training materials available on this site. Fac Dot website can be accessed at: <http://hsc.usf.edu/facdot/> Ms. Srinivasan also informed the group that COPH is working on a faculty development website that will mainly be a collection of faculty development initiatives across USF Health and campus.

2. **Update: Meeting with the Dean by Dr. Gulitz**

Since the last ETA Task Force meeting, Dr. Gulitz has met twice with Dean Petersen on issues related to ETA. A handout of the topics and resolutions discussed was distributed to all. The highlights of the discussion are as follows:

- ETA is a self-sufficient unit that reports to the Dean. The funds that were used to support the office were diverted back to the departments when ETA set up the technology fee and became self supporting. ETA dollars cannot be disbursed back to the department as can be seen in the ETA budget that was approved by the task force members recently.
- The Dean has decided that all online courses will be reviewed for minimum standards. A plan and timeline will be initiated to ensure all online courses to meet minimum standards.
- Starting Spring 07, Global Health will get an ETA funded TA for one of their online courses.

- ETA task force will be a permanent advisory committee. The Dean will be sending out communication to this regard to the chairs and faculty. She recognized that we need to add a doctoral student (who has taught or assisted as a GA in an online course) and an online student to the committee to recognize issues at the student level. Ms. Srinivasan and Ms. Burke will work on getting names to the committee for the next meeting. A final decision will be made at that point.
- The Dean pointed out that the dept. chairs did not know their dept. representatives on the task force committee. She urged the importance of committee members reporting back to the dept. Minutes of the meeting will be distributed on the Task force website with the link also sent to the department chairs.
- Dr. Gulitz clarified that ETA is an administrative office. Policies will be recommended to the Dean by the task force, the Dean will address them with faculty or dept. chairs.
- Dr. Gulitz asked the committee if they would be interested in hearing back from online students via a focus group. The group agreed that it would be a good idea to also conduct a focus group with the TA's who assisted with online courses. Dr. Haiduven pointed out that students share issues with TA's that they may not share with the course instructor. Dr. Haiduven and others offered to assist in writing the open ended questions for the focus group.
- The Dean has agreed that all adjuncts and TA's teaching online will have in their letter of offer a statement that requires them to work with the ETA office in the development, delivery and support of their online courses. Paula Knaus is working this statement into the Spring 07 letters.
- Beginning Spring 07, the Dean would like for ETA to post online course evaluation announcements automatically in all online courses.
- Additional issues were noted in the handout provided.

### **3. ETA Evaluation by Students**

As discussed in previous meetings, copies of the ITT survey, the research paper submitted by College of Education and a draft copy of the technical evaluation was presented to the group. The group was in agreement to post a second survey on technology feedback. Concerns were raised on the low response rates for online course evaluations and also the suitability of questions in the USF evaluation for the online format. A suggestion was made that ETA can send a link to the technical course evaluations to all students within the course website. Dr. Perrin offered to pilot the technology evaluation in her Fall online course. A Blackboard section was asked to be added to this survey. Drs. Liller and Gulitz will discuss the issue to requiring instructors to post the second technology survey in all online courses.

### **4. Student Survey Results – Spring 2005**

Ms. Srinivasan provided results of a survey that was conducted in Spring 05. After briefly reviewing the survey, Ms. Srinivasan asked for input from faculty members to see what other data they would like analyzed. An electronic copy of the results will be mailed to all task force members. Dr. Liller suggested that all core instructors who taught these

courses be given copies of this result. A suggestion was also made to include “tid bits” of this information in the TECH TOOLS newsletter to faculty.

**5. ASPH Distance Education Survey and Update from the ASPH Distance Education Council Meeting in Boston**

Dr. Gulitz and Ms. Srinivasan attended the recent ASPH Distance Education council meeting in Boston. A brief update of the meeting was provided. Tampa was offered as host site for the upcoming Distance Education in Public Health conference that ASPH is planning. Ms. Srinivasan mentioned that Univ. of North Carolina Chapel Hill is working on a online DrPH. The survey conducted by ASPH was distributed to all.

**6. Special Agenda items for January Meeting**

Members were asked what agenda items they would like to discuss for the January meeting. The Dean is invited to attend this meeting. All members agreed that faculty release time for online course development should be discussed.

**7. Next Steps and Scheduling Future Meetings**

The next meeting is set to Friday, January 12 from 3 pm to 4 pm in the Dean’s Conference Room.