Educational Technology and Assessment (ETA) Task Force Meeting
9/25/06
Meeting Minutes

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

Absent: Sanchez-Anguiano, and Mortimer, J.

1. **Updates:**

   a. **Dr. Donna Haiduven** was recently appointed to the ETA Task Force committee by Dean Petersen. Dr. Haiduven was introduced to the committee; she is currently working with ETA to transition three of her on-campus courses to a web-based format. These courses are part of the Infection Control certificate program.

   b. **Dr. Shenghua Zha** is a recent addition to the ETA office. She has been hired as an instructional designer and assigned to work with undergraduate online courses. She was introduced to the ETA task force committee members.

   c. **iTunes U:** USF Health and USF are signing agreements with iTunes U to host iTunes University that will house audio/video/enhanced podcasts on both a public and private site for USF. USF Health has assigned a task force to help design the public site which will be the first project for USF Health. Instructors can post their audio lectures on iTunes and have only registered student's view them as the log in is interfaced with the MyUSF portal database. USF Health will be allocated 500 gigs of space and it was decided that COPH would get 100 gigs for its private use (i.e. for restricted academic type uses). Contrary to what was said in the meeting, iPods are just one of the many mp3 players that can be used with iTunes. In addition, clarification was sought from Academic Computing about content hosted by Apple servers. **The content only belongs to USF and USF will decide when to remove and/or modify content. Apple does not own any content.**

   d. **Classroom Response Systems (Polling Devices):** USF Health recently signed an agreement with Turning Technologies for the use of Turning Point clickers in USF Health classrooms. COPH on behalf of USF Health requested the Blackboard building block to be installed on Blackboard to enable the use and registration of these clickers. It was later found that other units on campus are also requesting such integration with Blackboard but for other clicker technologies. Academic Computing is hesitant to install multiple solutions on a common server and therefore has decided to wait for the Council on Instruction in Technology and Research to convene on September 27 to hear its recommendations before any solution is installed and implemented.

   e. Spring and Summer 06 reports were distributed to the group. Questions, comments and suggestions were solicited from the group. ETA will continue to build these reports for each semester and share with the task force committee members. Members agreed that these reports are helpful.

2. **DL Technology Report**

a. **ETA Budget:** Sandhya Srinivasan shared an overview of the ETA budget to the group. Major categories such as salaries, fringe, equipment, professional development, GA salary and tuition support etc were outlined. ETA is completely self supported via students' technology fees. Current projections indicate little, if any, additional funds available for other ETA activities..

b. **Course GA support:** At this time, ETA supports the employment of one 10 hour GA in an online core course plus covers tuition waiver for these students. An analysis of numbers of students in online courses e was also provided to the group. Based on the figures, suggestions on how best ETA can support large classes were discussed. In addition, when is the best time (the semester before or during the course) to provide GA support was also discussed. . Should ETA pay for the GA during course development or course implementation? When would this additional help be more useful?

Dr. Liller stated that the informal policy on main campus was to allot a GA for an undergraduate course of over 75 students. In our College, the rule was to appoint a GA for a graduate course of over 40 students. Dr. Gulitz asked if the ETA Task Force Committee should endorse a similar concept.. Dr. Liller suggested that it would be a recommendation that we would put forth to the Dean who would in turn issue a policy to the College. It was also agreed that from an educational standpoint, the ETA Task Force recommends that instead of increasing the number of TAs in a course, the number of work hours for the existing TAs be increased thereby saving the allotment of an additional tuition waiver. Did we not as a group endorse this?

c. **Course Release:** Faculty course release time the semester before a course is offered was also discussed. . The committee supported the concept of course release the semester before a new online course is offered (or a substantial revision) and advised Dr. Gulitz to reiterate ETA Task Force committee's stand on this issue with the Dean.. In addition, Dr Perrin's suggested to provide documentation. We suspect faculty need at least this much time (one semester) to develop an adequate online course.

Other: Dr. Haiduven brought up the issue of course evaluations for online courses and how these evaluations are being used to help improve the courses. Dr. Liller mentioned that the responses to course evaluations are very low for online courses. The university has been looking into alternative ways to improve evaluation responses eg linking course evaluations to the release of the grade. In the meantime, Dr. Liller suggested that faculty may want to look at including their own course evaluations mid-point in the semester. Ms. Srinivasan added that the ETA office is developing a mid course and final course evaluation dealing mainly with technology issues and can bring the draft to the next meeting. The ITT grant had utilized three surveys for the ITT courses and it was suggested that those be brought into the next meeting as well as the Task force will consider making recommendations regarding course evaluation tools.

3. **Online Course Development Training**

As mentioned in the last meeting, ETA office has formalized the structure of the online faculty development training program into three modules namely, Blackboard Tools, Effective Online Teaching and Online Course Design. A handout outlining these modules was presented to the group. These modules are being built in Fall and Spring semesters with testing conducted before May and full implementation in Summer 2007.The training will be mandatory for all doctoral students who are assigned to teach online courses. In addition, it will be highly recommended for faculty who teach online. The modules are jointly developed by COPH and CON and will be used as faculty development initiatives in each college. The Task Force committee members would also like to provide input and to pretest the modules when ready. These modules will be presented in Blackboard as narrated presentations and/or interactive presentations.

4. **Conference and Faculty Travel**

ETA has funds to send 3-4 faculty members each year to an online learning/instructional design and technology conference. Ms. Srinivasan sought advice from the task force members on how to equitably choose and assign these funds to faculty. It was suggested by Dr. Haiduven that faculty self nominate and apply to seek this funding. Dr. Mlynarek suggested that it should be prorated based on number of online FTE a department generates. The required criteria everyone agreed to would be that the faculty have either taught online or have a course in development. The committee also suggested that the conferences be identified by user expertise (beginner, intermediate and advanced) and seek applications in these categories. ETA would assist in determining the appropriateness of conferences and match it to advanced, mid or novice users.

5. **Next Steps and Next Meeting**

The meeting adjourned with the consensus that the next series of meetings (one every alternate month) would be scheduled ahead of time. The next meeting is set to November 13 from 3 pm to 4 pm in the Dean's Conference Room.