

**College of Public Health, USF**  
**Educational Technology and Assessment (ETA) Advisory Committee**

**Meeting Minutes**  
**January 24, 2013**  
**10 am to 11:00 am**  
**Executive Conference Room (2024)**

*Present: Burke, S., O'Rourke., Mortimer, J., K., Perrin, K., and Srinivasan, S.*

*Absent: Azizan, A., Mlynarek, S., Pracht, E., Troutman, A., Thompson, E. and Wathington, D.*

Dr. Mortimer called the meeting to order at 10:08 am.

**1. Review and approval of minutes of Nov. 15th meeting (J. Mortimer)**

Dr. Mortimer reviewed the minutes of Nov. 15th meeting. The committee approved the minutes with no further changes.

**1. Status: Canvas Transition Plan, Training and Implementation (S. Srinivasan)**

Ms. Srinivasan provided an overview of the Canvas transition steps and CPH progress in the transition. Per directive from Dr. Petersen, the College is moving to the new learning management system for Spring courses. All online and campus courses are to be supported by Canvas. Ms. Srinivasan reported that majority of all public health courses have been moved into Canvas with the exception of some independent study sections. We have a total of 86 online courses for spring, of which 52 are undergraduate sections and the remainder graduate courses. ETA has hired two Design Assistants to help with the transition and assist Instructional Designers. All anticipated tools for Canvas have become live for Spring. Below is a quick glance at some of the common tools.

<b>Tool</b>	<b>Expected Date</b>	<b>Notes</b>
First Day Attendance	Spring 2013	
Plagiarism – Turn it in	Spring 2013	Installed as pilot. Workgroup evaluating other tools for Fall 13.
Illuminate Live	Use via Blackboard in Spring 2013	Workgroup evaluating other tools for Fall 13
E-Grades	Spring 2013 (launch in late Feb.)	Programming in progress.
Photo roster	TBA	Summer or Fall date mentioned
Canvas Outcomes	TBA	COPH workgroup evaluating tool

ETA has trained a total of 124 people in the Canvas Basics, Transition and Advanced topics workshops. Attendance is low in advanced topics, but Ms. Srinivasan expects this to change over Spring semester. Training workshop schedules for Spring semester are available on the ETA website. Ms. Srinivasan asked faculty to suggest topics of interest. As part of student training efforts, ETA has created an online student tutorial for Canvas. Those students who completed an online quiz associated with the tutorial were entered in a raffle drawing for some prizes. We had a total of 102 qualified participants. A grand prize of an iPad mini and 10 consolation prizes will be distributed in the first week of February to winners.

Asked if there were any concerns with the transition, Dr. O'Rourke stated that the inbox within Canvas was confusing and was not easy to organize and regroup. She mentioned that working with large enrollment classes was tedious. She also suggested that ETA offer more workshops in Spring that are spaced closer together. Ms. Srinivasan said ETA would offer an advanced topic workshop on Canvas Communications in the Spring term. She requested all members to share any concerns/glitches or changes they wish to see in Canvas, so ETA can submit these to the Canvas developers.

Dr. O'Rourke also asked ETA to think of ways to support campus courses. Assigning an instructional designer to each department for support of campus courses was discussed. It was concluded that having the ability for instructors to walk in and approach any of the present instructional designers for help is better. This would reduce dependency on one designer and allow multiple designers to be accessible.

**1. USF Health Canvas Day – Student Initiative (S. Srinivasan)**

COPH /ETA is working USF Health colleges to plan a student-led initiative, USF Health Canvas Day on Jan. 31 from 2 to 6 pm. A sample flyer was distributed. Students will participate in peer tutorials and have access to free giveaways, pizza, music etc. during this event. The COPH has 5 student volunteers thus far. The COPH will track attendance for its students and have this event be posted in their online student portfolios accounts.

**2. General Updates: (S. Srinivasan)**

- a. Spring 2013 Courses: A total of 86 online courses will be offered. Of them, 34 courses are graduate level and 52 sections are undergraduate courses.
- b. Faculty Conference Application Approved: An application for Dr. Kate Wolfe-Quintero was recently approved. Laura Rusnak's application was passed out for review and approved.

**3. New Business**

Confirmed dates for 2013 meetings were shared with the group.

**Next Meeting: Thursday, March. 28, 2013, 10 am – 12 noon, Executive Conference Room 2024.**