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

Meeting Minutes
November 17, 2011
10:00 am to 12:00 noon
Executive Conference Room (2024)

Present: Azizan, A., Mlynarek, S., Mortimer, J., and Srinivasan, S.
Absent: Burke, S., O'Rourke, K., Perrin, K., Pracht, E., Troutman, A., and Wathington, D.
Guest: Lopez, S

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

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

Dr. Mortimer reviewed the minutes of September 15th meeting, and the committee approved them with no changes.

2. **Instructure Canvas Demo (S.Lopez)**

As requested in the last meeting, Samantha Lopez from ETA office was invited to provide a demo of Instructure Canvas, a new learning management system that the University is currently piloting. Ms. Srinivasan explained that the University started looking at this learning management system (LMS) in Spring 2011 and decided in Fall to pilot several courses throughout the university. Dr. Nembhard volunteered to pilot her course this semester. Focus group meetings and surveys are being administered to collect feedback from users (instructors, students and developers). Ms. Lopez demonstrated the Canvas interface; and the ability for students to access several course announcements, assignments, and access course grades all via the login interface. Some of the key features discussed were the ability for students to control how they are notified of new announcements, messages, assignment changes, calendar changes etc.; the ability for instructors to speed grade assignments using multimedia feedback such as video or audio feedback; the use of grading rubrics and how they integrate within the system etc. The timeline for adoption is not clear at this time but discussions on next steps will begin after the pilot is completed this semester.

3. **Excom Update Re: ETA Budget (S. Srinivasan)**

Ms. Srinivasan was recently invited to ExCom to discuss the ETA budget. Based on the recommendations of the group, the following was decided:

   a. All on-line core courses will have two TA's funded. By definition, "funded" means tuition waiver and 10 hr/week appointment for each TA.
   b. As a pilot for the spring 2011 semester, all courses with enrollment of 50 students will receive a TA allocation. If enrollment exceeds 100 students, funding for a second TA will be made available.
   c. In addition, ETA will begin the process to recruit another instructional designer in the near future. This will give us 5 instructional designers to support our on-line academic courses and Moodle initiatives.
   d. Departments with their ETA Designated Funds (i.e. $10,000 allocation) remaining can continue to use those.

4. **OTI and Moodle Courses (S. Srinivasan)**

The COPH's OSHA Training Institute (OTI) recently met with Ms. Srinivasan to discuss a possible partnership in developing over 80+ continuing education and training programs for their institute. The OTI currently offers over 80 courses to a diverse group of people around the world with upwards of 20,000 enrollments per year. OTI is currently working with a third party vendor in designing and offering these courses online. Ms. Srinivasan distributed the OTI catalog for a sampling of their current course offerings. OTI will be funding any additional instructional design personnel as needed for this project.

5. **General Updates: (S. Srinivasan)**
    a. Spring 2012 Courses: A total of 59 courses this coming semester will be offered online, 30 undergraduate courses and 29 graduate level courses.
    b. ETA Position Update and New staff: Andres Abril, our new instructional designer started with the office on Nov. 14. Andres comes to us with a dual Bachelor Degree in Political Science and International Studies and a Master's degree in Latin American, Caribbean and Latino Studies. He is currently working towards his Education Specialist Degree in Curriculum and Instruction with a concentration in Instructional Technology. He has past work experience teaching and developing undergraduate Spanish online courses. Andres will be working with courses in Moodle (USF Health Learn platform) and other public health online courses. In addition, as per the ExCom conversation, a new instructional design position will be advertised in December with interviews scheduled for January.
    c. Moodle Update – Spanish course in Panama: ETA is currently supporting a Spanish course for USF Health Panama. Over 50 healthcare professionals are participating in this course using Moodle for all online activities. ETA is awaiting word regarding new Spring courses.
    d. Online Student Authentication task group – The USF Health workgroup meeting on this topic is drafting a policy in conjunction with the USF General Counsel's office. Several solutions have been discussed. The workgroup will decide on which of these solutions be tested and piloted.
    e. Accessibility and Transcription – ETA is currently gathering data to determine the total number of hours of transcription necessary to ensure the first three weeks of all online or high enrollment (100+) have transcription included. Once this is determined, a transcriptionist will be hired and/or contracted to complete this project. New courses will require the first three weeks have transcripts included as part of the course development process.
    f. 2012 meeting dates – new dates for 2012 meetings were announced. All meetings will be the Executive Conference Room 2024 from 10 am to 12 noon.
        i. Jan 26 (Jan 19 was a conflict)
        ii. Mar 15
        iii. May 17
        iv. Sept. 20
        v. Nov. 15

Next Meeting: Thursday, Jan. 26, 2012, 10 am - 12 noon, Executive Conference Room 2024