

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

**Meeting Minutes**  
**May 17, 2012**  
**10:00 am to 12:00 noon**  
**Executive Conference Room (2024)**

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

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

Dr. Mortimer called the meeting to order at 10: 06 am.

**1. Review and approval of minutes of Mar 29 meeting (J. Mortimer)**

Dr. Mortimer reviewed the minutes of March 29<sup>th</sup> meeting. Dr. O'Rourke corrected a statement in Item 2 to identify that it was only graduate core online courses that would be supported. The change was noted and the committee approved the minutes with no further changes.

**2. ETA Course Schedule 2012-13 & Course Proposals (S. Srinivasan)**

Ms. Srinivasan explained that all departments have put forth course proposals for the academic year 2012-13 for some recently available funds. While compiling this list, ETA became aware of new courses that needed to be online that was not part of the proposal process. Examples include department's intention to add a new concentration online, grant funded activities etc. To get the complete picture, ETA met with all chairs and assessed proposal courses, new courses as well any major course revamps. ETA schedule at the present time has over 41 courses to be built in the next academic year. ETA is yet to receive courses from two more departments before final numbers are submitted to the dean's office for a final discussion with the chairs. ETA's course schedule once finalized will prevent new courses from being added mid-year. The 41 new courses will lead to two MPH concentrations online, 3-4 certificates online and a new undergraduate minor in Environmental Health online by the end of the academic year.

**3. Feedback on Online Student Authentication Policy – USF Health (S. Srinivasan)**

Ms. Srinivasan shared information in previous meetings about a USF health group that is charged to recommend strategies to verify online student identity verification. The ETA committee members were tasked to seek feedback from their respective departments on the draft USF Health policy. Although none of the department faculty had any particular feedback, they all collectively agreed that the USF Health policy was acceptable and reiterated that it was unnecessary to follow a process similar to COM; instead they agreed that should they have concerns on student identity verification, they would seek ETA's assistance in employing one of the suggested recommendations and/or seek funding at that point for additional identify verification measures.

**4. Discussion on Response Rate and Online Course Evaluations (A. Azizan)**

Since Dr. Azizan was absent, the group decided to table this discussion till next meeting.

**5. Panopto Recordings & Archiving (S. Srinivasan)**

Ms. Srinivasan explained the Panopto classroom capture system that is now installed in all CPH classrooms. Some classrooms have video capture capabilities as well. Although, the software at the local desktop handles the recording, all recording is scheduled remotely and posted on the servers post-lecture automatically. All videos are indexed and searchable. Currently Panopto integrates into Blackboard via a building block. This same functionality is expected when USF moves to a new learning management system. Instructors at the present time have no way of knowing that the lectures are being recorded locally. ETA is working with USF Health IS and CPH Facilities to make sure adequate support and training is provided to all new instructors using Panopto. Recordings completed in Panopto can also be transferred into online courses. All instructors wishing to record with Panopto should contact ETA to schedule your courses. All instructors using the system will be required to attend a mandatory orientation session a week prior to the semester start. Measures are being taken to ensure classroom support and

monitoring is available to instructors. Support for weekend executive courses is also being discussed. The ETA committee will also recommend the timeline for storing videos. College of Medicine has decided to store videos for one full academic year after which files will be deleted. Feedback on this issue is requested. The University is also looking at Kaltura as a video platform to host/store/share videos.

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

- a. Summer 2012 Courses: A total of 69 courses this coming semester will be offered online, 40 undergraduate courses and 19 graduate level courses. Current enrollment is at 3001.
- b. ETA Position Update: Applications are in for ETA's fifth instructional designer and two OTI designers. ETA is hopeful of identifying candidates by end of June.
- c. Moodle Update: The ETA office has met with OTI and USF Health IS to scope the project. Based on our discussions, it was noted that OTI needed extensive support in web design, data management, registration, reporting etc. USF Health IS is assigning a project manager and business analyst to scope the project. In the meantime, ETA is working with OTI to submit OSHA course applications in June with expectations to move several courses online by end of the year.
- d. LMS Evaluation Update: The LMS Evaluation committee has recommended Canvas 20:3. This recommendation will be submitted to the Board of Trustees and Information Technology Management Council. A transition committee is being set up and further information will be provided via this group. ETA will be participating actively in this committee. USF Health colleges are collectively looking at providing training to faculty, staff and students.

**7. New Business**

No new business was raised.

**Next Meeting: Thursday, Sept. 20, 2012, 10 am - 12 noon, Executive Conference Room 2024**