

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

**Meeting Minutes**  
**August 10, 2007**  
**10:00 am to 12:00 noon**  
**Dean's Conference Room**

*Present:* Abbott, A., De Joy, S., Liller, K., Perrin, K., Srinivasan, S., Haiduven, D.,  
Mylmarek, S., Pracht, E., Richman, A., Mortimer, J., and Wathington, D  
*Absent:* Burke, S., Gultiz, E., Perrin, K., and Sanchez-Anguiano, A

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

**New members:** Dr. Pracht was welcomed as the new member of the advisory committee meeting.

**Summer semester report partial:** An overview of the summer online courses, enrollment and number of courses etc was provided.

**HR Update:** The hiring freeze has not affected the Instructional Designer position. The most recent candidate had turned down the position. We are currently working with another candidate. The Second Webmaster position is affected by the hiring freeze.

**Online Course Development Training for Doctoral Students:** an overview of the progress within all segments of the training was provided to faculty members. Currently ETA is working on Module 3. Lisa Plescia's last day on this project was August 31.

**Fall 2007 Course Update:** A total of 30 online course courses were offered in Fall semester with 19 of them being graduate courses and 11 in undergraduate level. There was discussion on who would handle the coordination of the undergraduate course now that Dr. Perry-Casler has retired. Dr. Liller mentioned that a new instructor has been hired for this position.

**2. Election of New Chair**

Based on the discussions with Dean Petersen in the last meeting, it was noted that the chair of this committee should be a faculty member. Dr. Liller asked for nominations for this position and noted that we needed a faculty concerns to be represented in this forum. Dr. Haiduven agreed to serve as the chair for one semester (Fall 2007) on a trial basis.

**3. Focus Groups feedback on ETA Services Update**

Ms. Srinivasan mentioned that all degree seeking students who have taken at least two online courses in the last three semesters were eligible to participate in the survey. Results have not yet been analyzed but are presented here as preliminary data.

For the ETA focus groups, we had over 20 participants ranging from 4-6 participants in each group. All focus groups were completed within one week in June with assistance from Barbara Kennedy (facilitator), Susan James, Mirtha Whaley, Denise Passmore and Michele Sebti who served as recorders. Each focus group was 90 minutes in length and we had a combination of face to face and Elluminate session for the fully online students. A focus group, face to face, was conducted for the undergraduate students in public health minor. Overall, positive feedback was provided by the focus group. A large number of concerns and complaints were about Blackboard functionality and performance but received positive responses to ETA's services and ETA's and Instructor's response to these performance problems within Blackboard.

#### **4. Budget Implications for ETA**

Overall, ETA appears to be financially healthy but this largely continues to depend on future online enrollment trends. Currently the second webmaster hiring cannot be completed due to the hiring freeze that is in effect. At this time, funds for faculty conference travels have been frozen for the fall semester. ETA continues to support one graduate assistant for each fall core course this semester.

#### **5. Upcoming Fall Tech Workshops**

Ms. Srinivasan announced that the attendance at the tech workshops hosted by ETA is improving. ETA will offer 3 workshops this Fall semester. The topic areas include- library resources for students, blogs and wikis, and social bookmarking. She asked that faculty suggest topics of interest to the ETA office.

**Next meeting September 14 from 3 pm to 4 pm (Cancelled)**

**New meeting date: November 15 from 2:30 pm to 4:00 pm**