

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

**Meeting Minutes
September 23, 2010
1:00 pm to 3:00 pm
CPH Rm. 2024**

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

Dr. Mortimer called the meeting to order at 1:10 pm.

1. Review and approval of minutes of May 27, 2010 meeting (J. Mortimer)

Dr. Mortimer reviewed the minutes of May 27 meeting, and the group approved them with no changes.

2. CEPH Accreditation Update (J. Mortimer)

Dr. Mortimer provided an update of the self study document as it pertains to the online degree programs. The final document pertaining to online programs was circulated to the members before turning in to the Deans office. Dr. Mortimer updated the group that the Self-Study committee is in the process of reviewing the document and has not provided any definitive feedback.

3. Conference Funding Requests (S. Srinivasan)

Ms. Srinivasan passed our two conference request applications for the SLOAN C ALN Annual Conference to be held in Orlando. Drs. Huang and Dagne's application to this conference was approved for a total amount of \$2000 each. Both faculty are working together to develop a new undergraduate course for the department and hope that the exposure to this conference will assist them in jumpstarting the development process. ETA will get back to the applicants and inform them to make travel and conference arrangements.

4. General Updates: (S. Srinivasan)

a. Fall 2010 Courses

At the present time, ETA is supporting 42 courses in total for fall semester. ETA is providing teaching assistantships and tuition waivers to 12 TAs and 7 additional TAs via the ETA designated funds. Student enrollment is over 3000 presently with undergraduate enrollment at 1896 and graduate enrollment at 1150.

b. Moodle Platform

USF Health IS is pilot testing the Moodle learning management system for non-academic non-credit generating courses and training projects. At this point they have sufficient pilot projects and will be releasing information on its release via the USF Health IS newsletter.

c. USF Health Intranet - Sharepoint

S. Srinivasan stated that USF Health IS is releasing a USF Health portal. As part of this portal, the COPH will have its own segue into an intranet

site hosted within sharepoint. Content that is currently placed on the external website will be moved to the intranet site as deemed necessary. All changes will be held back till after the CEPH site visit in 2011.

d. Tech Workshops

S. Srinivasan asked for suggestions from the group on how to revitalize the tech workshops and increase faculty participation and engagement. Members recommended a combination of ideas including, hard copy fliers in faculty mailboxes, keeping sessions less than 45 minutes, providing lunch/food, sticking to topic themes or series such as Blackboard 9, Assessments, Group work and collaboration etc.

5. New Business:

- i. Low response rates on Online Course Evaluations was brought up by Dr. O'Rourke who suggested that a more robust system should be considered to get appropriate and accurate feedback from students regarding course design, content and instructor. Discussion ensued that this topic was not new to the committee. Main campus officials are aware of the disconnect between the online courses and the evaluation questions. Per General Counsel, instructors cannot force students nor provide incentives to complete evaluations. Dr. Pracht pointed out that this issue has been brought up before and the Promotion and Tenure committee is aware of the low response rates on evaluations. Therefore he reiterated that faculty coming up for mid-tenure evaluation should provide a letter stating the low response rates and to consider the impact on their evaluation. In addition, he stated that a while back he had provided a letter to the APT chair reiterating the same facts so they take these issues into consideration. Others brought up a parallel system that is in place at College of Nursing (CON). S. Srinivasan suggested that we bring back the CON contact to provide an update on how their system is working and understand if that would be a better match for our needs. Once the CON demonstration is complete, the committee may consider presenting recommendations to the full faculty assembly for input.
- ii. Other updates: ETA has ordered five additional laptops of which three are currently checked out. ETA staffing was discussed. With Dr. Lewis' resignation; a new line for instructional designer will be open. Efforts will be underway to get this filled after future online degree program and certificate projections are confirmed with the department chairs. ETA staff are presenting at two conferences (E-Learn, Orlando and APHA, Denver) in the fall.

The meeting was adjourned at 2:10 PM.

Next Meeting: November 18, 2010 from 1-3 pm, Rm. 2024.