

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

**Meeting Minutes**  
**May 22, 2008**  
**2:00 pm to 4:00 pm**  
**Dean's Conference Room**

*Present:* Abbott, A., Burke, S., Gulitz, E., Haiduven, D., Liller, K., Mlynarek, S., Mortimer, J., Pracht, E., Perrin, K., Sanchez-Anguiano, A., and Srinivasan, S.

*Absent:* Wathington, D. Student representatives were absent.

Dr. Haiduven called the meeting to order at 2:05 pm

**1. Review and approval of minutes of March 27, 2008 meeting (DH)**

Dr. Haiduven reviewed the minutes of March 27 meeting and the group approved it with no changes. ETA was requested to post three PowerPoint templates for the Course Previews. The cheating statement was reviewed and will be posted in the syllabus checklist for online courses for fall 2008 courses. All links were double checked for accuracy.

**2. ETA Year in Review (DH)**

Dr. Haiduven provided a year in review for ETA activities. ETA workshops numbers for faculty were considerably low and faculty were encouraged to attend. Dr. Pracht requested ETA to have a workshop on Ultimate Survey. Ms. Srinivasan informed that ETA has not heard back about the Blackboard Exemplary Course Submissions.

**3. ETA budget 08-09 (E. Pracht)**

Dr. Pracht provided a handout and an overview of the ETA budget that was submitted to the Deans office. Per the budget projections, ETA will be providing a total of 29 TAs (based on 07-08 enrollment data) to the departments (salary+tuition waiver) based on three assumptions:

- Regardless of enrollment numbers, all core courses get a TA (minimum of 50)
- All courses with 100+ enrollment gets a TA
- All courses with 200+ enrollment gets two TAs
- College: Jim Van Elswyk's salary (25%)

Dr. Pracht will discuss the allocation model with the chairs. In addition to the assigned TAs, consideration will be given to TAs for new online courses. Special requests can also be made for courses that do not meet these criteria. Chairs can also choose to increase TA hours instead of adding another TA. Dr. Pracht will report back on his discussions with the chairs in next ETA advisory committee meeting.

**4. Instructor Policy for Posting Online Exams (S. Srinivasan)**

Ms. Srinivasan explained that while instructional designers posted online exams, ETA is asking that the instructor check the accuracy and details for all exams posted. She

detailed a workflow process that would assure that adequate time is provided for IDs to post exams and enough time is available for instructors to check the exam posting. In addition the group approved the ETA policy for online exam posting that will be shared with all faculty starting summer 2008. The workflow process (screenshots) will only be followed in Summer semester and feedback will be taken back to the ETA advisory committee. The workflow process will provide screenshots of settings etc but will not assure that the exam questions/selected answers etc are checked for accuracy. The following policy will be introduced to all Summer 2008 courses and forward.

**ETA Policy for Online Exam Posting:** The Educational Technology and Assessment (ETA) office in College of Public Health provides faculty support during the online course development process. However it must be understood that online faculty and instructors are ultimately responsible for the accuracy, validity and timeliness of releasing content including exams and all graded assignments. ETA requires online faculty and instructors to provide exams and all graded assignments to assigned ETA instructional designers at least 2 weeks prior to content release time. ETA will upload this content to the Blackboard course site no later than 3 business days from receiving the content and respond to faculty for verification of posted materials within this time frame. All corrections are due back to the instructional designer no later than 3 business days prior to first exam release date. Accommodations will be made after this date but ETA cannot guarantee the turnaround time after this point.

Underlined verbiage was added from the discussion.

#### **5. Instructional Guidelines for Campus Courses (K. Liller)**

Dr. Liller explained that since we have online course standards several faculty have asked if we have something similar for campus courses. Dr. Liller asked ETA to adapt the online standards to suit campus courses. A draft set of guidelines were shared with the group. After discussion, the group agreed that this was a good document to share as a resource with faculty. This document needed additional criteria added by ETA, faculty input would be sought via the Educational Outcomes committee and the respective department committees. This document could also be instrumental for any voluntary peer review process. ETA stated that though the document could be created by ETA, faculty input is crucial as ETA is unaware of in-class dynamics. Dr. Liller mentioned that this document could be shared with faculty who receive poor course evaluations and/or are new to the college. Dr. Haiduven and Gulitz agreed that this was a good tool for the voluntary faculty who agree to peer review of their courses. Additional criteria and explanation will be added by ETA and shared with Dr. Sanchez-Anguiano over the summer who will forward this to the Educational Outcomes committee and respective department committees.

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

Ms. Srinivasan provided the following updates

a. Preparing to Teach Online (PTO) Update

The PTO training modules will accept pilot participants June 10.

b. Summer 08 and Fall 08 Course Update

It was reported that over 1800 students registered for summer courses and for fall courses a total of 31 courses have been placed on the schedule. Graduate courses are 21 and undergraduate is 10.

c. Research Projects

ETA is currently involved in three research projects: PSI Social Marketing, All Children's Pediatric Ethics Research and COM Interdisciplinary Patient Safety Course

d. Clickers Update

USF now has the option of choosing two clickers for their campus course interactions. They are Turning point and CPS eInstruction. Both Blackboard building blocks are installed on the MyUSF server, instructors can request which building block should be released for their courses.

e. Syllabus Posting

ETA and Academic Affairs are in the process of converting all course syllabi from calendar year 2007 to a PDF format to be eventually posted on the CPH website. All syllabi have been converted; these files now need to be linked to the course descriptions document before the project is completed. This project will span the summer months.

f. ETA Tech Workshops for Summer

ETA is offering two workshops in summer, Digital Photography in June and Podcasting in July. Additional workshops for Fall will be announced in August.

**Next Meeting: Tentative July 24, 2-4 pm, Deans Conference Room.** Depending on availability of committee members, a confirmation will be sent out 2-3 weeks prior to July 24.