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

Meeting Minutes
September 25, 2008
2:00 pm to 4:00 pm
Dean's Conference Room

Present: *Burke, S., Haiduven, D., Mortimer, J., Pracht, E Srinivasan, S., and Wathington, D.*
Absent: *Abbott, A., Mlynarek, S., Perrin, K., Sanchez-Anguiano, A., Student representatives were absent.*

Dr. Haiduven called the meeting to order at 2:07 pm

1. Review and approval of minutes of May 22, 2008 meeting (DH)
Dr. Haiduven reviewed the minutes of May 22 meeting and the group approved it with no changes.

2. Recap of Last Meeting (DH)
Dr. Haiduven provided a recap of the last meeting in May. She went over the agenda and outlined ETA policies on hiring TAs.

3. ETA's TA Allotment (E. Pracht)
Dr. Pracht informed the group that he communicated the previously discussed TA policy with all of the five department chairs. The policy was aligned to some key points namely, 1. the funding assists online courses and therefore students; 2. the policy is financially sustainable; 3. the policy assists as many students as possible both in course support as well as employment; and 4. the policy supports the college's mission in supporting the core courses. In Fall semester, TA's are assigned based on projected numbers from the year before. Chairs can use TAs how they see fit as long as they are assigned to work on online courses. This fall semester ETA is supporting 16 TA's (projected 12). Some chairs have credit that was used up this semester. ETA is not willing to support the credit system and expect departments to use their assignments in the same semester and not carry forward. A discussion followed with the group suggesting that chairs input was necessary and that we should try other mechanisms to get their input. The group also discussed the increase in enrollment this semester due to the fact that two undergraduate courses were put online for the first time (Intro to Public Health and Contemporary Health Science). Dr. Wathington suggested that ETA consider assigning a TA based on the rules to these two new undergraduate courses. ETA also mentioned that HR would need to keep ETA in the loop before TA appointments are made so we do not make any errors in hiring people.

It was noted that for Spring semester 09, a total of 10 TAs may be supported by the ETA Office.

4. Faculty Laptops (E. Pracht)

Dr. Pracht informed the group that ETA has purchased 5 laptops for faculty who are teaching online courses. These laptops can be checked out by individual faculty for a semester at a time. Chairs have been informed of this resource but some members had not heard of it via the chairs. Dr. Haiduven asked if Dr. Pracht could send out the message again to all Fall online instructors.

5. Preparing to Teaching Online (PTO) pilot (S.Srinivasan)
Not covered due to lack of time

6. Faculty and Course Evaluations Revisited (D. Haiduven)
Dr. Haiduven revisited the issue of poor response rates and how this Advisory committee can look at improving this important aspect of online course evaluations. S. Srinivasan suggested that we look at College of Nursing and their evaluation tool to get an idea of what others are doing on campus. Dr. Haiduven suggested that this group provide input to the main campus committee that is working on this issue.

7. Communication Issues: ETA Advisory Committee> Faculty>Dept. (D. Haiduven)
Dr. Haiduven mentioned that communication of ETA issues was not reaching all faculty. She suggested that department representatives communicate policies and procedures discussed in the ETA meetings to their department faculty on a regular basis. Several of the members stated that they do indeed do this. She reiterated that the minutes of the meeting are posted online for their reference as well.

8. General Updates: (S. Srinivasan)

Ms. Srinivasan provided the following updates
   a. Training Specialist Position: The position advertisement is complete; four final candidates have been identified.

   b. Fall 08 and Spring 09 Course Update: ETA registered a total of 2800+ enrollments in online courses in Fall 2008. For the first time, we saw 1000 graduate enrollments. ETA is working on 5 new courses for Spring 09 semester and expects enrollments to stay in the same range.

   c. Instructional Guidelines for Campus Courses: The document was going to be shared with Educational Outcomes committee for review and comment. An update will be provided in the next meeting.

   d. Research Projects: ETA is involved in several research/grant projects. One of the research grants may very well require a 1.0 FTE instructional designer but decisions will be made once we hear back from granting authorities.

   e. Clickers Update: Two active clicker brands are being used at USF. Students are able to get discounted pricing and online registration with both products. MyUSF has building blocks installed for both products that enable faculty to integrate data from their classroom polling etc. It is best if the College can stick to one product, this would minimize costs for students.

f. Syllabus Posting Project: is now complete. All 2007 syllabi are posted on the course descriptions page for students to access.

g. Instructor Exam Posting Policy Update: We have informed all fall instructors regarding the instructor exam posting policy and no issues to update.

h. ETA Tech Workshops for Fall 2008: recapped all the tech workshops that are scheduled for Fall 2008.

i. New courses and New Programs: ETA is working with faculty to create 5 new courses for Spring 2009. In addition, these courses will lead up to at least two new certificate programs that will be completely online, namely, Biostatistics and Social Marketing graduate certificates.

j. Blackboard Exemplary Course Award: S. Srinivasan informed that COPH did not win any awards for the five course submissions. It was discussed that it may be interesting to see a course that has in fact won the award.

k. OpenCourseWare: A discussion ensued on OpenCourseWare and the College's plans in making some courses public and available for free. Some ideas were discussed to possibly post some key presentations or public health concepts. It was suggested that ETA may want to meet with USF Health Public Affairs to craft some ideas. Concerns were voiced regarding the quality of others' OpenCourseWare. No firm action items.

New Business: The meeting started with a question of whether the ETA Advisory Committee was a full committee of the faculty assembly or if it was a special committee appointed by the Dean for purposes of advising her on the ETA office. Dr. Haiduven also wanted to know how long memberships were active before new members should be appointed. It was suggested that Dr. Wathington consult with the Dean on her impressions for the group and that this should be reported in our next meeting. It was suggested that we may want to think about one alternate faculty member from each dept in addition to the regular faculty member representation. This would help with participation in case of absences etc. Student membership was also discussed-at current there are no active students.

The meeting was adjourned at 4:00 PM.

Next Meeting: November 20, 2-4 pm, Deans Conference Room.