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

Meeting Minutes
November 20, 2008
2:00 pm to 4:00 pm
Dean's Conference Room

Present: Abbott, A., Burke, S., Baldwin, J., Haiduven, D., Perrin, K., Mlynarek, S., Pracht,
            E., Perrin, K., Srinivasan, S., and Wathington, D.
On Phone: Sanchez-Anguiano, A., and Dejoy, S
Absent: Mortimer, J.

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

1. Review and approval of minutes of September 25, 2008 meeting (DH)
Dr. Haiduven reviewed the minutes of September 25 meeting and the group approved it with no changes.

2. CON Online Course Evaluations Demo (D. Passmore)
Denise Passmore and Jeff Hall from College of Nursing (CON) gave a brief presentation on the CON course evaluation system in HART. The evaluation system is built by USF Health IS Application Development team. Denise and Jeff provided an overview of the features in the evaluation system explaining that the CON gets over 40% participation rates. Denise Passmore is the main administrator of the system and informs all students of the availability via email. Faculty follow up with their own announcements in course sites. The evaluations are completely anonymous and integrate the mandatory eight university questions as well. Students have an opportunity to provide additional comments. These evaluations are used for campus, online and hybrid courses. USF Health IS collects responses to USF questions and sends to main campus. This demonstration was followed by discussion. It was decided that before COPH looks into adapting a system such as CON's we should try to have student groups encourage participation and also have chairs possibly post an announcement in Blackboard to encourage students to complete these evaluations.

3. Charge of the Committee (D. Haiduven)
Dr. Haiduven spoke to Dean Petersen about Standing Committee vs. Task Force and possible advantages and disadvantages with this change. The Dean had left it up to the Advisory committee members to decide the ultimate outcome. Discussion followed on what the pros and cons of being a faculty assembly committee would be and its effect on the decisions that were made by this group. It was decided that Dr. Hammad should be consulted, the Dean be invited and this proposal be brought forth in the next faculty assembly meeting.

4. Committee Membership and Appointments (D. Haiduven)
With the exception of Dr. Sharon DeJoy, the ETA Advisory committee's PhD and student members have graduated. Somer Burke was requested to get a list of potential student members that we could approach to be members.

5. Faculty Laptops Update (E. Pracht)

Dr. Pracht reported that ETA has checked out 2 laptops to faculty and two remain in the office. ETA reported one laptop missing and a police report was filed. Plans are under way to request IS to install tracking software for the remainder laptops. Discussion ensued whether a TA can request laptops. It was pointed out that faculty would be checking it out in their name and then can loan it to their TAs.

6. Preparing to Teaching Online (PTO) pilot (S.Srinivasan)

Hold this topic for Dr. Wathington

7. USF Health Continuing Professional Education Office Proposal (E. Pracht)

S. Srinivasan briefed the group that ETA had met with Debbie Sutherland in USF Health Continuing Professional Development (CPD) office for possible collaboration to offer continuing education courses for USF Health. It was approximated that 30 courses could go online in 2009. Each course would be no more than one hour and would be offered to healthcare audience in the community. ETA was approached to offer instructional design and technical support in exchange for one FTE of instructional design time. USF Health CPD intends to use ANGEL learning software as its course management system (CMS), and a demo was scheduled in December. The Dean was in support of this effort as this provides an avenue for the College to offer continuing education public health courses and generate much needed revenue. ANGEL was the choice of CMS because it can accommodate ecommerce. Discussion ensued that faculty did not want ETA to compromise on current services but it was noted that currently COPH does not offer many CPE and this may increase efforts in that direction. Dr. Mlynarek suggested that ETA should undertake this effort only if we receive adequate resources in exchange and maintain the quality of ETA services from suffering. He also pointed out that the Dean should be made aware of this concern from this group. The demo is scheduled for December 9; members of the ETA advisory group were invited to the meeting.

8. General Updates: (S. Srinivasan)

Ms. Srinivasan provided the following updates

    a. Training Specialist Position: One candidate was chosen but due to salary discrepancy, the position needs to be re-advertised. We should have the position filled by end of the year.

    b. Spring 09 Course Update: A total of 20 graduate and 20 undergraduate online courses will be offered. ETA is also supporting one blended undergraduate course and four new online courses.

    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. This document requires faculty input and possibly 1-2 faculty who can help develop this further.

d. ETA Tech Workshops: ETA will be offering a workshop on Creating Course Grading Rubrics on December 10. A Blackboard 8 upgrade is scheduled over the winter break. ETA will be offering a workshop on new changes to Blackboard 8 and its new Grade Center on January 5, 2009.

e. USF eCampus: S. Srinivasan announced that USF Educational Outreach is now called USF eCampus and is the central resource for all distance learning information.

f. OpenCourseWare: The group discussed the possibility of COPH getting involved in this effort. Interest was minimal and the group wanted to know if there were other universities doing it well. The handouts from the Johns Hopkins School of Public Health presentation were provided. Some ideas were discussed but no real consensus was reached.

g. 2009 meeting dates and times will be sent out via email. Next meeting is scheduled for Jan. 22, 2009.

The meeting was adjourned at 4:00 PM.

Next Meeting: January 22, 2009 from 2-4 pm, Deans Conference Room.