

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

**Meeting Minutes**  
**September 24, 2009**  
**1:00 pm to 3:00 pm**  
**Dean's Conference Room**

*Present:* Abbott, A., Azizan, A., Haiduven, D., Mortimer, J., Perrin, K., Pracht, E., Srinivasan, S., Stockwell, H. and Wathington, D.

*Absent:* Burke, S. and Mlynarek, S.

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

**1. Review and approval of minutes of Feb. 5, 09 meeting (DH)**

Dr. Haiduven reviewed the minutes of Feb. 5 meeting and the group approved it with no changes.

**2. Status Update of ETA Advisory Committee, Student Appointments etc. (D. Haiduven)**

Dr. Haiduven gave an update of the members of the ETA Advisory Committee as follows: EPB – Drs. Stockwell and Mortimer, CFH – Dr. Perrin, EOH – Dr. Mlynarek, GH- Dr. Azizan, HPM – Dr. Abbott. At the present time we did not have any student representatives. Ex-officio members included, ETA - Dr. Pracht and Sandhya Srinivasan and PHP - Dr. Wathington and Somer Burke. Dr. Haiduven requested to remove herself temporarily for a period of one year as chair due to her time commitment on a grant. Members agreed to conduct meetings by taking turns each month during her absence in the coming year. Chairs for following meetings are: November – Dr. Perrin, January – Dr. Stockwell, March – Dr. Mortimer, May – Dr. Azizan, July – meeting skipped and September – Dr. Haiduven is back and voting will be initiated for a new chair. Recommendations for student appointment would be sent to Dr. Perrin so she can invite them to participate for the November meeting.

**3. Conference Funding and Application Process (S. Srinivasan)**

S. Srinivasan discussed the email that was sent out requesting faculty to apply for conference funding and travel. Thus far, we have received two applications and both were approved for travel. Dr. Wathington suggested that we send the email to department administrators emphasizing the amount of funds available for their faculty. Laura Rusnak application was approved in the meeting and Dr. Wendy Nembhard application was approved via email post-meeting.

**4. Training Needs (EPACT, BB etc) (S. Srinivasan)**

S. Srinivasan wanted to get feedback on the faculty workshops. As USF is moving to a new version of Blackboard and Elluminate in Spring, ETA is scheduling workshops in November and December to introduce this new version. Members requested that ETA keep the sessions short preferably less than 45 minutes to an hour. They also suggested that we offer varying levels of training, for ex., Elluminate Basics, Intermediate and Advanced. S. Srinivasan also pointed out that Emergency Preparedness Academic Continuity Team (EPACT) is strongly encouraging faculty to get training from Center for 21<sup>st</sup> Century Teaching Excellence (C21TE) to prepare for emergency closures etc. ETA is sponsoring two workshops in October with C21TE for COPH faculty. Free headsets will be given away to faculty who participate in these sessions. Dates for the workshops are: Oct. 16 and 30 from 10-11 am in Lab B. A motion was made and approved to recommend COPH faculty have the ability to use both Blackboard and Elluminate skills in the event of a disaster.

**5. Videotaping at COPH (S.Srinivasan)**

S. Srinivasan informed the group that with the Media Center shutting down in July, the COPH and ETA were able to support one position to continue the videotaping services for the College. Requests for videotaping will be coordinated via the ETA office.

**6. ETA Funding (E. Pracht)**

Dr. Pracht explained that ETA had some funding that was evenly distributed to the departments for course development and support of online courses. The amount was split evenly amongst departments as per the request of the chairs. ETA has approved a total of \$50,000 for the 09-10 fiscal year. It was requested the ETA funding formula for Teaching Assistants be repeated again in the minutes.

- All core courses get a TA (10 hours per week with tuition waiver)
- All online courses with an enrollment of over 100 gets a TA (10 hours per week with tuition waiver)
  - o Each increment of 100 students gets an additional TA (10 hours per week with tuition waiver)

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

- a. ETA Staff changes
  - i. Sang Joon Lee and Trudian Trail are two new instructional designers from Univ. of Georgia. Dr. Lee has a PhD in Instructional Technology and Ms. Trail has a Masters in Instructional Design and Development. Both are working with Fall courses currently with Samantha and will start to initiate meetings with Spring faculty shortly.
- b. Fall 09 Courses and Spring 10 Courses
  - i. Currently, ETA is supporting 44 courses with 23 graduate online courses and 21 undergraduate online courses. Enrollment in fall is at 2962 with grad: 1026 and undergrad: 1936. Spring 10 courses are yet to be released. We are working on two new undergrad courses online namely, Biostatistics in Society, Introductory Epidemiology 101. In addition, for graduate courses, we are working on a graduate Perinatal Epidemiology with Dr. Nembhard. We are also working on the online social marketing graduate certificate initializing its first course online this Spring semester.
- c. Technology Fee Proposal for COPH
  - i. The technology fee proposal submitted by COPH for upgrading the COPH computer labs has been approved. This funding was for a total amount of \$222,847.
- d. PSI Grant
  - i. The English version of the PSI training modules is now complete. The French version is going through some last minute revisions but necessarily complete as well. PSI may chose to revisit the modules a year or so from now to enhance and make additional revisions as needed.
- e. USF Online Course Evaluations
  - i. The College of Education is running a pilot along with Center for Teaching Excellence to work out some possible solutions that may include Blackboard as a platform for deploying these assessments.
- f. Bb 9 and other Updates (mobil.edu, development sites, Bb building blocks)
  - i. Bb 9 in Spring 2010. Email went out about this update and training.
  - ii. USF is also looking at making some mobile enhancements to MyUSF and overall to the USF online experience. MobilEdu is a tool for mobilizing campus resources, such as Maps, directories, course catalogs, images, videos, and anything else we choose to add to the application. <http://www.blackboard.com/Company/MobilEdu.aspx>
  - iii. To ease up space on the main Bb servers, USF is creating course development sites for faculty to use as sandboxes freeing up old sites and redundant content.
  - iv. MyUSF will have a new building block installed that will enable announcements and alerts posted within Blackboard will be texted to student mobiles on demand. Emergency notifications will take place via Rave or MoBull Messenger.

## **8. New Business:**

Dr. Haiduven inquired about the laptops situation with ETA and to see if more needed to be ordered. It was agreed to order five laptops and five writing tablets for the office to loan to online instructors.

The meeting was adjourned at 2:40 PM.

**Next Meeting: November 19, 2009 from 1-3 pm, Deans Conference Room.**