

**Educational Technology and Assessment (ETA) Task Force Meeting**  
**1/26/06**  
**Meeting Minutes**

*Present: Abbott, A., Liller, K., Gulitz, E., Perrin, K., Mlynarek, S., Rolfe, J., Srinivasan, S., Sanchez-Anguiano, A., and Plescia, L.*

*Absent: Mortimer, J*

**1. Establishment of ETA**

**ETA Announcement:** As ETA is a new office within the College, it is necessary to announce the role and responsibilities of this new entity. A draft announcement was created to send to the Dean who would then email it to COPH faculty, staff and students. The draft announcement was shared with task force members. The members suggested several changes to the announcement. It was pointed out that the announcement be short and concise for people to quickly scan and get the main points. An additional attachment specifying the services offered by the Office of Educational Technology and Assessment would also be sent out with the ETA announcement email. All changes will be completed and sent to the Dean by Dr. Gulitz. A follow up email will be sent by ETA after the Dean has sent out the initial announcement.

**Marketing ETA services and resources to faculty:** In order to publicize the services of the ETA office, it was decided that Sandhya and Dr. Gulitz would schedule time during Faculty Department meetings and present a synopsis of ETA. In addition an open house for COPH faculty, staff and students would be arranged to allow people to come and meet ETA staff and see our facilities.

**Official Change of Name:** A motion was passed to officially request a change the name of Distance Learning Task Force to ETA Task Force.

**2. Discussion on Minimum Standards for COPH Online Courses**

ETA office is proposing all COPH online courses are created and implemented according to a set of minimum standards that assures the instructional design and integrity of an online course. Based on the experiences of the Congressional Award, collaboration experiences between several faculty creating online courses and instructional designers, and review of the literature on minimum online course standards, the ETA staff designed a set of minimum standards that would ensure an optimal learning experience for an online student. A copy of the minimum standards document was passed out to all members. The document is split into three main categories, namely, Communication, Instructional Elements and Course Organization/Design. A copy of the rubric that ETA staff would use to evaluate and assess an online course was also distributed. In addition, course analysis of a graduate and undergraduate course which was evaluated using the minimum standards was shared. The task force members collectively agreed that setting these standards in online courses is greatly needed to assure quality and uniformity in all COPH sponsored online courses. The committee agreed to put forth these standards and their recommendation to the Dean.

### **3. Syllabus Checklist**

The checklist will be used as a tool for faculty to create an online course syllabus and will ensure the inclusion of all pertinent information in an online course. A copy of the syllabus checklist was distributed. Checklist was approved at last Task Force meeting.

### **4. Process to offer Online Courses at CPH**

ETA staff (Sandhya and Lisa) emphasized that before the minimum standards are implemented, a timeline for online course development should be established. This timeline will provide a structure and formalize the process of online course development. Because online courses need to be completely done before the semester begins, course development and planning meetings need to begin approximately 18-17 weeks prior to the start of the semester. Built into this process, faculty and instructional designers would commit to a time line and production schedule that will then be the basis for posting an online course in the course schedule. If these commitments are not met by the faculty member, then ETA can recommend to the Associate Dean for Academic Affairs that a particular course be removed from the course schedule. To facilitate the course development process, ETA will need to know each department's requests for new/revamp online course at least three semesters beforehand. Task force members agreed that establishment of such a timeline should be announced by the Dean. It was decided that Dr. Gulitz, Dr. Liller and Sandhya would meet with the Dean to discuss the implementation process.

### **5. Update on allowing international students to participate via the online program**

A meeting with Pat Pekovsky, International Affairs is currently being worked out. At this time, 2 students in the PHP are participating via the online program from Belize.

### **6. Next Steps and Next Meeting**

The group agreed to meet at the end of March 06. Meeting dates will be announced via email.