

**Educational Technology and Assessment (ETA) Task Force Meeting**  
**6/13/06**  
**Meeting Minutes**

***Present:** Abbott, A., Burke, S., Liller, K., Gulitz, E., Perrin, K., Mlynarek, S., Srinivasan, S., and Mortimer, J.*

***Absent:** Sanchez-Anguiano, A*

**1. Update on Classroom Response Systems (Polling Devices)**

Srinivasan gave an overview of the three classroom response systems that a group convened by Academic Computing and Council for Technology and Research is studying. The three vendors are: Turning Point, eInstruction CPS and PRS. Major features for each system were shared with the group. The intent at Copenhaver was to utilize such a system in large face to face classes, specifically undergraduate and core courses. Copenhaver and COM is leaning towards Turning Point. Currently UF uses Turning Point. Dr. Perrin agreed that Turning Point's most versatile feature was the ease of use for faculty and the integration of the tool within the PowerPoint interface. Questions on the technology and how it works were answered by Srinivasan. Another key feature of Turning Point is the Virtual Key Pad that enables distance learning students or those with wireless laptops and other handheld devices to participate in the interaction without the use of the clickers. ETA is piloting the Turning Point clickers in two sections of an undergraduate course this semester. The group researching these products will generate a white paper with recommendations to the provost who will make the final decision on standardizing the tool for USF.

**2. Faculty Compliance and Minimum Standards**

Srinivasan shared the draft documents created by ETA to assist in faculty compliance. She asked for advice and input on how to deal with those courses that do not comply. Of the approximately 22-25 courses taught about 4-5 courses are non-compliant. ETA has access to the courses but no working relationship with faculty in actively improvising the courses. Some faculty do not want ETA involvement. In such cases, what should ETA do? Dr. Liller mentioned that this has been a point of discussion in Excom meetings. In many instances, timelines are restrictive and this causes backlash against ETA. Dr. Liller suggested that ETA office work with courses and course instructors who are interested and spend less time with laggards. She informed that the role of ETA, per the Dean, is to assist. Dr. Mortimer suggested that faculty should be given time each year to update online courses, especially the core courses. Dr. Gulitz informed the group that as per her conversations with the dean, the release time for faculty prior to the semester they teach online is doable but mechanisms to implement that may not have been set. She said allowing instructional designers control over course content is a paradigm shift to many of our faculty. She suggested two things to be discussed with chairs: release time for new courses and to give ETA their schedule for new online courses one year ahead (such as new certificate programs that are going online and their impact on the 2 year schedule that has been set forth by the College). Srinivasan mentioned that in some of the non-supported courses, students are paying the \$90 technology fee and not getting any of ETA services. Dr. Liller suggested that in such cases, all

technical questions should be forwarded to the instructor. She said she needs a student complaint about lack of support in order to address the issue with the faculty and/or the chair. Dr. Gulitz mentioned that ETA should do a better job of educating faculty of the services available and “entice” them to seek those services.

In addition, draft version of Faculty Agreement for Online Course Development and Timeline for Online Course Development was shared with the group. Both documents were presented to the Dean in an earlier meeting with Dr. Gulitz and Sandhya Srinivasan. The Dean was interested in getting feedback on these agreements and timelines as drafted.

**TA versus Course Builder Access:** An update was provided by Dr. Liller about the recent issues with allowing ETA staff access to Blackboard course websites in the Blackboard designated role of “Teaching Assistant”. Teaching Assistant access allows ETA to offer support during exams but it also gives them access to student grades (faculty concern); with Course Builder access, ETA cannot support exams. Agreement has been developed that will let faculty decide upfront which level of support they desire. A copy of the agreement, Instructional Designer Support for Online courses was shared with the group.

### **3. Online Course Development Training for Faculty and Doctoral Students teaching online courses**

The ETA office is planning to develop a 3 week online tutorial for all doctoral students who are teaching online courses (eventually this will be mandatory) and faculty (optional) who teach online courses. This is part of the faculty development efforts of the ETA office. The tutorial will provide an overview of developing an online course with special emphasis on pedagogical and design considerations. The course will be offered continuously and individuals can finish it in less than 3 weeks if desired. Course completers will be presented with a certificate at the end of the tutorial. The tutorial will have presentations, activities, practice opportunities and an evaluation. Dr. Liller said that eventually she will require all doctoral students to undergo this training as this would be an asset to them as they graduate and are asked to teach online courses as faculty members.

### **4. Funding Teaching Assistants in Online Core Courses**

Starting Fall 2006, ETA office will fund one teaching assistant for every online core course that the College will offer. This includes tuition waivers for the student. Additional TAs in undergraduate courses may be funded in later semesters.

### **5. ETA Staffing Update**

Srinivasan informed the group that Mark Fazioli is currently in a telecommuting position. There are two instructional design positions and two training specialist positions that are being advertised. Due to conflict of interest, ETA has decided not to hire any students.

### **6. ETA Reports**

Srinivasan shared a draft of an ETA semester report and asked if additional information needs to be added to the report. It was suggested that the completed reports be shared with Excom and ETA task force members.

## **7. Update on International Issues**

With news of a common tuition rate for all students enrolled in online certificate programs, it is necessary to understand how USF will handle international students who are in online programs. A follow up conversation/meeting will be held with Marcia Taylor to better understand how international students will be processed within our system.

## **8. Next Steps and Next Meeting**

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