

Distance Learning Task Force Meeting
7/15/05
Meeting Minutes

Present: Abbott, A., Francois, R., Gulitz, B., Perrin, K., Liller, K., Mlynarek, S., Mortimer, J., Sanchez-Anguiano, A., and Srinivasan, S.

Absent: Rolfe, J,

The meeting started at 2:00 pm in the Dean's conference room and adjourned at 3:30 pm. The following is a summary of the meeting/discussion.

1. Update and Discussion on allowing international students to participate via the online program

Sandhya gave an update of where the program was in terms of progress with this project. Several members of CPH have submitted changes to the customized distance learning application for international students. This application has been checked by Dr. Liller and International admissions and now ready for placement on the web. Dr. Moore has been requested to look into the possibility of assessing a common fee for all online students regardless of residency. Issues dealing with USF Card and access to the portal is yet to be resolved as the Card office is yet to get back to us on our questions on the feasibility of how international students can apply and pay for the USF ID cards.

2. Update on Copyright and Course Ownership Issues by Dr. Gulitz

Dr. Gulitz mentioned that the research by the Congressional Award has been completed on this topic. The findings will be presented to the Provost's office for action. As the policies related to this topic affect several units, namely, faculty senate, board of trustees, general counsel etc, consensus on it may take several months. She expects that the University will come to some decisions in Spring 2006 but there are lots of details to sort out. Dr. Gulitz mentioned that she would email the final results to the DL task force members.

She also mentioned that the University is looking at online course evaluations and that use the standard eight questions for evaluations are no longer feasible or practical for online courses. She said the University is looking at better options to get higher response rates for these evaluations.

3. Discussion on Minimum Standards for CPH Online Courses

Sandhya mentioned that the DL office is putting together a list of minimum standards that will assist instructional designers in the program better assist online faculty. These standards will be shared with Dr. Petersen and when approved will be implemented in all CPH online courses. Currently the document is in draft stages and will be presented to the Dean in mid September.

4. Update on DL Technology Fee for CPH DL Courses

The DL technology fee has been approved by the President and Provost in mid July. The implementation of the DL fee itself is not expected till Spring 2006 as several steps are yet to take place. We are expecting to advertise the fee and assess it for all Spring distance based courses.

5. Update on State Employee Tuition Waiver Policy Implementation for Fall 05

Sandhya reported that the state employee sections were set up for Fall semester. Students were aware of the option to register using the state of Florida waivers for online courses. Additional announcements went out to the Florida DOH newsletter, Health Advisor. Currently for Fall semester a total of 27 sections have been opened with a cap of 20 students in each section. The new state employee waiver policy is also posted online on the DL website for students.

6. Next Steps and Next Meeting – End of September

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