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

Meeting Minutes
January 26, 2012
10:00 am to 12:00 noon
Executive Conference Room (2024)

Present: Azizan, A., Burke, S., Mortimer, J., O'Rourke, K., Perrin, K., and Srinivasan, S.
Absent: Pracht, E., Troutman, A., and Mlynarek, S., Wathington, D.

Dr. Mortimer called the meeting to order at 10: 05 am.

1. **Review and approval of minutes of November 17th meeting (J. Mortimer)**
Dr. Mortimer reviewed the minutes of November 17th meeting, and the committee approved them with no changes.

2. **ETA TA Update (S. Srinivasan)**
As mentioned in the last meeting, ETA is piloting a new model/formula for providing funding for online course teaching assistants. In Spring 2012, ETA supported a total of 19 TAs with this new formula. Typically each semester the ETA office supports on the average about 12.3 graduate assistantships with tuition waivers. The decision to continue using this model beyond Spring 2012 semester is dependent on USF budget scenarios and an update will be provide in the next meeting.

3. **POTS Faculty Development Initiative (S. Srinivasan)**
Ms. Srinivasan explained that USF's University College and its division on Academy for Teaching and Learning Excellence (ATLE) has recently launched a faculty development initiative called Portals to Teaching Success (POTS). At the heart of POTS, is the University and College Teaching (UCT) online curriculum purchased from UK based Epigeum. UCT is made of nine 2-hour courses totally over 223 hours of instruction and activities that prepare faculty and instructors in teaching and learning concepts. In addition to UCT, Epigeum also offers several other curricula in Research, Leadership and Management and Studying. ATLE is working with USF Health to analyze how these modules can and will be used for USF Health faculty. Ms. Srinivasan also requested faculty for ideas of how these modules can be incorporated into face to face seminars and/or online training to train new faculty, adjuncts, doctoral students and graduate assistants. It was suggested that the college could use parts of the online curricula and incorporate into the doctoral seminars on teaching that is required by all doctoral students in the college. Additional information will be made available as the program enfolds and decisions are made at the USF Health level.

4. **General Updates: (S. Srinivasan)**
    a. Spring 2012 Courses: A total of 64 courses this coming semester will be offered online, 35 undergraduate courses and 29 graduate level courses. Enrollment for all online courses was at 3787 with graduate enrollment at 1011 and undergraduate at 2776.
    b. ETA Position Update: Applications for the instructional designer position is now released by HR. A total of 38 applications have been received with over 20 applicants meeting part of the preferred requirements. ETA is currently reviewing these applications and will be calling candidates for interviews.
    c. Moodle Update: This semester ETA is not offering any courses on Moodle. Ms. Srinivasan will be meeting Arlene Calvo and her team in early February to discuss course offerings for 2012.
    d. Conference Funding Request (W. Nembhard) – It was reviewed that Dr. Nembhard' s conference application was approved via email and notification of this approval was sent to Dr. Nembhard to make travel arrangements.

      e.   2012 meeting dates – new dates for 2012 meetings were presented again. . All meetings will be the Executive Conference Room 2024 from 10 am to 12 noon.

          i.   Mar 15 (Spring Break Week)
          ii.   May 17
          iii.   Sept. 20
          iv.   Nov. 15

5. New Business

          i.   Dr. Mortimer requested the ETA get an update from the Online Student Authentication task group at USF Health.
          ii.   Dr. Azizan requested if we could bring forth the issue of low response rates for online teaching evaluations and discuss how these impact tenure earning faculty in future meetings.

Next Meeting: Thursday, March 15, 2012, 10 am - 12 noon, Executive Conference Room 2024