

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

**Meeting Minutes  
November 21, 2013  
10 am to 12:00 noon  
Executive Conference Room (2024)**

*Present:* Azizan, A., Burke, S., O'Rourke, K., Borenstein, A., Srinivasan, S. and Thompson, E.

*Absent:* Mlynarek, S., O'Rourke, K., Pracht, E., Troutman, A., and Wathington, D.

Dr. O'Rourke called the meeting to order at 10:04 am.

**1. Review and approval of minutes of Sept. 19<sup>th</sup> meeting (K. O'Rourke)**

Dr. O'Rourke reviewed the minutes Sept. 19th meeting. The committee made some grammatical corrections and approved the minutes.

**2. Discussion of New Chair (K. O'Rourke)**

Dr. O'Rourke as the new chair started the meeting with a question whether her recent appointment as chair of the Epidemiology and Biostatistics department would create a conflict to be chair of a faculty committee. Dr. Azizan was suggested to be the next chair but later discussions confirmed that there is no rule for a Dept. chair to not be a chair of a faculty committee so the group reverted to having Dr. O'Rourke be the chair and Dr. Azizan to be the Co-chair. This latter move was largely so that if Dr. O'Rourke was busy with departmental obligations, then Dr. Azizan could move the meetings forward. The group approved this move.

**3. Canvas Transition Update: Blackboard Checklist, Workshops and New Tools (S. Srinivasan)**

Ms. Srinivasan mentioned that Blackboard is going away at the end of the year. It was important that each of the faculty take this back to their departments. Emails will be sent out as well before the end of the year. Ms. Srinivasan also provided an update of the workshops held in Fall 2013 on topics such as plagiarism, student disabilities, copyright, Blackboard Collaborate, Clickers etc. etc. Regarding clickers, she explained that ETA is responsible for training faculty and will conduct one workshop on clickers each semester. Within that workshop, ETA will go over the process to request and use clickers. CPH Facilities will hold the clickers and be responsible for support in the classroom etc. Ms. Srinivasan wanted input and suggestions from the group on how we can increase participation. Several suggested sending emails, examples of how a topic would be useful to faculty, invite adjuncts and TAs to the workshops and sharing with all PhD students.

Dr. O'Rourke also suggested that ETA think about the new integrated core that is being discussed and offer supporting topics to faculty. Faculty will need lots of training on flipped classroom instruction and other interactive methodologies. Ms. Srinivasan said ETA would focus on more teaching topics than technology topics for Spring semester. Dr. Azizan suggested that we gather faculty feedback to get input about how ETA workshops are being received.

**4. General Updates: (S. Srinivasan)**

- a. Spring 2014 Courses: A total of 76 online courses are to be listed. Of them, 38 courses are graduate level and 38 sections are undergraduate courses. A new scheduling process

is being mapped out for the College and may impact ETA timeline on beginning course development.

- b. ETA Hiring Update: Anchalee Ngampornchai is leaving ETA as of the end of the year. A replacement is being sought and ETA hopes to fill this position in Spring.
- c. Course Development for 2014-15: The Dean's office is suggesting all course development for new online courses and programs be on hold as the College works on transforming the MPH as well as offer the DrPH program in an online format in Fall 2014.

#### **New Business**

No new business was raised.

**Next Meeting:** Meetings for 2014 will be shared with all. Here are tentative dates reserved for these meetings. All meetings will be held third Thursday of the alternating month from 10 am to 12 am in Ex. Conf. CPH Rm. 2024

**Jan 16, Mar 20, May 15, No July meeting, Sept. 18 and Nov. 20.**