

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

**Meeting Minutes
February 3, 2011
10:00 am to 12:00 noon
Deans Conference Room**

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

Absent: Djilan, Y., Troutman, A., and Wathington, D.

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

1. Review and approval of minutes of Nov. 18, 2010 meeting (J. Mortimer)

Dr. Mortimer reviewed the minutes of Nov. 18 meeting, and the committee approved them with no changes.

2. CEPH Accreditation Update (J. Mortimer)

Dr. Mortimer explained that a shorter version of what was created by the ETA Advisory Committee was submitted to CEPH. He has not received any comments thus far from the Dean with regards to the document and the ETA section.

3. Online Course Evaluation Demo from CON

Guests from the USF Health College of Public Health and USF Health Information Services provided a demo of the online course evaluation system that is currently in use at the College of Nursing. Denise Passmore (CON) and Mary Striby (Health IS) provided a step by step demo of how students in the CON utilize the course evaluations. The Evaluation system uses data from Banner, and students use their UID numbers to access their individualized evaluations. Once the evaluations are complete, the link disappears. Students are able to answer questions pertaining to the course, course instructor, multiple instructors when the course is team taught, web-based, lab specific etc. CON can track how many students are completing evaluations, although all data is still confidential and cannot be linked to students. Reports are available via HART and also sent to main campus. Evaluations are released 3 weeks before the end of the semester; announcements are posted on Blackboard and emails sent out via student listserve. All courses in CON utilize this system for course evaluations.

The system can be customized to CPH but would involve programming time and resources. Questions would have to be tailored for CPH as well. It was discussed that course evaluations are voluntary and cannot be incentivized or made a requirement. The reason CPH does not use the student listserve to announce the evaluations is because they are only applicable to online courses. On campus courses at CPH still utilize the paper-based scantron evaluations. The CPH online process was explained by Mrs. Srinivasan: ETA and/or instructors post the evaluation announcement on Blackboard course sites. Students access instructions and complete evaluations available within the MyUSF portal. Discussion ensued that if we are only going to move the CON and ask the eight required USF evaluation questions, then it was most likely not worth the effort involved in moving to the new system. Ms. Srinivasan mentioned that should we ask more customized questions, in which case this project would serve CPH better. Currently the online course evaluation system captures the eight questions.

Once the guests left, the group further discussed that instead of recreating this system, the CPH would study how effective the single sign on to access the evaluations now within MyUSF would be in terms of response rate. Mrs. Srinivasan will work with the online courses that have multiple sections and study the effect of additional reminders on response rates. We could then decide if we should move to the CON or

a similar system or continue to utilize what we have with changes to processes and procedures. This study would be completed in Spring 2011 and results brought back to the group by the ETA office.

4. Tech Assistance Times (S. Srinivasan)

In order to minimize the amount of non-business hours spent by Instructional Designers in support of online courses, the group decided that support for course activities that require live support from the instructional designers would be restricted to Monday and Thursday from 5 pm to 10 pm and on Sunday from 1 pm to 6 pm. This information would be distributed to instructors developing summer courses, so they can alter their course exam schedules accordingly.

5. ETA Support of Blended Courses (E. Pracht)

Dr. Pracht announced that the chairs had approached the office to request ETA instructional designers support campus and/or blended courses. The departments were willing to provide financial support for this effort as ETA instructional designers (ID) are designated for online course support only. Currently 10% of all ETA IDs will be supported by E&G funds enabling the office to provide this support. The following announcement will be sent to departments and faculty.

ETA Announcement regarding Blended Course Support (to be sent to COPH faculty and depts.)

Beginning Summer 2011, the Office of Educational Technology and Assessment will begin to support technical questions related to campus or blended courses. Depending on the nature and frequency of the support requested, ETA will assign personnel as needed. Technical assistance at this time is limited to faculty. Students are expected to contact main campus IT for all Blackboard related questions. If you are interested in creating content for your blended course, please contact the ETA office at 813-974-6666 or send an email to eta@health.usf.edu

ETA Guidelines on Support of Blended Courses

Beginning in Summer 2011, the Office of Educational Technology and Assessment will begin to support technical questions related to campus or blended courses. All ETA instructional designers will be available to answer your course technical questions. However, support will be determined based on the following levels.

- Level 1 – Basic or one-time instructional and technical support in creating multimedia content such as audio narrated presentation, video posting etc. in Blackboard.
- Level 2 – Consistent weekly instructional support in creating, posting multimedia content in addition to course content
- Level 3 – Consistent weekly instructional support as described in Level 2 with support for exams and quizzes.

If you anticipate requiring level 2 or 3 support, please contact Sandhya Srinivasan to ensure you have a consistent support individual for your course. To ensure appropriate preparation, coordination, and matching of instructional designers and courses, level 2 and 3 support requests should be received three weeks before the semester start.

Technical assistance at this time is limited to faculty. Students are expected to contact main campus IT for all Blackboard related questions. For level 3 support during exams, ETA office contact information will be provided to students.

6. General Updates: (S. Srinivasan)

- a. Spring 2011 Courses
Ms. Srinivasan mentioned that currently online enrollment is at 3240 (Grad: 950 and Undergraduate: 2290)
- b. Conference Funding Request – Alison Oberne
Conference funding request for Alison Oberne was reviewed by the committee and approved. Ms. Oberne will be attending Educause Southeast Regional Conference in

Charlotte, NC. Ms. Oberne will be presenting a poster for this conference. This is the last conference proposal that ETA can support in this fiscal year.

- c. USF Health Learn - Moodle Overview - 2/24 from 10-12 noon

ETA is working with USF Health IS to provide a demo of the USF Health Learn system. Moodle is expected to launch in Fall 2011 and will be used for grant funded training projects and continuing educational activities.

- d. 2011 Meeting Dates and Times: 3/17, 5/19, 9/15 and 11/17 from 10am-12 noon
Location: Deans Conference Room Please mark your calendars

7. New Business

Dr. Mortimer raised the question of cheating in online courses. He requested the group discuss this topic in the next meeting.

Next Meeting: Thursday, March 17, 2011, 10 am - 12 noon, CPH 2024.