

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

Meeting Agenda
May 1, 2007
10:00 am to 12:00 noon
Dean's Conference Room

Present: Abbott, A., Burke, S., De Joy, S., Liller, K., Gulitz, E., Perrin, K., Ms. Srinivasan, S., Haiduven, D., Mylnarek, S., Petersen, D., and Wathington, D
Absent: Mortimer, J and Sanchez-Anguiano, A

1. Updates: Ms. Srinivasan gave the following updates:

New members: Dr. Deanna Wathington, PHP Director, doctoral and online students, Sharon De Joy, Alice Richman and Angela Ahlquist were introduced to the group. The doctoral and online students will be participating via conference call during each meeting.

Summer course update: The total number of summer courses and account of ETA access for each was provided to the committee.

Spring Semester 2007 ETA Report: a partial Spring semester report was distributed to all.

HR: The application packet for Instructional Designer position was expected end of May with a tentative plan to schedule interviews before June 15. The Second Webmaster position applications were due in end of May and interviews would be scheduled thereafter.

USF Health IT Application Development: COPH Student database business requirements were being finalized at this time. We should see the first prototype for this database sometime in July/August. Business object licenses will be required for users of this database and its report generation section. The timeline for the new content management system (MS Sharepoint) purchase and install has not been released by USF Health IT at this time.

Online Course Development Training for Doctoral Students: A preview of the intro module of the four-part series of training modules was shown to the committee members. The intro module, module one and two would be completed by May 14. Work on module three will be done over the length of summer semester.

ETA Service Survey: was deployed to all COPH students from April 27 to May 28 (survey open at time of meeting). So far, we had 51 responses to the survey. Final results would be distributed in the next meeting.

New tools within Blackboard: New tools are available within Blackboard namely, Study Mate, Lock Down Browser and Podcast tool. More information on these tools will be made available after the Blackboard upgrade currently underway.

2. Open Discussion with Dean Petersen regarding the future of online learning at CPH

Dean Petersen joined the Advisory committee for a discussion on online learning, faculty assignment and timeliness of the release of course schedule. Dr. Mlynarek brought up the issue of time allowance for faculty who are developing a new course. Dr. Gulitz mentioned that faculty are given a 20% release time for a new online course and 10% for a major online course revision. Dr. Perrin said that this is not happening in reality. The Dean inquired why and reiterated that her letter to faculty a year ago emphasized the quality issue with online courses and the value of time to prepare these courses. She would bring this up with the chairs and emphasized that the advisory committee members need to take this point back to the departments. Ms. Srinivasan mentioned that for the coming year faculty should work with ETA as they plan and meet with instructors to work on their courses. She went on to mention that ETA receives notification of courses late in the timeline and is often caught up in a rush to prepare the courses. The Dean reiterated that the 2 year course schedule for the College needs to be updated and accurate for students to plan their course and ETA/faculty to prepare their online courses. She mentioned that she will reiterate this to Executive committee and chairs and explain the importance of keeping the 2 year schedule updated and accurate on the CPH website.

Dr. Abbott brought up the issue of course builder vs. teaching assistant within Blackboard and wanted clarification on roles. The committee members went on to explain the roles and what it meant within the Blackboard environment and said it is finally the decision of the instructor on what role to place ETA staff within their Blackboard website.

Dr. Mlynarek brought up the issue of course ownership and wanted to know what USF policies were regarding the same. The Dean mentioned that the University has crafted language about a shared governance policy regarding this matter. She mentioned that Paula Knaus would be a good resource to get more information.

3. Focus Groups feedback on ETA Services Update

Ms. Srinivasan passed out a handout outlining the plan for the upcoming ETA focus groups. A total of five focus groups will be facilitated by Barbara Kennedy. A combination of face to face and Elluminate sessions are planned for both on-campus and off-campus students enrolled in online courses. All students who have enrolled in at least 2 online public health courses in the past 3 semesters will be invited to participate. No more than 10 students will be accepted into each focus group. Degree, Non-Degree and Certificate students will be included in the graduate level. In the undergraduate level, input will be sought from both General Public Health (GPH) minor seeking and GPH non-minor seeking students. A thumb drive will be presented as incentive for all participants. We expect approximately 75 students (graduate and undergraduate) to participate in the focus groups.

A list of questions that will be asked of students will soon be distributed via email to all committee members for their input. Dr. Liller mentioned that we ought to ask questions about feedback (quality, timeliness etc) when we design the focus group questions. The committee

members discussed that these focus groups are not an evaluation of faculty but an evaluation of the ETA services related to online courses. The Elluminate sessions will be recorded virtually and the face to face sessions will have audio recorded. In addition, all sessions will have a recorder who will provide raw notes to Ms. Kennedy. Ms. Kennedy will submit an outline of comments to Dr. Gulitz by end of July, the final report will be prepared by Dr. Gulitz. This data will be presented alongside quantitative data derived from the ETA Service Survey. The results of both the ETA service survey and the focus groups will provide the advisory committee members to make policy recommendations for ETA service improvements in the coming semesters.

4. Faculty Development: Conference & Travel Application Review

Dr. Perrin was the only one to apply for conference and travel application with ETA in Spring. Her application to travel to the Blended Learning and Higher Education workshop in Chicago, IL was approved by the advisory committee.

5. Upcoming Summer Tech Workshops

Ms. Srinivasan announced that for Summer, the ETA office will host the Second Life, Digital Photography and Elluminate Live workshops. All committee members were encouraged to share this information with their department and attend these workshops.

Next meeting July 16 from 3 pm to 4 pm (Cancelled)

New meeting date: August 10 from 10 am to 11:30 am.