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

Meeting Minutes
May 27, 2010
1:00 pm to 3:00 pm
Dean's Conference Room

Present: *Azizan, A., Burke, S., Mortimer, J., Pracht, E., and Srinivasan, S.*
Absent: *Djilan, Y., Kennedy, B., Mlynarek, S., Perrin, K. Stockwell, H. and Wathington, D.*

Dr. Mortimer called the meeting to order at 1:05 pm.

1. Review and approval of minutes of March 18, 2010 meeting (J. Mortimer)
Dr. Mortimer reviewed the minutes of March 18 meeting, and the group approved them with no changes.

2. CEPH Accreditation Update (J. Mortimer)
Dr. Mortimer provided an update of the self study document as it pertains to the online degree programs. The draft was circulated to the members via email prior to the meeting and comments requested. The general feedback from the steering committee was that the information was extensive. Dr. Mortimer mentioned that the report has to support the evaluation of learning outcomes and clearly state how we accomplish this step. It was discussed that a combination of opportunities in the form of the capstone course, comprehensive exam, field experience and special project provide the mechanism to evaluate these learning outcomes for each degree program. Dr. Mortimer would insert this summary and get formal feedback from the steering committee after August 2010.

3. Podcasting Update (S.Srinivasan)
Ms. Srinivasan provided an overview of a project initiated by the dean's office to create short podcasts or vodcasts of faculty presentations on recent publications and conference presentations. She is going to each department faculty meeting explaining the project and offering ETA's assistance in putting these podcasts together and then posted on to iTunesU website. She requested faculty to spread the word in their departments and to contact ETA to set up a time to record their own presentations.
The purpose of these podcasts would be for marketing, public affairs and to provide resources for the public health community on the work being done here at the College. Presentations can be just audio and/or audio with video. Links to the presentations will be posted on the faculty webpage as well.

4. General Updates: (S. Srinivasan)

    a. Summer 2010 Courses
        i. At the present time ETA is supporting 40 courses in total for summer semester. ETA is providing teaching assistantships and tuition waivers to 9 TAs and 3 additional TAs via the ETA designated funds.
    b. Moodle Platform
        i. USF Health IS is pilot testing the Moodle learning management system for non-academic non-credit generating courses and training projects. For those interested in pilot testing, a demonstration has been set up for Friday, May 28. Details will be emailed to all present.
    c. Use of Copyrighted Materials

         i. USF General Counsel has recently released a revised version of the USF Copyright Policy. Copies were distributed. As per policy, a statement suggested by General Counsel will be posted as part of Lesson Zero in all COPH online courses. The statement is as follows:

                1. The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. The materials on this course website may be protected by copyright; any further use of this material may be in violation of federal copyright law. (VI.A.3) http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-105.pdf

   d. DL studio upgrade
         i. The studio equipment has recently been upgraded with electrical work now being completed. New monitors for the studio classroom and new cameras have also been added in this effort. Dr. Mortimer suggested that the College look into a teleprompter for the studio.

   e. Summer Tech Workshops
         i. ETA has offered 3-5 Blackboard workshops each month as requested and advised by the ETA advisory committee. Attendance is weak at these sessions and ETA is need of new ideas and advice on how to rejuvenate these workshops. Dr. Mortimer suggested that offering food/snacks may increase attendance. Each of the members will go back to their departments and get some topic ideas and email them to ETA.

   f. Conference Application Approved via Email
         i. Dr. Azizan's conference funding application was circulated to the group for approval via email on 4/9/2010. The group approved the application for her to attend the Edmedia Conference in Toronto, CA in June 2010.

5. New Business:
None

Discussion about next meeting: The July 2010 meeting will be cancelled due to travel schedules. The next meeting has been moved from Sept. 16 to Sept. 23 from 1 to 3 pm in the Deans Conference Room.

The meeting was adjourned at 2:00 PM.

Next Meeting: September 23, 2010 from 1-3 pm, Deans Conference Room.