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

Meeting Minutes
September 19, 2013
10 am to 12:00 noon
Executive Conference Room (2024)

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

Dr. Mortimer called the meeting to order at 10:04 am.

1. **Review and approval of minutes of March 27th meeting (J. Mortimer)**
Dr. Mortimer reviewed the minutes March 27th meeting. The committee made some grammatical corrections and approved the minutes.

2. **Appointment of New Chair (J. Mortimer)**
The group unanimously choose Dr. Kathleen O'Rourke as the new chair. She was nominated by the outgoing chair, Dr. Mortimer.

3. **Canvas Transition Update: Blackboard Checklist, Workshops and New Tools (S. Srinivasan)**
Ms. Srinivasan mentioned that Canvas will the LMS of choice starting Jan 2, 2013. Blackboard will no longer be available after December and that emails regarding this matter have been sent to all COPH faculty. As part of this communication, ETA has informed faculty of some housekeeping details to clean up and/or transfer content resting currently in Blackboard. Areas such as Blackboard's Content Collection will not transfer automatically and will need to be moved manually. Any grade disputes etc. is accepted only 3 weeks after grade release. Since COPH courses has moved to Canvas in Spring 13, this is no longer an issue for us. Collaborate is a new synchronous tool that USF is offering in place of Elluminate Live. A workshop with regards to this and other new tools are being scheduled for Fall semester. In addition to Collaborate, a Canvas tool called Big Blue Button can also do synchronous meetings but does not have recording capabilities. This tool can be initiated by students and can be used for group meetings etc. The second new tool being introduced is the new plagiarism software, Turn it in. It is now available for all Canvas courses. It works similar to Safe Assign with a few minor changes. A workshop on this tool is also being offered in Fall. Other workshop topics include, Student Disabilities, Copyright Issues, Canvas updates and New Tools and Technologies available.

Ms. Srinivasan asked with Canvas on a 2-3 week update cycle, several features are constantly being tweaked, new tools and features are being added to enhance the platform. She asked what would be the best mechanism to relay these updates to faculty. Several suggestions were put forth namely, emails, post on ETA website, Faculty Assembly announcements (for large changes), workshops etc. Ms. Srinivasan expressed with a tool as big and complex as Canvas, it is easy to miss updates, faculty have to take the initiative to learn of these changes and scope out the informational videos and tutorials on the Canvas website.

Ms. Srinivasan also wanted to get feedback on faculty perceptions of Canvas and although there were some frustrations with email messaging, the large majority agreed that Canvas was working for them.

Tools such as speedgrader and rubrics enhanced their courses and helped them instruct and communicate better with students. Dr. Perrin was appreciative of the ETA's instructional designers and said that they are consistently nice and helpful.

1. **General Updates: (S. Srinivasan)**
   a. Fall 2013 Courses: A total of 85 online courses will be offered. Of them, 36 courses are graduate level and 49 sections are undergraduate courses.
   b. ETA Hiring Update: OTI has stopped developing courses as of May. We are utilizing the OTI Instructional Designer for courses in the interim. Once the hiring freeze is lifted, ETA will consider hiring additional staff.
   c. Audience Response Systems: The COPH recently invested in purchasing 150 clickers that will help incorporate student interaction in campus courses. While main campus requires students to purchase clickers (as needed for courses), the COPH loans them to students during class and collects them at the end of the course session. For faculty interested in this technology, a clicker workshop will outline all details and process related to using the technology. COPH facilities manage the bulk of the clickers and will support them. ETA will provide the necessary training for faculty in the form of one workshop per semester.
   d. Workshops in Fall: the following workshop topics have been finalized: Plagiarism, Copyright, Student Disabilities, Blackboard Collaborate, New Tools and Canvas updates.
   e. CE Update for Moodle: OTI has recently stopped providing any CE course development; however, ETA is working on transforming some of the Deans lectures into short CE courses for the Moodle platform.

2. **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.