

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

**Meeting Minutes**  
**March 18, 2010**  
**1:00 pm to 3:00 pm**  
**Dean's Conference Room**

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

Dr. Mortimer called the meeting to order at 1:10 pm.

**1. Review and approval of minutes of Jan 28, 2009 meeting (J. Mortimer)**

Dr. Mortimer reviewed the minutes of Jan 28 meeting, and the group approved them with no changes.

**2. CEPH Accreditation Update (D. Wathington/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. Most of comments mentioned that the report seemed disjointed and needed to be brought in as one document. Dr. Mortimer also noted that CEPH requested information on how each learning outcomes were being met and needed to list the learning outcomes for each program. The group decided that Dr. Mortimer would contact each of the online program directors for a list of learning outcomes and how each of them was evaluated. Some comments about the document mentioned that the document was vague and needed to be streamlined and specific. There was discussion whether online students who graduate have to complete the exit questionnaire and if program or course specific comments could be attained to show that these learning outcomes were met. Dr. Mortimer would contact Somer Burke to see if she had information on this for Public Health Practice students.

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

- a. Summer 2010 Courses
  - i. At the present time ETA is planning support for 39 courses in total for summer semester. Of this, 15 courses are at the graduate level and 24 are undergraduate courses.
- b. Conference Funding Request – Dr. O'Rourke
  - i. Dr. Kathleen O'Rourke's conference funding application was circulated to the group for approval. Dr. O'Rourke was filing a second application as the first approved travel was canceled due to a personal emergency. The group approved the application for her to attend the Teaching Professor conference in Cambridge in May 2010.

**4. New Business:**

None

The meeting was adjourned at 2:10 PM.

**Next Meeting: May 27, 2010 from 1-3 pm, Deans Conference Room.**