

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

**Meeting Minutes
January 28, 2010
1:00 pm to 3:00 pm
Dean's Conference Room**

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

Absent: Perrin, K.

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

1. Review and approval of minutes of Nov. 19, 2009 meeting (J. Mortimer)

Dr. Mortimer reviewed the minutes of November 19 meeting, and the group approved them with no changes.

2. Conference Funding Application (S. Srinivasan)

S. Srinivasan distributed an application from Laura Rusnack that was benched from last meeting. Since then an announcement was sent to all faculty regarding availability of funds. Though a couple of faculty had shown interest, no new applications were received. In the meantime, Laura Rusnack informed the ETA office that one of her conference proposals had been accepted. The committee made a decision to approve her application. A new announcement will be sent in February to faculty about upcoming conferences and the availability of travel funds for the same.

2. TA Allotments Update (E.Pracht)

Dr. Pracht has received a proposal to breakdown TA assignment for core courses from increments of 100 enrollments to increments of 50 enrollments. Each 50 students would generate a 5% TA. Once ETA consults with the Dean's office on how this impacts the ETA budget, a definite decision will be taken with regard to this request. For now, it looks probable that ETA will be able to support this structure for at least the core courses. A definite decision will be brought back to the committee at our next meeting. Dr. Stockwell asked if this structure of assigning TA's was being extended to undergraduate courses, especially those that we eventually designate as core courses once the undergraduate major is approved. S. Srinivasan explained that all undergraduate courses that meet the 100 enrollment threshold receive a 10% TA. Once a designation has been set for undergraduate core courses, further discussions can take place as to how we assign TA support for them.

3. CEPH Accreditation Update (D. Wathington and J.Mortimer)

Drs. Wathington and Mortimer reviewed the first meeting of Accreditation Steering Committee that met on Monday, January 25. The meeting laid out the responsibilities of standing committees and the timetable for completing the Self Study and preparing for the site visit. Dr. Mortimer briefly reviewed a Technical Assistance document entitled "Online Schools of Public Health and Public Health Programs." It applies mainly to completely on-line programs and degrees. It was pointed out that we have two on-line degrees in HPM and Global Health. The representatives of these departments on the committee will contact the heads of these programs for their input. With regard to the Self Study, members were given

copies of “Accreditation Criteria. Schools of Public Health. Amended, June 2005.” Drs. Wathington and Mortimer reviewed the section that applies to the ETA committee (2.12). Dr. Mortimer noted that we have some students who can choose whether to take courses on-line or in a traditional class. Others, such as those living very far from Tampa, CDC staff, students who work during the times of scheduled classes, nursing and physical therapy students, must take courses on-line. Discussion ensued regarding the comparability and advantages of taking a course on-line vs. in person. The issue of security of on-line course was raised with regard to cheating or misrepresentation by students.

Dr. Wathington distributed relevant sections from our Self Study in the last accreditation and noted the availability of self study materials from the University of North Carolina on distance education.

Dr. Mortimer laid out a time plan for drafting our section. Ms. Srinivasan will produce an initial draft, which will be sent in the next couple of weeks to Drs. Pracht and Mortimer for additions. When this draft is completed, it will be circulated to all committee members for their input. A final preliminary draft will be sent to committee members prior to our next regular meeting (March 18), at which time it will be discussed. After discussion, a revised draft will be sent to the Steering Committee for review.

4. General Updates: (S. Srinivasan)

- a. Spring 2010 Courses
 - i. At the present time ETA is supporting 44 online courses, of which 22 are undergraduate courses and 22 are graduate courses. There are a total of 3082 student enrollments this semester with 1091 in graduate courses and 1991 in undergraduate courses.
- b. Blackboard 9 & Training in February
 - i. A recent email was sent out to all faculty about upcoming workshops for Blackboard. Most of the workshops referred to Blackboard tools.
- c. Training Grant with Dr. Mahan
 - i. Dr. Mahan has approached ETA to be part of a training grant proposal that requires ETA to stream training courses to several county health departments as part of training midwives around the state of Florida. This is aimed at stimulus dollars targeted for the state.

5. New Business:

None

The meeting was adjourned at 2:10 PM.

Next Meeting: March 18, 2009 from 1-3 pm, Deans Conference Room.