

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

**Meeting Minutes**  
**November 19, 2009**  
**1:00 pm to 3:00 pm**  
**Distance Learning Studio**

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

*Absent:* Abbott, A., Wathington, D., and Haiduven, D.

Dr. Perrin called the meeting to order at 1:15 pm. Yao Djilan was welcomed to the meeting as a student representative.

**1. Review and approval of minutes of Sept. 24, 09 meeting (DH)**

Dr. Perrin reviewed the minutes of Sept. 24 meeting, and the group approved them with no changes.

**2. Conference Funding Application (S. Srinivasan)**

S. Srinivasan distributed two applications received thus far for faculty travel to conferences. Since one of the applications was for a late spring meeting (Laura Rusnak), the group asked to hold that application until the January meeting to see if other faculty apply for funds. S. Srinivasan will send out a list of conferences for 2010 shortly, and that may initiate some new interest in these funds. The second application (Dr. Kathleen O'Rourke) had some unexplained items on the budget. Dr. Stockwell suggested that we may want to alter the faculty conference application packet to include a budget justification statement so items may be explained in detail. Additional details about the conference may also be helpful in the application. S. Srinivasan explained that \$10,000 was set aside in the budget for 5 faculty members to travel this year. Dr. O'Rourke's application was approved for travel up to \$2,000, and Laura Rusnak's application was deferred until the January meeting for a final decision.

**3. ASPH and CEPH Meeting Update (S. Srinivasan)**

S. Srinivasan informed the group that both ASPH and CEPH meetings on Distance Education were held in Philadelphia recently. Samantha Lopez from ETA represented USF. She reported that the ASPH meeting was a general update on what other schools of public health are doing with regard to distance education. The focus of this meeting was mainly on how colleges can collaborate on joint courses. David Mendez is the chair of the Council on Learning Futures. S. Srinivasan will approach Dr. Mendez and offer USF's interest in any joint development efforts. The CEPH Distance Education workshop was a review of three schools of public health and their distance education programs. No guidance or criteria related to distance education programs was discussed at this meeting.

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

a. Spring 2010 Courses

- i. At the present time ETA has been informed of 45 online courses, of which 22 are undergraduate courses and 23 are graduate courses. At this point we are considering offering three new online courses: Perspectives of Health Insurance, Introduction to Epidemiology and Foundations of Global Health.

- b. Blackboard 9 & Training
  - i. Blackboard Advisory Committee has confirmed that we are moving to Blackboard 9 in Spring, 2010. The weekend of Dec. 19 is the scheduled time for the upgrade. ETA will be offering training sessions on Dec. 15 and 17 in Lab B from 12-1 pm on the basics of Blackboard 9 and Elluminate Live.
  - ii. Per Blackboard Advisory Committee, USF will only keep three years of past courses and 150 days of course activity recorded in Blackboard. Emails about this and information on archiving courses will go out to all faculty shortly. Course Development Sites are up and available for faculty to save files from older course sites.
  - iii. Online tutorials will be available from C21TE in mid-December. Online tutorials will be available to faculty and students.
  - iv. With the upgrade to Blackboard 9, most tools will transfer, with the exception of the digital drop box and Blackboard Electric. Learning Objects (blogs and wikis tool) will be upgraded to a higher version to go with Blackboard 9. All the previous blogs created with the earlier version of the learning objects tools may be lost.
- c. Training Grant with Dr. Salihu
  - i. Dr. Salihu has approached ETA to be part of a NIH training grant proposal that requires ETA to digitally capture live training sessions, create a web presence for these materials, and collaborate with USF Health IS in improving the technological infrastructure of the community partners that the grant focuses on.
- d. **Tentative** meeting dates for 2010:
  - i. Jan. 28, Mar 18, May 20, Sept. 16 and Nov 18
  - ii. Deans Conference Room from 1 pm to 3 pm.

## 2. New Business:

Dr. Stockwell relayed the Dean's message of having a permanent chair lead the ETA Advisory committee this coming year because of the upcoming accreditation process and the need to have a chair as part of the self study process. It was recommended that a senior faculty member be the chair. Dr. Stockwell nominated Dr. Mortimer and Dr. Azizan seconded the motion. The group approved the motion and accepted Dr. Mortimer as chair for the next year. S. Srinivasan will update Dr. Haiduven on this action.

Dr. Stockwell and others in the group discussed with Yao Djilan issues related to exam administration and cheating. Dr. Stockwell suggested that a group meeting with all online instructors could help in minimizing cheating and enforcing more security measures. Because of the importance of cheating in on-line courses, potential methods of dealing with this issue, such as the individual proctor requirement used by Johns Hopkins, will be discussed and acted upon at future meetings of the committee.

The meeting was adjourned at 2:30 PM.

**Next Meeting: Jan. 28, 2009 from 1-3 pm, Deans Conference Room.**