Blended Learning Taskforce  
September 30, 2016  
11:00 am – 12:00 pm  
Darrel J. Mase Conference Room  
Summary

Present: A. Cantrell, C. Ellison (student), A. Gudzick (student), G. Hack, S. Hanson, R. Kates, M. Marsiske, G. Miller, C. Vogtle (transcriber)

Module Order of Completion and Overview of TEP Creation Timeline: Group will begin to undertake parallel tasks, one of which will be to outline each of the different competency modules. Dr. Hanson and Hack discussed what they feel the logical development sequence would be. Dr. Hanson presented her proposal for the order in which the group will design the outlines for the individual models. Both Drs. Cantrell and Miller suggested incorporating assessments more clearly in early stages of design. Dr. Hanson clarified that the role of assessments would be considered in each design step.

Decision: Group agreed with proposed order.

Dr. Hanson presented two potential versions of the timeline for completion of competencies’ levels one and two with goal being completion by the end of the “year” (Summer 2017). Dr. Hanson reviewed each section of the proposed design timeline.

Decision: Group selected version one which indicates design will be completed by July 2017.

Presentation of Objectives Framework: Dr. Hack presented the framework for the learning objectives module. Dr. Hack requested feedback from the group as to whether or not the design meets the objectives for meeting level one and two competencies. He asked the group to review the outline for any gaps. Dr. Hanson suggested the group keep objectives as a frame of reference as they move forward. Dr. Hanson indicated objectives module would serve as a model as the group moves forward with design to ensure we incorporate activities that truly represent higher level learning consistent with Bloom’s (e.g. synthesis and analysis.)

Action Item: Group will review and provide any feedback via email.

Discussion of Syllabus Competency Training Draft: Dr. Hanson presented a draft of the syllabus competency training module from both the instructor’s and the trainee’s view. Dr. Hanson discussed objectives for each section: introduction, training, and skills building and practice. Dr. Cantrell made recommendations regarding section C.a. Group discussed interpretation of activity and addressed how long the group believes each section should be. Dr. Hanson asked the group for feedback as to whether
they felt the draft training module captures progression to level 3, as well as if they felt the module would be beneficial to them if they were the participant.

**Action Item:** Group will review and provide any feedback via email. Otherwise, will consider ready to move forward to design and production.

**Next Module-Assignments and Methods:** Dr. Hack discussed the teams which each module will require: design (content, planning), production and testing/tweaking. He asked group members to consider which module they would like to help design and or/produce. He informed the group that production assistance will be provided by the college’s multimedia specialist and instructional designer. Competencies will require teams working on design, production, and testing teams. An electronic sign-up sheet will be posted for members.

**Action item:** Members will select which modules they would like to help design, produce and/or test.

**Next Meeting:** October 28, 2016 from 11 am – 12 pm in HPNP 4142