Blended Learning Task Force Meeting  
February 3, 2017  
11:00 am -noon  
Darrel J. Mase Conference Room  
Meeting Minutes

Present: C. Ellison (student), A. Gudzick, G. Hack, S. Hanson, T. Hardemon, A. Kane, R. Kates, M. Marsiske, G. Miller, C. Prins, O. Shechtman, C. Vogtle (transcriber)

- **Review of Subcommittee’s work** - Dr. Hanson reviewed the subcommittee’s work to date and outlined the proposed production steps for the Teaching Excellence program. She announced Dean Perri will videotape an overview to introduce the program. She discussed the subcommittee’s view that asking past recipients of the Teacher of Year award to be presenters would be an excellent way to honor their achievement.

  **Decision:** Group agreed with plan to invite Teacher of Year recipients to videotape individual pieces of the modules.

- **Review of Learning Objectives Module and Canvas Shell** - Dr. Hanson updated the group on the structure and flow of the overall design of the TEP and methods for participant feedback.

  Then, Ms. Hardemon presented the newly created Canvas shell for the program. She outlined the components of the web page and showed the group the different pages and tabs comprising the site. Dr. Hanson questioned whether the “Help” page label would be mistakenly misinterpreted to mean help for participants who are stuck in a module rather than Canvas support. The group felt the tab should be changed to reflect that the information offered is help with the Canvas system. They proposed the “Help” tab be renamed “Canvas Navigation Help”.

  **Decision:** Group agreed to title change.

- **Presentation of Learning Objectives Site:** Ms. Hardemon presented the Learning Objectives page. Dr. Hanson reminded the group that every module will have a pre-assessment, informational videos, and exercises. After reviewing the pre-assessment, Dr. Hanson suggested that the “show correct/incorrect response” option be turned off and quizzes be relabeled. Dr. Shechtman felt that both pre and post assessment results should be tracked. Dr. Miller felt the name of the assessment should reflect it is a measurement of knowledge. The group also discussed specific layout issues and proposed changes.

  **Decision:** Group agreed to change quiz label to reflect a baseline knowledge assessment rather than giving faculty the perception that a “test” is being taken if Dr. Hack is able to access coding to allow this to happen within Canvas, as well as using Canvas to track results. It was also agreed that links be created within Canvas (rather than externally) whenever feasible to allow appropriate tracking and ease of use. Group provided positive feedback regarding the site so far and agreed to all proposed layout changes.

Next Full Task Force Meeting: Friday, March 3, 2017 from 11 am – 12 pm in HPNP DO Conference Room 4102