Blended Learning Task Force Meeting  
September 22, 2017  
11:00 am -12:00 pm  
HPNP Room 4102  
Meeting Minutes


Review of Syllabus Module – Primary agenda item was to review the syllabus module draft to obtain feedback from the full task force. Outside the meeting, the two students who could not attend, provided electronic feedback as did Dr. Prins and Dr. Marsiske. Suggestions from the task force today overlapped with feedback already received. Primary suggestions included minor changes to navigation to make even clearer, some syncing improvements, adding answers to the self-assessment, and considering reducing and/or moving questions from final assessment to areas embedded within sections.

Additional discussion focused on broader issues, including adding a departmental-level orientation to modules once launched, having a teaching modules icon automatically upload to instructor CANVAS accounts one completed modules are ready (faculty can remove the icon if desired but housing the modules on faculty CANVAS sites will make it easy for them to locate), consider a brown bag calendar integrated into college calendar allowing faculty to sign up for live trainings, and creating a helpful hints/things to remember or FAQ’s section to each modules.

Decision and Action. All task force members were asked to provide feedback on navigation and examples (too long, too short, not clear, etc.) as well as to capture any items they would want to include in a things to remember document. Feedback should be sent to Dr. Hanson and Dr. Hack. Dr. Hack will begin working on navigation and syncing modifications with Truly Hardemon as well as some content reduction (to be replaced with keywords) to enhance functionality of material being viewed.

Upcoming Module Design. Dr. Hanson let the task force know that after the first three modules are completed, she would like all members of the task force to work in subgroups to create remaining modules using the same basic template already in place for the first three modules. Task force members will select their module design team at the next meeting.

Teaching Quality – Dr. Hanson overviewed some of the work the new teaching quality committee (or similarly named committee) will be undertaking. Some of the topics will include revising the peer evaluation process and students evaluations and creating a plan for teaching enhancement beyond the modules and in support of tenure and promotion. Dr. Hart expressed the importance, as this committee gets underway, of not only raising the floor but raising the ceiling of our faculty’s teaching skills. Some suggestions included a teaching scholars’ series or another regular opportunity to feature innovative teaching as well as training for faculty on how to implement technology and navigate their courses.

Next Full Task Force Meeting: TBA once enough Teaching Methods and Learning Activities content has been created.