Blended Learning Taskforce Meeting  
September 25, 2013, 11:00 pm  
Summary

Present: Dr. M. Bishop, Dr. A. Cantrell, Dr. S. Hanson, Dr. C. Harle, Dr. A. Kane, Dr. M. Marsiske, Dr. M. Perri, Dr. K. von Castel –Roberts, Ms. S. White  
Absent: Dr. J. Pomeranz, Dr. C. Prins, Dr. O. Shechtman

1. Dr. Hanson introduced Dr. Mark Bishop as a new taskforce member representing the Physical Therapy Department.

2. Dr. Perri led a discussion regarding the blended learning presentation at the Executive Leadership retreat. He noted that context would have been helpful in terms of presenting the timeframe and what courses/faculty will be involved. It was agreed that the benefits of the blended model need to be clearly articulated and come first in presentations.

3. A discussion followed regarding what material will lend itself to a flipped model. It was agreed that return on investment will diminish with higher level courses (decrease in efficiency as class size gets smaller and material more complex). It was noted that departments will provide input about what courses to move to blended learning model (BLM).

4. **Action Points** (to be prioritized)  
   a. BLT members attend ELC meeting to explain strategy in more detail.  
   b. Define BLM in stages tied to benefits with links to tools.  
   c. Create a PowerPoint that outlines rationale and BLM stages  
   d. Create a public website that includes a summary of foundation principles

5. A discussion followed about costs both financial and in terms of faculty effort. It was agreed that use of faculty time must be as efficient as possible and requires adequate support. The instructional designer will help guide this process. **AP: It was agreed to create a list of best practices for video recording as a measure to maximize efficiency.** It was noted that there is an intersection between the BLM initiative and the current discussion regarding changes to the T&P guidelines (for example demonstrating distinction by becoming a blended learning expert, resource person for department).

6. The taskforce next discussed e-learning initiatives at the university level and possible cost sharing as this moves forward.
7. The taskforce discussed management of blended learning—whether at the department level or a centralized office akin to the grants core. The model will be determined as the initiative moves forward.

8. The taskforce worked on prioritizing the list of action items drafted on 9/16. It was agreed that the taskforce will work on the short-term goals within the current context and leave longer term goals open due to unknowns at the university level.

The following items were identified as short term objectives:

a. Identify classroom needs and revisions to support BL
b. Set up Camtasia Studio licensing and access
c. Identify additional minimal hardware, software and staffing. Agreed that this will start this year but will be an ongoing action item.
d. Design tools to assess students’ response to changes. TF would like to develop before the end of the semester. It was noted that there are two types of evaluations—student preference and learning outcomes. Evaluation of learning outcomes is an objective for this year. First need to define metrics.
e. Revise syllabi template to incorporate markers of excellence

Intermediate objectives (later this academic year) were:

a. Design a template that supports markers of excellence and is easy to work with. Identified for work in the spring.
b. Training resources and communications: This category was identified as a second wave objective for this academic year to be initiated after the instructional designer is hired. This will be an ongoing task.
c. Structured timeline for course implementation. It was agreed to start with a one-year plan to be completed in early spring.
d. Identify initial infrastructure and support personnel costs

9. Dr. Marsiske provided an update on the instructional designer search. Four candidates will be scheduled for campus visits at the rate of about one per week. The taskforce discussed the interview process.

10. A communication plan was articulated as follows:

a. Website: BLT PowerPoint presentation, meeting minutes, mission, goals, articles. AP: Susan White will put in a request for the website with HSC.
b. Sakai site: use for conversations, articles, and excerpts from faculty forum
c. BLT will provide updates at general faculty meetings
d. Instructional designer will send out relevant articles and link back to BL site.

11. Next meeting: October 9, 2013.