Blended Learning Taskforce Meeting
December 18, 2013, 11:00 am
Summary

Present: Dr. M. Bishop, Dr. A. Cantrell (by phone), Dr. A. Kane, Dr. M. Marsiske, Dr. M. Perri, Dr. J. Pomeranz, Dr. C. Prins, Dr. K. Von Castel Roberts, Ms. Susan White, Ms. Michelle Heeg
Absent: Dr. S. Hanson, Dr. C. Harle, Ms. S. Griner (student), Dr. O. Shechtman

1. The group reviewed the timeline drafted by Dr. Hanson which will be uploaded onto the Blended Learning website. There were a few additions suggested by the members, but overall the group agreed it was well-constructed and accurate as a record of what the Taskforce has accomplished.

2. The group discussed the Camtasia Studio discount pricing and the status of the licenses. Dr. Marsiske suggested adding a hyperlink to Camtasia on the Blended Learning website with a description of the UF discount for this software to clarify that faculty should not purchase it at full price on the Camtasia website. It was mentioned that James Hardeman is the software licensee, and the College is paying for the initial licenses for the Taskforce group only. Geoff has released the licenses to IT, and they can now be passed on to the Taskforce group.

3. The group next discussed upcoming activities and top priorities for Spring. It was agreed that the new Instructional Designer, Dr. George Hack, would join the Taskforce and work with the group to prioritize the 80 courses transitioning to blended learning. It was suggested that one of Dr. Hack’s early tasks would be to meet with the instructors individually to assess what they will need as resources. The group agreed that one of Dr. Hack’s first tasks would be to determine what needs to be done to help instructors get their courses ready for Fall.

   AP: By mid-February, Dr. Hack and the Taskforce will select the prioritized courses that need a blended learning format for Fall and begin the preliminary work to facilitate this transition.

4. The group next discussed how to update faculty on the Blended Learning website, Camtasia Studio software, available blended learning resources, student evaluations and survey outcomes. It was agreed that these updates should be presented at a faculty update meeting around the beginning of March once the Taskforce has finalized the transitional plan with Dr. Hack. It was mentioned that feedback from faculty outside of the Taskforce was happening organically, and some faculty are engaging with the blended learning initiative on their own. Dr.
Perri suggested that the Taskforce initially offer a limited and practical menu of resources for faculty to avoid high expectations. He also suggested that the Taskforce decide how to roll out these resources as well as when and how to solicit faculty input. It was further agreed that faculty should be organized into a list to determine priority for blended learning course transitions. High priorities include new faculty developing their first courses, continuing faculty developing new courses, old courses being taught by a new instructor, and faculty interested in participating in the next wave of blended learning initiatives. **AP: Dr. Perri will meet with Department Chairs to discuss general expectations and get them on board with blended learning initiatives.**

5. Dr. Prins suggested a “Blended Buddy” mentoring program similar to the Grant Work Group to provide ideas, support and recommendations for faculty developing blended learning courses. It was suggested that Taskforce members could serve as “buddies” for faculty members to help demystify the process and ease them into understanding the blended approach to teaching and course development. The group also discussed possible monthly meetings and walk-in sessions that faculty can attend for help, support, and collaboration. It was agreed that the sessions should address specific topics of concern while also providing time for faculty to bring up their own issues to discuss. **AP: The Taskforce will explore options for monthly meetings and Communicore walk-in sessions with Dr. Hack to see what best fits his process.**

6. Dr. Pomeranz notified the group that he has received 80 responses (about 20 percent) to the student survey. Dr. Pomeranz sent another request following student evaluations and may receive more responses as a result. **AP: It was suggested that meeting minutes be placed on the Blended Learning website for transparency.**

7. **AP: Dr. Marsiske will send an email detailing his experience with capturing video in PowerPoint and uploading it to YouTube.**

8. **AP: Michelle will send a second Doodle poll with more meeting times for Spring 2014.**