Present: Dr. S. Hanson Dr. M. Marsiske, Dr. J. Pomeranz, Dr. C. Prins, Dr. O. Shechtman, Ms. Michelle Heeg

- **Canvas Migration** – Dr. Hanson discussed that the UF migration from SAKAI to CANVAS must be completed by Summer 2016 and recommended the task force develop a systematic process for ensuring this occurs across our departments and programs. As a first step, Dr. Hanson asked the task force for feedback on a survey draft that will be used to gather information on where our programs fall in their progression towards this migration. Once collected, the information will be used to create a college migration plan, including timeframes for each program and matching resources available to address faculty’s needs. In addition, Dr. Hanson suggested that a resource matrix (topic by location) on our website might be helpful for faculty to identify the most relevant resources. This is something Dr. Hack could help facilitate.

**Action Item:** Dr. Hanson will revise the table and send it out to the BLTF members. Each task force representative will work with their department to complete the table. In addition, Dr. Prins indicated she would be talking with each faculty member in her department to gain a better understanding of the amount of time it is likely to take each person to migrate and their instructional design needs. Other task force members were encouraged to do this as well as this will help determine resource needs required the Task Force will need to organize. Dr. Hanson will make Dr. Hack aware of the website resource matrix idea.

- **Expectations for Faculty Involvement** – Dr. Hanson acknowledged that faculty need to hear more about blended learning if we expect them to become interested and invested in designing courses in this type of framework. Two items related to this suggested in previous meetings that can contribute to enhanced awareness and use are the creation of an orientation manual for new faculty and the creation of a teaching certificate around teaching innovation/excellence. In addition, given the CANVAS migration, it would be a good time to present an update to the general faculty.

**Action Item:** Dr. Hanson will e-mail all Task Force members regarding their interest in serving on one of three subcommittees: Orientation Material Creation; Teaching Innovation/Excellence certificate, or the Migration Plan. In addition, she will schedule a time at one of the next two college-wide faculty meetings for the BLTF to provide an update.
Members as Departmental Liaisons – A key role of Task Force members is to be a liaison between the BLTF and their departments for information dissemination and as champions of blended learning. The Task Force also discussed the role that members could play in serving as resources to individuals within their departments as they progress in their interest in and use of CANVAS. Dr. Hanson suggested we could operationalize this further as we design a migration plan (for example serving as helpers during live tutorials).

Next Meeting: TBA