Blended Learning Taskforce Meeting  
October 2, 2015, 11:00 am  
Summary

Present: Dr. M. Bishop, Dr. A. Cantrell (by phone), Dr. G. Hack, Dr. S. Hanson, Dr. M. Hart, Dr. M. Marsiske, and Michelle Heeg (transcriber)

- **Update on Orientation Site Development**
  - Taskforce agreed on using a more PHHP-identifiable background picture such as the HPNP Building for the headers throughout the site.
  - Once all content is ready, Dr. Hack will build out the pages and link them to the appropriate modules in the program. The headers will also be finished and added once the content and organization are finalized.
  - The Taskforce agreed that a goal of this course is to set an example for presentation and accessibility. For example, all embedded videos will have consistent quality, audio, visuals and text introductions.
  - The Taskforce suggested editing the blended learning definition and statement into one document and revising it to target faculty as opposed to students. It could also be turned into a dynamic, brief presentation to provide an overarching picture.
  - It was suggested that Taskforce members be added to the Orientation course as instructors so that faculty can email Taskforce member directly through Canvas with any questions. This would also allow for discussion groups.
  - The Taskforce discussed the composition of the PHHP Contacts and Mentors section of the Orientation program. This section will focus on who the Taskforce contacts are, where they are located, and each member’s skills and expertise in blended learning. This section will also include a list of other department faculty that can serve as resources based on their blended learning expertise. Another contact list was suggested that would identify faculty who recently transitioned to blended learning for the first time that are willing to share their experiences with new faculty.
  - The group will move forward with creating pieces such as vignettes and scripted materials for the Teaching Excellence program as well. This will allow for the Taskforce to look at the big picture with both programs to avoid redundancy and see what materials are missing. As the programs are rolled out, feedback will be solicited from faculty.

- **Orientation Wrap Up – Remaining Steps to Finish**
  - **Action Item:** Dr. Hanson and Dr. Hack will finalize module one and present it to the Taskforce at the next meeting.
• **Action Item:** Dr. Hanson and Dr. Hack are working on reorganizing the course to be more intuitive for faculty, and the reorganization will be finalized over the next few weeks and presented to the Taskforce for feedback at an upcoming meeting.
• **Action Item:** Dr. Hack will experiment with the coloring on the headers for the site, and header designs, radio bullet designs, and introductory texts will be presented at the next meeting for consideration.
• **Action Item:** Taskforce members should review the Helpful Hints document created by Dr. Marsiske and send additions to Dr. Hack prior to the next meeting.
• **Action Item:** The Taskforce will consider organizing the helpful hints for faculty into a section addressing student issues and a section addressing faculty issues.
• **Action Item:** Dr. Hanson and Dr. Hack will send out information on where Taskforce members can get new headshot pictures taken for the PHHP Contacts and Mentors section.
• **Action Item:** Taskforce members will send their brief bios specifying blended learning experience (one paragraph or less) to Dr. Hack for inclusion on the PHHP Contacts and Mentors section.
• **Action Item:** Prior to the next meeting, Taskforce members will identify faculty in their department who are willing to serve as resources on blended learning topics they have experience with.

• **Active Follow Up Items**
  - The Taskforce will review the program to make sure it is seamlessly accessible and clear regardless of how faculty use and access it.
  - Dr. Hanson will draft the competency checklist and send to the Taskforce for recruiting faculty assistance in the Orientation program.
  - Dr. Prins will work with the PHHP Curriculum Committee to document bad syllabus stories for the module.

• **Completed Follow Up Items**
  - Taskforce members emailed their completed Orientation program components to Dr. Hack and Michelle, and the updates were presented at the meeting.
  - Dr. Marsiske shared his 1-page Helpful Hints document collated from his student videos.
  - Dr. Cantrell emailed the Taskforce her Orientation video transcripts for feedback.
  - Dr. Hanson and Dr. Hack spoke with Jill Pease about “canned” graphics, headers, and branding available for use in the Orientation and Teaching Excellence programs.

• **Pending Follow Up Items**
  - Michelle will work on moving the PHHP Blended Learning website to a more accessible location on the PHHP website. The BL website should also contain additional information so that it serves as a robust resource.
  - The Taskforce will lay out a systematic process for connecting new faculty to resources.

• **Next meeting:** October 16th, 2015