Blended Learning Taskforce Meeting
October 16, 2015, 11:00 am

Summary

• Video Format for the Blended Learning Orientation
  The task force discussed which format and presentation style of video content would be best for use in the Blended Learning Orientation Canvas site.
  • YouTube was suggested because of its ability to work in most platforms and devices and its ability to process closed captioning.
  • It was suggested that a private, professional account be created so that web searches do not lead to PHHP content.
  • Another option discussed was the direct uploading of MP4’s into Canvas. This option was discussed in terms of its ease of use and the direct control of the content.

• Teaching Excellence
  The task force discussed the tasks needed to bring about a Teaching Excellence program for PHHP.
  • The first task discussed was the coordination and standardization of a teaching portfolio. It was emphasized that assistance and guidance with the teaching portfolio would be one of the major incentives for faculty to participate in the PHHP Teaching Excellence program.
  • Suggestions were made about what types of media or technologies could be used to assist in the production of the portfolio: a web-based technology that exports the portfolio into pdf, a web based content management system, or using Canvas’s public portfolio feature.
  • Cindy Prins offered to share her teaching portfolio with the group to help generate ideas.

• Peer Evaluations
  • Peer evaluations were mentioned as another task that needed coordination and standardization throughout the college. It was decided that this was a much larger task and that work on it should be delayed until a later date.

• Teaching Competencies
  There was a discussion about formalizing a list of competencies that could be used to guide the teaching portfolio work and peer-evaluations.
  • Dr. Hack mentioned that he had created a broad list of competencies that could be used to begin this discussion and lead toward a standardized list of outcomes where a teaching portfolio would demonstrate a faculty’s mastery, as well as assist with the creation of a rubric that could be used to guide peer evaluation practices within the college.
• **Active Follow Up Items**
  
  - Dr. Hanson and Dr. Hack will finalize module one and present it to the Taskforce at the next meeting.
  - 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.
  - 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.
  - Taskforce members should review the Helpful Hints document created by Dr. Marsiske and send additions to Dr. Hack prior to the next meeting.
  - The Taskforce will consider organizing the helpful hints for faculty into a section addressing student issues and a section addressing faculty issues.
  - 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.
  - 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 before the next meeting.
  - 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.
  - 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.

• **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 30th, 2015**