Blended Learning Taskforce Meeting
February 6, 2015, 11:00 am

Summary

Present: Amanda Balkhi (student), Dr. M. Bishop, Dr. A. Cantrell, Dr. S. Hanson, Dr. C. Harle, Dr. A. Kane (by phone), Dr. M. Marsiske (by phone), Dr. J. Pomeranz, Dr. C. Prins, and Dr. O. Shechtman

- Migration Course Survey
  The Taskforce reviewed the template for the Migration Course Survey that will be distributed to all departments.
  - Dr. Marsiske provided some edits to clarify the instructions on the survey.
  - The Taskforce determined that every course in all programs should be captured in the surveys, and each department will be responsible for filling out any courses taught by one of their instructors.
  - The goal of the survey is to capture the needs of all instructors transitioning courses from Sakai to Canvas, as well as any instructor would like to begin using a CMS.
  - Departmental liaisons on the Taskforce will work with their program directors to make sure any multidisciplinary courses are captured in the survey.
  - Management of the survey and responses will fall to the Migration Plan Subcommittee.

- Subcommittees
  The Taskforce discussed the focus and tasks of the three Blended Learning Taskforce subcommittees.
  1. Migration Plan Subcommittee
  2. Orientation Materials Subcommittee
     a) Definition – What is Blended Learning?
        i) Goals for BL from college view; college expectations of new courses
     b) Description of how we deliver BL in our college
     c) List of resources available for new instructors
        i) Links to websites of other Colleges doing BL well (College of Business)
        ii) Description of software
        iii) Who are the contacts, resources, mentors
        iv) Review of our website
     v) UF Resources (CITT)
     vi) Company resource site
     vii) Examples of syllabi; example Canvas sites
     viii) Equipment and software recommendations; type of equipment and access it
d) Course development ideas  
e) UF Canvas – access and setup  
f) Evaluation metrics  
g) Practice site  
   i) Development shell  
3. Teaching Innovation/Excellence Certificate Subcommittee  
a) This would be a continuing education activity with internal college recognition to help strengthen instructor portfolios for promotion and tenure.  
b) Observe best practices of other instructors’ classrooms, technologies  
c) Demonstrate that the instructor has learned in VIVO  
d) Learning Theory  
e) Knowledge  
   i) Seminars; internal and external expert speakers  
   ii) Conference attendance  
f) Demonstration of skills  
g) Look at metrics/standards  
h) Application of Bloom’s Taxonomy; climbing the ladder; Dr. Hack’s model  
i) Evaluation of teaching; find a way to capture students’ perspectives  
j) Peer evaluation/assessment, possibly by designated experts in the college  
k) Cohort evaluation; institute over summer  
l) Incorporate component on teaching innovation in teaching evaluations given to students  

• **Action Items for Follow Up**  
  - Migration Course Surveys with department courses will be sent to the department representatives by Monday, Feb. 9th.  
  - Taskforce members will receive outlines of the subcommittees and email Michelle by Wednesday, Feb. 11th with their subcommittee preferences.  

• **Active Follow Up Items**  
  - Dr. Hanson will schedule a time at one of the next two college-wide faculty meetings for the BLTF to provide an update.  
  - 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 Taskforce members were encouraged to do this as well as this will help determine resource needs required the Taskforce will need to organize.  
  - Interested faculty will schedule focus groups with Dr. Hack.  
  - A handout will be created from student survey responses to assist new blended learning students with best practices and strategies in BL courses.  
  - Dr. Hanson will send an email to PHHP faculty announcing the new PHHP syllabus template pending decision on use of blended learning statement.  
  - Michelle emailed the updated template to Dr. Hack, and it will be uploaded once revisions are made to the Blended Learning website.
• The Taskforce will look into creating an orientation to blended learning for students. From initial student responses, it is clear that an instructional guide to blended learning would be beneficial.
• Dr. Hanson or Dr. Hack will send the Taskforce a list of who has licenses in each department.
• Taskforce members will work with their departments to decide how to distribute the licenses to faculty who need to use them for blended learning courses.
• Taskforce members will choose a course and schedule a time with Dr. Hack to work it through the blended learning process.
• The Taskforce will determine from which level the push for template use will come from. The PHHP Curriculum Committee needs to know how strict the template implementation is in order to guide their review decisions.
• The Taskforce has reviewed the three tutorials and given feedback to Dr. Hack; revisions in process.
• Dr. Hack will draft a plan for developing tutorials and workshops. The Taskforce’s departmental representatives will check with their faculty to determine their instructional design needs. Polls to assess needs may be done at upcoming departmental meetings to bring back to the Taskforce.
• The group will consider finding a higher level public health undergraduate student working with Dr. Moorhouse who may be interested in joining the taskforce.

**Completed Follow Up Items**
• Dr. Hanson revised the migration table and sent it to the Taskforce members for final review.

**Pending Follow Up Items**
• The PHHP Curriculum Committee will solicit feedback on the template from faculty in mid-Spring
• The Taskforce will lay out a systematic process for connecting new faculty to resources.
• Dr. Hack will take the next steps to have a broader conversation with UF on copyright and FERPA issues.
• Dr. Cantrell will report back on the functionality of G-301 for a blended learning course as the fall semester progresses.
• The Taskforce will look at the University of Minnesota’s blended learning program in their Center for Allied Health Programs, since it is similar to our PHHP set-up (http://cahp.umn.edu/blended-online-learning).
• The Taskforce will consider the constellation of trainings and activities that should be required for the blended learning certificate.
• Dr. Hack has requested the taskforce to share assessment tools effectively used in their flipped courses.

**Next meeting: February 20th, 2015**