Blended Learning Taskforce Meeting  
March 20, 2015, 11:00 am  
Summary

Present: Amanda Balkhi (student), Dr. G. Hack, Dr. S. Hanson, Dr. C. Harle, Dr. M. Marsiske, Dr. C. Prins, Dr. J. Pomeranz, and Dr. O. Shechtman

• Subcommittee Work  
The Taskforce split into the Teaching Innovation and Orientation Materials subcommittees to continue working on the next steps for each. The Migration Plan subcommittee did not convene since all of the department migration plans have not been submitted.  
  • The Taskforce agreed that two more meetings should be dedicated to subcommittee work. At the May 1st meeting, the Taskforce will meet together to discuss progress reports from the subcommittees.

• Faculty Meeting Update  
Dr. Hanson announced that the Taskforce’s work would be a major agenda item at one of the next general faculty meetings. This will allow Dr. Hanson and Dr. Hack to present more concrete facts regarding the Taskforce’s work and faculty resources.

• Action Items for Follow Up  
  • Dr. Hack will send out an email to the Taskforce with the link to the post-semester student survey. The survey will be available to students until April 10\textsuperscript{th}.  
  • It was suggested that Dr. Blue should be invited to an upcoming Taskforce meeting to give a building and space update.

• 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**
• Lorie Martin provided the subcommittees with a summary of department faculty ranks for use in developing resources.

**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: May 29th, 2015** (The April 3rd and April 17th meetings are scheduled for the subcommittees to informally convene and work on their plans. The May 1st meeting is canceled due to faculty preparation for the end of the semester. The May 15th meeting was canceled as well.)