Blended Learning Taskforce Meeting  
May 16, 2014, 11:00 am  
Summary

Present: Amanda Balkhi (student), Dr. M. Bishop, Angela Fulbright (student), Dr. G. Hack, Dr. S. Hanson, Dr. A. Kane, Dr. M. Marsiske, Dr. J. Pomeranz, Dr. C. Prins, Dr. O. Shechtman, Dr. K. Von Castel Roberts, Dr. Steve Anton (guest)  
Absent: Dr. A. Cantrell, Ms. S. Griner (student), Dr. C. Harle, Ms. Susan White

1. **Introduction of Dr. Steve Anton**  
   Dr. Steve Anton is a participant in UF Academy, a leadership training program, and is shadowing Dr. Hanson at some of her core meetings over the next few weeks.

2. **Canvas Update**  
   Dr. Hack announced that the ad hoc CMS committee’s recommendation of Canvas has been accepted by the University. Sakai will be supported for two more years to facilitate the transition and will be shut down around Summer 2016.
   - Dr. Hack mentioned that Academic Technology will not support migration until July, and migration support for Canvas will be on a first come first served basis.
   - Taskforce members can make requests for resources and support to begin work on courses to integrate into Canvas.
   - Dr. Hack would like to remind all interested faculty that he is here to help with the migration to Canvas. He has already begun working with Dr. Pomeranz to develop a new course in Canvas, which has transitioned smoothly so far. The transition may be different for existing courses, but initial impressions from students, Dr. Pomeranz, and Dr. Hack suggest that Canvas is intuitive, quick, and easy to build content in.
   - Dr. Von Castel Roberts noted that Canvas is willing to work with textbook companies to support their content within Canvas, but some textbook companies have issues integrating because they create their own learning management system (LMS).
   - The group discussed the potential FERPA issues with using the LMS provided by the textbook companies if students are receiving grades within those systems.
• Action Item: Dr. Hack will speak with the Chair of the CMS Advisory committee to discuss the role of this group as well as any issues that haven’t been addressed yet, such as privacy rules and academic integration.
• Action Item: Drs. Hanson and Hack will take the next steps to have a broader conversation with UF on copyright and FERPA issues.
• Action Item: Dr. Hack will speak with Doug Johnson, Assistant Director for Learning Services, to see if they will address the test bank migration issue soon to avoid major barriers when the transition to Canvas begins in July.

3. College of Business Visit Update
   The Taskforce visit to the College of Business Administration’s Active Learning Studio is scheduled for June 27th during the usual Taskforce meeting time. Members will meet at the Studio for the tour, and departments may send a representative if their Taskforce member cannot attend. The College of Business Administration contact person for this visit is Tawnya Means.
   • Action Item: Michelle Heeg will follow up with Tawnya Means and send an email with the details of the visit to the Taskforce.

4. Syllabus Template Review Update
   Dr. Hack attended the PHHP Curriculum Committee meeting on April 25th.
   • The PHHP Curriculum Committee (PHHP CC) voted to approve the PHHP syllabus template with some recommendations.
   • The Taskforce should consider providing a rationale for why the template is important to generate buy-in from faculty. One of the main reasons for the template is that a common look and organization will greatly help the college and departments with the accreditation process, and the UCC says that syllabi should have a common look and organization as well.
   • The PHHP CC also suggested taking the readings column out of the topical outline section and appending the readings list to the back of the syllabus since it is often lengthy and detailed.
   • The Taskforce agreed that the syllabus serves as a contract between students and the instructor, and Amanda suggested that students prefer more detail so that they can look up information, resources, and references on their own before having to contact the instructor.

5. Introduction of Instructional Model
   • Dr. Hack has added new instructional design presentations and materials to the Blended Learning website to assist faculty with developing their courses.
   • These resources can assist faculty who may not have time to meet with Dr. Hack before they develop or flip their upcoming courses.
   • Dr. Hack created an instructional design model for blended learning which can guide practical steps and considerations for blending a course.
   • Action Item: The Taskforce will look at the model and give feedback on what needs to be clarified, what is missing, alternative methods, and next steps.
6. **Additional Action Item Follow ups**
   - Dr. Hack has requested the taskforce to share assessment tools effectively used in their flipped courses. This is an ongoing effort to develop a collaborative assessment for blended learning courses. The goal is to capture a snapshot of courses before and after the switch to blended learning, as well as the experience of students.
   - Action Item: The group will consider finding a higher level public health undergraduate student working with Dr. Moorhouse who may be interested in joining the taskforce.

7. **Next meeting: May 30, 2014.**