Blended Learning Taskforce Meeting
September 18, 2015, 11:00 am

Summary

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

- **Orientation Wrap Up – Dean’s Video**
  - The Taskforce reviewed the Dean’s welcome video filmed for the introduction of the Orientation course. It was agreed that Drs. Hack and Hanson would create an intro for Dr. Perri (either audio or text).
  - The Taskforce agreed that the Dean’s video should be stored on a PHHP Blended Learning YouTube account. This would allow people to find the video when generally searching the internet on blended learning. It would also allow for perpetual use.

- **Orientation Wrap Up – Course Structure, Aesthetics and Design**
  The Taskforce reviewed Orientation contents drafted to date within Canvas and discussed the design and layout of the program to date. Compared to Teaching Excellence, the intent of the Orientation program is to present what blended learning is, why it is being encouraged, how to implement it online and in the classroom, and where to get resources. The Taskforce agreed that these topics are most important for the Orientation program.
  - The Taskforce agreed that the course looks clearly structured, but that it would benefit from UF branded visual headers with the college name spelled out to clearly convey who we are.
  - The group agreed that visual headers should be consistent across the course site with only the specific text changing to indicate location and reinforce that the sections are part of the same course.
  - The Taskforce agreed to get Jill Pease’s input on developing a PHHP branding logo that’s related to UF, especially if the college wants to build toward having current and future initiatives recognized nationally.
  - The group consensus is to keep the program on the Taskforce website, but not restrict access to it. It would be beneficial to take advantage of opportunities to have unintentional advertising if people happen upon the program through other research.
  - Dr. Hanson noted that the Taskforce must keep in mind different ways people will access the site. The content, text and design should look good regardless of access by computer, mobile device or application.
    - It is also imperative for the Taskforce to be sensitive to text and scrolling access for those with disabilities.
• **Action Item:** Dr. Hanson and Dr. Hack will speak with Jill Pease to determine what “canned” graphics, headers, and branding are available for use in the Orientation and Teaching Excellence programs.

• **Action Item:** The Taskforce will review the program to make sure it is seamlessly accessible and clear regardless of how faculty use and access it.

**Orientation Wrap Up – Remaining Steps to Finish**

• **Action Item:** Each person assigned to an item in the Orientation program should send finished materials to Dr. Hack. These will be uploaded to the course for viewing at the next meeting.

• **Action Item:** For those who will not have their components done before the next meeting, an update email with remaining items and a timeline for completion should be sent to Dr. Hack.

• **Action Item:** Dr. Marsiske will collate helpful hints from his student videos and emails sent to him by Taskforce members. He will create a 1-page Helpful Hints document for students that can be distributed by faculty as they are preparing students for the course. This document will help guide faculty on what to cover when preparing students for blended learning.

• **Action Item:** Dr. Cantrell will email the Taskforce her video transcripts for feedback before filming them for the Orientation course.

**Active Follow Up Items**

• Dr. Hack will create pages that correspond with the sections in the modules. The redesign will make the course more visual with pictures and less linear and focused on lists.

• 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**

• Dr. Hack completed filming faculty teaching blended learning courses and is finalizing the videos for the Orientation course.

• Dr. Hanson contacted Jill Pease and clarified the confidentiality issues of using students in classroom footage for a faculty orientation module. All videos will follow appropriate guidelines.

• Interested Taskforce members scheduled time with Dr. Hack to work on blended learning courses and focus groups.

• Dr. Hack spoke with UF representatives on copyright and FERPA issues.

**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 2nd, 2015**