Blended Learning Taskforce Meeting  
September 4, 2015, 11:00 am  
Summary

Present: Dr. M. Bishop, Dr. G. Hack, Dr. S. Hanson, Dr. A. Kane (by phone), Dr. C. Prins, and Dr. O. Shechtman

- **General Updates**
  - Dr. Hanson described the revisions that she and Dr. Hack made to the student pre-survey based on the Taskforce’s discussion at the previous meeting. The survey edits focused on clarification and removed affective and leading questions.
  - Dr. Hanson informed the Taskforce about her published article for Leaders Online on the Bridge, UF Health’s intranet portal. The article features the college’s initiatives in blended learning.

- **Orientation Program Update**
  The Taskforce reviewed the Orientation course within Canvas and discussed the reorganization and content.
  - Dr. Hanson and Dr. Hack reorganized some modules and sections to clarify categories and resources.
  - The modules have been split into 5 topics: About Blended Learning; Getting Started with Online Technology; Getting Started with In-Class Technology; After Launch; and Additional Resources.
  - The Taskforce will need to find or create a video on in-class technology, including lighting, use of microphones, and guidelines on moving furniture for group work, etc. Randy Graff’s group does not have one already created.
  - The group suggested the possibility of an advanced category on producing content to go online with links for more advanced instructors.
  - The in-person instructional design meeting and contacts section were moved to the first module for better organization.
  - The group suggested renaming the first module from “About Blended Learning” to “About the Blended Learning Initiative” to indicate the college’s movement toward blended learning. This module would contain the Dean’s message, syllabus template, contacts list, instructional design meeting, and blended learning definition.
  - The PHHP syllabus template could be kept in the second module as a more concrete component of next steps. If the template is kept there, the module should be renamed “Getting Started with Online Technology and Tools” or “Getting Started with your Blended Learning Course.”
• The Taskforce also suggested creating one module called “Getting Started” with subsections such as Online, In-Class, and Course Administration.
• The Course Administration subsection would include information on the syllabus template, class roles in myUFL, academic integrity, getting access to Canvas and requesting a course, how to add a teaching assistant, getting a section number, and course set up and management.
• The Taskforce agreed to add a “Helpful Hints” section to prevent losing institutional knowledge of what faculty have learned while creating blended learning courses. The section would address typical questions and capture what took a while to figure out in order to provide answers that would save time for faculty. This section should be added to the “Getting Started” module.
• The Taskforce discussed how the module “After Launch” deals with issues that cross over with the Teaching Excellence program. This module is needed in the Orientation program since it includes information that faculty need to know when starting out of the gate with a blended learning course.
• The “After Launch” module should include classroom management tips from what blended learning faculty have learned in their own experiences.
• The Taskforce agreed that some resources in the Additional Resources module move beyond technology and address more pedagogy, and these should be moved to the Teaching Excellence program.
• Action Item: 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. A more visually aesthetic website should encourage more faculty use.
• Action Item: 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 agreed that it is important for the Orientation program to remind faculty what students experience. The program should provide resources such as videos or a list of advice that faculty can show to students to address their concerns.
• The group also agreed that the program should provide an overview of operational things that faculty can do to help prepare for class. A more detailed classroom management resource can be provided in the Teaching Excellence program.
• Action Item: The Taskforce will revisit ideas to help faculty prepare students for blended learning courses.
• Action Item: Taskforce members will send helpful hint ideas to Dr. Hanson. Michelle will collate helpful hints and program materials for the next meeting.
• The Taskforce plans to have the program done before the end of fall 2015 for launch in spring 2016. The group will gather feedback from faculty as they use it.

• Review of Student Videos for Orientation Program
The Taskforce reviewed the student videos created by Dr. Marsiske for the Faculty Orientation program.
• The Taskforce noted that the sound variance between recordings within the videos would need to be fixed prior to publishing in the Orientation program.
• The Taskforce also discussed the need to list an appropriate tech help contact(s) to assist students and faculty with technical difficulties in blended learning courses.
• The group provided some tips for others making videos: videos should focus on providing faculty with a perspective on students’ experiences and should target ways in which faculty can encourage and support student success.
• The Taskforce suggested that the student videos could be made available to students new to blended learning at the beginning of classes.
• The group also suggested that it is important how the videos are framed. For example, the videos created by Dr. Marsiske include students who voiced their concerns about blended learning and also addressed how they dealt with their concerns.
• The Taskforce discussed the possibility of creating a video of instructions for addressing blended learning issues, such as student groups, time management, and how to talk with students about these concerns at the start of class. This resource could be added to the Orientation program or the Teaching Excellence program depending on how broad the topics are.

• **Active Follow Up Items**
  • Dr. Hack will determine which faculty to record for videos in fall.
  • Dr. Hanson will contact Jill Pease to determine the confidentiality issues of using students in classroom footage for a faculty orientation module.
  • 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.
  • Taskforce members should review the Educational Portfolio template before the next meeting.
  • 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.

• **Completed Follow Up Items**
  • Dr. Hack emailed the live survey to faculty teaching Blended Learning courses for distribution to students early on in the semester.

• **Pending Follow Up Items**
  • Taskforce members will choose a course and schedule a time with Dr. Hack to work it through the blended learning process.
  • Interested faculty will schedule focus groups with Dr. Hack. – This will be addressed in the Teaching Excellence program.
  • A handout will be created from student survey responses to assist new blended learning students with best practices and strategies in BL courses.
  • 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.

• **Next meeting: September 18th, 2015**