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**Online MPA FT faculty meeting**

4/22/2014

MH 405

Attendees: T. Loney, R. Harris, R. Callahan, K. Connor, S. Morris, R. Johnson (phone)

Absent: R. Waters, J. Shaw

Misc

Johnson – tech issues – ie student email – having trouble posting something; Connor and Callahan had issues too

Morris – it’s doable to post grades for a group in Canvas

Johnson – Ashley Hunneycutt of Embanet said there isn’t a way to populate group grades

Connor – students must follow instructions in module about how to submit assignments – they cannot post assignments in discussion area – Canvas tutorial is part of student orientation

**Action item**: Jessica to work with Katherine Green and post online syllabi in Google doc

What Has Worked Well with Teaching Online:

**Johnson** – he’s developing a rapport with the students – does a weekly update to students to let them know what to be aware of; this makes them feel like part of a community – gets students engaged (online students can join honors society) – when grading adds 3-4 comments

**Morris** – has no more than 7-8 students in a group, smaller discussion groups work better – takes 2-10 minute snippets of lecture and posts them online, students can go over material – screen capture – gives audio feedback to group of students (takes their document and makes it a pdf, highlights and circles items, saves it as mp3 file, has 3-8 min of audio feedback), everyone in group can listen and see comments on pdf – plans on giving individual feedback - does not do weekly emails – provides extensive comments when assignments are turned in

**Connor** – gives feedback in writing – one email per week to build community and presence; email is summary of what students have done and what to expect – Embanet makes everything written into tape – also gives assignments where students can feel successful, no high pressure, spirit of intellectual inquiry – starts off the week with a reflection – reading assignments to stretch the mind – case studies (media pieces) confused the students – Embanet generates Kim’s groups so they always stay the same – when grading provides a paragraph unique to what students did

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**Harris** – one email per module – has telephone consultations with students – writes a paragraph with grade

**Loney** – Sends out two emails per week – reflection – in the news section – web field trip – jeopardy games

**Callahan** - told PA 611 students to start filling out Embanet surveys in week 7 and to have them email him when they have filled them out – when grading adds 3-4 sentences

Enrollment & Student Development

75 students total – all on track to graduate

Spring – 21 students - largest start size of all time

Summer start – looks very low

Fall – potentially 2 starts

Second largest online population at USF

Retention rate overall is strong

Johnson – Motion: Cap class size at 22 students – divided by 2 classes – All approved

Extended education for BSM students – the Dean agreed to cap at 18

Meeting adjourned 11:45am.