

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	January 2006
Section 5.6	Academic Informatics Services	Revised:	
Policy 5.6.2	Organization and Services	Responsibility:	Vice President and Chief Information Officer

ORGANIZATION AND SERVICES

Organization

Academic Informatics Services consists of two divisions: Distributed Learning, and Educational Research and Development.

Services

These two divisions offer the following services:

Distributed Learning provides a resource for bringing health care information, courses, and interaction to the South Texas area. The division has a coverage area of over 50,000 square miles throughout the southern portion of Texas. More than 40 hospitals, clinics, doctors, universities, and Area Health Education Center (AHEC) offices are connected to the division's network. Services are provided in five broad areas:

1. Teaching Support Services provides classroom audiovisual equipment and teaching facilities.
 - a. Audiovisual Equipment Support provides audiovisual equipment, delivery, and operations support for recording events.
 - b. Multidiscipline Laboratories maintains and equips labs with the necessary equipment and materials for students in the health sciences to conduct various experiments and complete required projects.
2. Teleconference Network of Texas offers low-cost, quality continuing education for health care professionals throughout the United States and Canada. Programs are delivered through interactive audio conferencing, transmitting directly into the health care provider's work setting. All programs are approved by faculty and course advisors and accredited for continuing education units.
3. Videoconference Operations provides audio and video communication systems to support the Health Science Center videoconferencing network.

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4. Instructional Facilities Design incorporates presentation, transmission and learning technologies employed throughout AIS into University facilities.
 5. Instrumentation Services provides cost effective maintenance, calibration, repair and fabrication for most laboratory equipment and research prototypes.

Educational Research and Development (ERD) provides educational support services for Health Science Center administration, faculty and committees. Services to support Health Science Center curricula and programs are available without charge, except those provided by the Testing Center and Data Analysis and Management Unit. Services are provided in six areas:

1. Educational consultation and support provides curriculum committees, academic administrators and course directors with consultation, training and services in development of curricula, evaluation of curriculum effectiveness, evaluation of student performance and development of evaluation methods and instruments.
2. Enhancement of teaching and research skills provides training to help faculty enhance teaching, student assessment and scholarship skills including workshops, individualized consultation and observation of teaching.
3. Online Course Development and Course Management System (CMS) administration helps faculty create online courses by providing instructional design, software programming and coordination of development activities. ERD staff help faculty establish and manage web-based courses on the CMS server and provide helpdesk and problem triage services.
4. The Testing Center provides exam scoring, course evaluation and survey development for the Health Science Center including:
 - a. Computer scoring of multiple-choice exams and matching item exams. Data storage of student exam scores

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transferred to an electronic grade book. Individual student scores can be averaged.

- b. Developing and administering student course evaluation questionnaires including online evaluations.
- c. Developing surveys for educational research that can be optically scanned or administered online.

Prices for Testing Center services are available at this webpage:

<http://www.uthscsa.edu/ais/erd/testing.html>.

- 5. The Data Analysis and Management Unit offers assistance to faculty, staff and students in the areas of data collection protocols, database design, and statistical consulting.
- 6. The Learning Technology Research and Development Unit (LTRD) collaborates with faculty to develop, pilot-test and implement web-based strategies for research collaboration including document sharing and editing, database management and online meetings.