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Centers for Disease Control and Prevention  
Centers for Public Health Preparedness (CPHP) Program

**2004-2005 CPHP Exemplar Group Charter**  
*Distance Learning for Preparedness*

**PURPOSE**

In 2000, the CDC developed a national network of Centers for Public Health Preparedness (CPHP) to train the public health workforce to respond to threats to our nation's health, such as terrorism, infectious disease outbreaks and other public health emergencies. As part of this comprehensive effort, the CDC has incorporated accredited schools of public health (SPH) and other academic institutions into this national network, to generate new knowledge, new training protocols, and proficient national deployment of necessary skills and information. (<http://www.asph.org/acphp/about.cfm>). One of the most efficient means of providing preparedness content is through the use of distance learning technologies, including CD-Rom, computer-based training, internet-based academic course, online learning modules, satellite conferences, and teleconference. Despite the increasing availability of computers and broadband (cable and DSL) technologies, a digital divide still exists as some health departments do not have consistent and reliable internet access (IOM Annual Meeting 2001: Information Technology: Its Strategic Role in Biology, Medicine, and Health).

The purpose of the Centers for Public Health Preparedness (CPHP) Distance Learning for Preparedness Exemplar Group is to:

- Develop a resource document (toolkit) for the CPHP network and the public health workforce, specifically distance learning practitioners and academicians, to address issues related to distance learning for preparedness. This document will attempt to assess valuable CPHP technologies and approaches to distance learning as well as provide lessons learned and identify remaining challenges.
- Share different CPHP evaluation methods/strategies used to evaluate distance-learning products and highlight the current theories on evaluation in the final toolkit. Apply the same strategies to assuring learner retention.
- Highlight and describe various groups/modules of Distance Learning for Preparedness products available within the CPHP network.

**MEMBERSHIP**

***General Membership***

The membership of the Distance Learning for Preparedness Exemplar Group is comprised of subject matter experts and other designated representatives the CPHP

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network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

UAB	Rob Gray	<a href="mailto:rmgray@uab.edu">rmgray@uab.edu</a>
U Albany	Cheryl Reeves	<a href="mailto:creeves@albany.edu">creeves@albany.edu</a>
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Emory	John Brunet	<a href="mailto:jbrunet@sph.emory.edu">jbrunet@sph.emory.edu</a>
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Harvard	Gary Moore	<a href="mailto:gmoore@schoolph.umass.edu">gmoore@schoolph.umass.edu</a>
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ASPH	Rachel Shnekendorf	<a href="mailto:rshnekendorf@asph.org">rshnekendorf@asph.org</a>

### **Leadership**

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

➤ Harvard	Gary Moore	<a href="mailto:gmoore@schoolph.umass.edu">gmoore@schoolph.umass.edu</a>
➤ JHU	Andrew Lentz	<a href="mailto:alentz@jhsph.edu">alentz@jhsph.edu</a>
➤ UIC	Kevin Harvey	<a href="mailto:kqharvey@uic.edu">kqharvey@uic.edu</a>
➤ U of Iowa	Jorg Westermann	<a href="mailto:jorg-westermann@uiowa.edu">jorg-westermann@uiowa.edu</a>

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The

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leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

## **STANDARD OPERATING PROCEDURES**

### ***Communications***

- Meetings/conference calls will be biweekly, every other Tuesday from 1:00PM – 2:00 PM EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:
  - March 15
  - March 22 (leaders call)
  - March 29
  - April 5 (leaders call)
  - April 21 (meeting)
  - May 3

The exemplar group members will meet in person April 21-22, 2005 in Chicago, Illinois.

- The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.
- ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at [www.asph.org/acphp/only.cfm](http://www.asph.org/acphp/only.cfm).

### ***Agenda***

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

### ***Voting***

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

## **KEY ACTIVITIES**

- Peer Review of Distance Learning for Preparedness Resources to determine lessons learned, best practices, and remaining challenges. An assessment tool will be used to peer review selected distance-learning products.

- Share and highlight CPHP technologies using the product review, the ODP document on Blended Learning, and other experiences.
- Share different CPHP evaluation methods/strategies unique to distance learning products and highlight the current theories on evaluation in the final toolkit. Apply the same strategy to strategies to assuring learner retention.
- Advocate the ASPH Resource Center for DL products and highlight broadly what exists.
- Produce a toolkit.

***Proposal for Toolkit***

- The toolkit will be a resource document available to the CPHP network and the public health workforce, specifically distance learning practitioners and academicians, and it will address the following:
  - Highlight valuable CPHP technologies and approaches to distance learning
  - Provide lessons learned and Best Practices
  - Highlight challenges (i.e. the ‘digital divide’)
  - Provide additional data/findings from peer review of online distance learning products
  - Discussion on the current thoughts on distance learning evaluation mechanisms and strategies to assure learner retention
  - Highlight broadly CPHP network distance learning for preparedness products. These products may be grouped by topical area, modules, etc.

***Timeline***

The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

<b>Exemplar Group Activity</b>	<b>Planned Due Date</b>
Finalize Charter/Workplan	April 21, 2005
DLP Exemplar Group Peer Review using the assessment matrix	April 21
DLP Exemplar Group to provide individual lessons learned	April 21
In-person meeting: Chicago, Illinois	April 21-22
Lessons learned compiled	May 15
1 <sup>st</sup> draft of toolkit sections due	June 3
Conference Call	June 7
Compile 1 <sup>st</sup> draft of toolkit (Read until July 8)	June 10
2 <sup>nd</sup> conference call	June 28
Bring edits to July 11/12 All-Hands Meeting, BOSTON, MA	July 11-12

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Group leaders to do final edits and executive summary	July 30