

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | March 13, 2014**

Present: Mary Derkach, Candace Kammerer, Marissa Kaplan, Anil Ojha, Varun Sharma, Martha Terry, Abdus Wahed, David Finegold, and Patricia Opresko.

Absent: Eleanor Feingold, Orrin Tiberi, Sarah Pugh, Ada Youk, Joyce Bromberger, Catherine Haggerty, and Wes Rohrer.

Meeting called to order at 1:35 p.m. by Dr. Martha Terry.

New Course: PBHLT 2006, MMPH Practicum

Dr. Finegold presented a proposal for a new MMPH practicum. Descriptions and requirements on the new course request form were left open-ended due to the variety of practicums that MMPH students participate in. It was decided that more work is needed before a vote could be taken.

Action: Item 6 on the proposal paperwork needs to be revised. The “Overview of Course” description that is listed on the syllabus should be inserted there instead; Dr. Finegold should state that this is a 200 hour course; More information is needed about the evaluation system and “written deliverable” for this course. Dr. Kammerer and Dr. Terry will send Dr. Finegold copies of the evaluations forms that they currently use for reference. Marissa will ask Dr. Feingold if she has a practicum syllabus template for Dr. Finegold to reference as well. Dr. Finegold will make the necessary changes and send a revised version of the proposal to Marissa Kaplan and Martha Terry for review. Pending the above changes, a vote for approval will be taken at a later EPCC meeting.

Approval of February Minutes

February EPCC meeting minutes were reviewed. Dr. Kammerer motioned to approve the minutes. Dr. Anil seconded the motion. There were no objections.

Action: None needed.

CIDDE Workshop for New CourseWeb

A new version of CourseWeb will launch on May 5. Dr. Feingold wanted to know if a training session needs to be arranged for GSPH faculty, staff, and TA's. General consensus was that this would be very beneficial for anyone who has to navigate the CourseWeb system.

Action: Eleanor or Marissa will arrange a training session before the launch of the new CourseWeb and will notify faculty, staff, and TA's.

Accuplacer/ Writeplacer

Accuplacer feedback was reviewed. IDM and HUGEN support this idea enthusiastically for all students. The BOST department is also very interested in using Accuplacer, but a lot of people would like to know what will be done with the results. HPM students had similar concerns. It was noted that for the first year, this will be left to the department's discretion. A few people also voiced concerns about this being yet another hurdle that students will have to overcome during the early part of their career here at GSPH. Varun Sharma suggested including an exclusion criteria (ex. Scoring high on the written section of the GRE or TOEFL means you do not have to take the Accuplacer test). General consensus was that in this instance, having *all* GSPH students take the test, regardless of how they scored on previous written tests, would be the fairest thing to do.

Action: EOH did not have a representative at last month's meeting. EOH representatives will collect feedback from EOH faculty and students and bring their findings to the next EPCC meeting. Discussion will continue and a vote will be taken then.

Instructor's Manual for Faculty

It was decided that the manual will focus mainly on the teaching/instruction aspect of being a professor and not quite as much on the advising role of professors. A few items were brought forth for inclusion in the manual: how to enter grades; how to get evaluations; how to deal with situational grades (G's and I's); how students can withdraw after add/drop; what it means to audit a course; how to proceed if academic integrity has been violated; how to handle disruptive/aggressive students; a list of CIDDE resources.

Action: Members will have to decide if they want the manual to be available in two formats: PDF as well as a Web site. Marissa will send a link to the current Teaching and Advising Resources page, for review and comment. Discussion will continue at the next EPCC meeting.

The meeting was adjourned at 2:30 p.m.

The next meeting is Thursday, April 10, 1:30-3:30p.m., 110 Parran Hall.

Future items for discussion/ action at upcoming meetings: PBHLT 2006, *MMPH Practicum* vote; Accuplacer; Instructor's Manual.