

Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | September 11, 2014

Present: Marissa Kaplan, Nayana Nagaraj, Mary Derkach, Varun Sharma, Robert Coulter, Jane Clougherty, Wes Rohrer, Candy Kammerer, Martha Terry, Anil Ojha, Patricia Documet, Eleanor Feingold, Elizabeth Rodgers, Ying Ding
Absent: Joyce Bromberger, Catherine Haggerty, David Finegold
Guests: Evelyn Talbott, Ravi Sharma

Meeting called to order at 1:31 p.m. by Martha Terry.

Welcome from Chair

Dr. Martha Terry welcomed the EPCC's newest members for the beginning of the 2014-2015 academic term. Members introduced themselves and were given a handout that outlines their responsibilities as EPCC representatives and the charge of the Committee.

Election of New Chair

Following EPCC policy, Dr. Terry proposed that a vote be taken to elect a new EPCC Chair. A vote was taken by ballot. Robin Leaf tabulated the votes. Dr. Candy Kammerer was elected unanimously. Dr. Kammerer proposed a vote to elect a Co-Chair, who would serve as a back-up in case of the Chair's absence and would serve as an advisor to the Chair. Dr. Wes Rohrer was elected as Co-Chair by unanimous vote.

Course Changes EPIDEM 2220

Drs. Evelyn Talbott and Dr. Ravi Sharma proposed changes to the EPIDEM 2220 *Environmental Epidemiology and Spatial Analysis* course. The course has been part of the Pitt Public Health curriculum for ten years and Drs. Talbott and Sharma wanted to review and update the content of the course. This course is designed to be a follow up to BCHS 3015. This computational-based course will introduce students to R, a computer/coding language and will add a geospatial/analytical component to what students are currently learning. They want to keep the class size small (no more than 20 students) so that students can get the attention they need to learn these new skills. The course is 3 hours long and will be split between 1 hour of instruction and 2 hours of hands-on work. They would also like to consider inviting guest speakers who are experts in this field. Dr. Jane Clougherty was someone they had in mind. A few prerequisites are required to take this course (e.g. EPIDEM 2110 and BCHS 3015). Since considerable changes needed to be made to the syllabus and to the proposal paperwork, Committee members decided to take a vote via email after a revised version of the proposal and the syllabus were sent to Robin Leaf.

Action: Drs. Talbott and Sharma were encouraged to see examples of syllabi online and to work with Robin Leaf and Dr. Kammerer to get the syllabus and the proposal paperwork into working order. Among other things, the instructors will need to clarify

that this course is open to all students who meet the requirements; that this course is a continuation of BCHS 3015; whether students will be required to know R before taking this course; and that students must have taken equivalent coursework, all three of the prerequisite courses, or get permission from the instructor to participate. A number of changes to the syllabus must also be made. For example, the disability, grading scale, and academic integrity disclaimers must be added; a note that the hands-on sessions are held in Posvar must be added; the number of assignments for this course must be specified; and examples of what the assignments might entail should be given.

Action: Marissa Kaplan will send an email to Drs. Talbott and Sharma with a detailed list of the changes that need to be made. A revised version of the syllabus must be sent to Robin Leaf for review.

Action: Robin Leaf will send the revised syllabus to Committee members for a vote, which will take place via email. Upon approval, Robin will send an official approval letter to Drs. Talbott and Sharma.

Approval of August EPCC Meeting Minutes

Members discussed a few changes that need to be made to the August EPCC minutes. Dr. Kammerer proposed a vote to approve the minutes with the suggested changes. Varun Sharma motioned to approve the minutes with the suggested changes. Dr. Rohrer seconded the motion to approve. Drs. Documet and Clougherty abstained from voting. There were no objections. Motion was carried.

Action: Marissa will remove the alternates from the list of absent committee members since they are not required to attend if the primary representative attends. She will also add a note that IDP policies may be extended to master's students in the future.

Scheduling Alternates/Rescheduling EPCC Meetings

A number of committee members have department meetings that occasionally interfere with EPCC meetings. The Committee discussed whether or not EPCC meetings should be rescheduled to avoid these conflicts. After discussion, the Committee decided that meetings can be rescheduled on a case-by-case basis.

Members were also asked to confirm their alternate representatives to ensure that adequate coverage is provided in the event of the absence of a primary representative. HPM and BCHS may have to change their alternates.

Robin Leaf mentioned that meeting times and dates for the spring term will be discussed during next month's meeting and asked members to take into consideration any commitments they have made that might regularly interfere with their attendance at EPCC meetings.

Action: Members will inform Robin Leaf if their designated alternates have been changed.

Action: Members will bring their calendars to next month's meeting so that the EPCC spring term schedule can be set.

Action: Marissa will add spring term scheduling to October's meeting agenda.

Protocols For Proposal Submission

Robin Leaf wanted to remind members that course proposal paperwork and agenda items must be sent to her and to Marissa Kaplan at least one week, and preferably two weeks before the next EPCC meeting takes place. Proposals must be reviewed and sent back for changes before the meeting takes place and this cannot be done in less than a week. Finally, the agenda and proposals are sent to all EPCC members one week prior to the meeting. Robin encouraged representatives to remind to their departments of this policy so that last-minute submissions can be avoided in the future.

Certificate Termination Request

A vote was not be taken on the termination of the Certificate in Public Health Preparedness and Disaster Response because the department is still exploring possible solutions and will need more time to determine or not termination is necessary at this point and time.

Instructors' Manual

Discussion about the Instructors' Manual has been put on hold until further notice.

Non-voting members were excused at 2:50 p.m. for a closed-session student record review.

The next meeting is October 9, 1:30-3:30p.m., 110 Parran Hall.

Future items for discussion/action at upcoming meetings: N/A