

**Graduate School of Public Health**  
***Educational Policies and Curriculum Committee***  
**Meeting Minutes | December 16, 2015**

Present: Kathleen Creppage, Mary Derkach, Ying Ding, Patricia Documet, Julia Driessen, Eleanor Feingold, Taru Gupta, Catherine Haggerty (EPIDEM alternate representative for Nancy Glynn), Robin Leaf, Jeremy Martinson (IDM alternate representative for Yue Chen), and John Shaffer

Absent: Quinten Brown, Cindy Bryce, and David Finegold

Guest: Ada Youk

The meeting was called to order at 1:31pm by Dr. Patricia Documet, Chair.

### **Mathematical Preparation of Students**

Guest Dr. Ada Youk, Associate Professor in BIOST, joined the meeting and the discussion of the lack of mathematical preparation of students for the BIOST 2011 (Principles of Statistical Reasoning) core course, as she is the instructor of the course. To assist in the discussion Dr. Eleanor Feingold, Associate Dean for Education, prepared a visual representation of student grades in BIOST 2041 and BIOST 2011 compared to student quantitative GRE percentiles. The data displays a correlation, however the discussion concluded that GREs are not a useful tool to predict student success. There have been students who have GRE percentiles in the 40<sup>th</sup> - 50<sup>th</sup> that do well in the course. The data still does not provide an easy way to identify which students are in need of additional preparation to succeed in the BIOST core course. A test, similar to the WritePlacer diagnostic, at the start of the semester or before students arrive would be a useful tool. It was noted that the HPM boot-camp that Dr. Julia Driessen runs uses an online test. The students who score under 80% of the online test are encouraged to attend the boot-camp. That test or one similar could be utilized. From a policy standpoint, Dr. Feingold reminded the committee that if a student receives a grade C or lower that the school policy states that the student repeat the course. Students have two opportunities to pass the course and receive a grade of B- or above. She also reminded everyone that the policy is up to each advisor and department to enforce. Dr. Youk noted that she's sure she'll have C grades in the course. At the time of the meeting final grades were not yet calculated. She also noted that she brought the grading back to be 100-90 (A), 89-80 (B), and 79-70 (C).

If new students would all be required to complete an online BIOST "readiness" test, the discussion of when they would complete it arose. If students complete it before they come to campus, how would this be communicated, monitored, etc? If students would complete the test when they arrive, what would students do who need remedial math preparation do as they could

not wait an entire year to complete BIOST. The idea of moving BIOST 2011 to the spring was brought up, as it would allow those students who need additional assistance complete a boot-camp or an undergrad math course. Dr. Feingold noted that the idea of moving other core courses around was being discussed.

Action: There are a broad range of alternatives and Dr. Feingold will draft a formal plan for the departments to consider. This will be discussed at the January 2016 EPCC meeting on 1/21.

### **CEPH Next Steps for Syllabi**

Dr. Feingold reported to the committee that the school received the final CEPH report earlier this fall. The report was very positive. She noted that the items that CEPH has notified us that need work are attainable and one is already being worked on (the MMPH program | CEPH criterion 2.6). Regarding the syllabi (also in criterion 2.6), CEPH would like us to have a higher standard across the board for the syllabi and to show that we have a system for reviewing, controlling, and standardizing syllabi. She noted that this could be completed by the EPCC, as the school level, or at the departmental level (curriculum committees). The advantage completing this at the departmental level would be that the faculty better understand the content, and it can be done on a rolling basis semester by semester. It was noted that some departments are already doing this. The standards for what is contained in a syllabus are available for faculty to review on the EPCC Syllabus Template, on the Web site. Robin noted that she will review the current EPCC Syllabus Template to ensure it is up to date.

CEPH is not too worried about program level competency mapping on syllabi. Dr. Feingold noted that if we would begin to add program level competencies to syllabi we'd end up with extremely long syllabi as many course in the school serve as requirements for multiple programs. However, Dr. Documet noted that she would like to discuss further how faculty can add a couple of mapped course level competencies to course syllabi. This item will be discussed at an upcoming EPCC meeting.

We will need to re-educate faculty on how to write proper learning objectives. Robin noted that we can add resources to the ECPP Web site, for instance Bloom's Taxonomy. Dr. Feingold noted that she'll need EPCC to propose and pass a policy. The policy will then need to go to the School Council for approval, and be implemented via a faculty memo that would include resources for faculty.

Action: Dr. Feingold will draft a policy for review at the January 2016 meeting.

## **Diversity Statement**

Dr. Documet updated the committee on the three options for a diversity statement proposed by the Faculty Diversity Committee (FDC). Faculty will have the option to add one of these three statements or draft their own to be included on course syllabi. This statement will not be made mandatory, but encouraged. The statement will be added as an option to the EPCC Syllabus Checklist and EPCC Syllabus Template. The committee approved the three options.

Action: Robin Leaf will upload the statement options to the EPCC Web site, as well as incorporate them into the EPCC Syllabus Template and EPCC Syllabus Checklist.

## **EPCC SOP**

The committee reviewed and discussed the draft Standard Operating Procedures document. As part of this discussion, Robin alerted the committee that a project for online/ web submissions for all EPCC matters, started a number of years ago, will be able to be worked on early in the coming year, with the assistance of the Dean's Office IT group. She will bring a draft outline of the form to the committee for review in a future meeting.

The committee members felt that the table on page one will be a useful tool when courses are reviewed by the committee. It was noted that changes to title, credit, component, or course descriptions must come past the committee. For elements like the title or description, we will devise a "short form" or abbreviated process for minor changes. When changes impact a large portion of course content, it is then when the course is to be brought for the full committee to review.

It was noted that the approval letters will need to be revised to ensure clarity for faculty and department liaisons to know when a course must come back to the committee for a full review, when a room can be reserved, and when a syllabus must be reviewed by only the EPCC chair and Educational Programs and Practicum Coordinator, Robin Leaf.

Action: The updates discussed during the meeting to the SOP will be made and reviewed at the January meeting.

## **WritePlacer Exam**

Dr. Julia Driessen wanted to discuss further WritePlacer, as her department (HPM) is struggling with what to do next. She noted that students are unclear about the value added of the exam, and asked what other departments were doing. The question was asked about the scoring,

specifically what was a low score and the lowest score. Robin Leaf explained to the committee members that the scoring is rubric based on a score of 1 (lowest) to 8 (highest). The next step of departments stepping in and the follow through of personalized assistance for students is up to each department.

Action: Continued discussion will occur at the January meeting, when Dr. Feingold is in attendance. Representatives are to report back to the committee what their department is doing as a next step to assist students with low WritePlacer scores.

### **Approval of November Meeting Minutes**

Action: The meeting minutes were approved with one minor misspelling to be corrected.

### **Summer Meeting Schedule (May - August)**

Action: Meetings to continue the 3<sup>rd</sup> Thursday of the month during May through August from 1:30-3:30 p.m. The meetings are set for:

- May 19,
- June 16,
- July 21 and
- August 18.

The meeting was adjourned at 2:56pm.

The next meeting is Thursday, January 21, 2016, 1:30-3:30 p.m. in room 110 Parran Hall.

### Future items for discussion/ action at upcoming meetings:

EPCC SOP

EPCC Syllabus Template

EPCC Web Form

Mapping Course Learning Objectives to Course Activities/ Lectures

Math Remediation Options

Policy for Syllabi Review at the Departmental Level

Review of Fall Core Course Evaluations

WritePlacer Diagnostic Test for New Students