Present: Quinten Brown, Melanie Callahan, Yue Chen, Jane Clougherty, Mary Derkach, Ying Ding, Patricia Documet, Julia Driessen, David Finegold, Nancy Glynn, Robin Leaf, John Shaffer

Absent: Cindy Bryce, Hristina Denic, Eleanor Feingold

Guest: Elizabeth Van Nostrand, Wes Rohrer

The meeting was called to order at 1:30pm by Dr. Patricia Documet, Chair.

**HPM 2005: Current Issues in Health Law, Elizabeth Van Nostrand**

Elizabeth Van Nostrand presented a new course - HPM 2005: Current Issues in Health Law. Elizabeth had met with the leadership from the Law School, and they determined due to growth in the law school, and demand from Pitt Public Health students, this course should be cross-listed.

In prior years, the course was comprised strictly of lectures. Now she would like to integrate discussions, and formal presentations into the course. This proposal called for HPM 2005 to be a yearlong course. The proposal called for students to receive an “I” grade after the first semester, and once the course was completed, that grade would be changed to a letter grade.

The committee had several questions regarding how feasible this course proposal was due to the two part nature of it.

**Action** – EPCC provided conditional approval to the course. EPCC also recommended changes to the learning objectives verbiage. EPCC will also await a response from Elizabeth regarding the course structure clarification question.

However, EPCC will reach back out to Elizabeth with regard to clarifying how the proposed structure of the class will work. Once this issue has been clarified, EPCC would also like it stated in the course syllabus.

**HPM XXXX: Introduction to the US Healthcare Delivery System, Wes Rohrer**

Wes Rohrer presented a course modification, *Introduction to the US Healthcare Delivery System*, HPM XXXX. This is officially a credit change/course modification. HPM is taking a 2-credit course, and splitting it into two 1-credit courses. The idea was to better serve their student population. MPH students, and MHA students have different academic needs and goals. The modifications presented to EPCC will help the department meet the different goals of each group.

Wes will return to EPCC to share the new course proposal at a later date.
EPCC would like to see some minor modifications to the course. The course objectives need to better highlight the materials being covered, and the goals of the course.

**Action** – EPCC conditionally approved the course, with minor edits/updates (course title, description, credits, etc.) to be made to the course syllabus.

**Mapping Course Learning Objectives to Course Activities/Lectures, All**

This has been an on-going internal discussion regarding syllabus structure. This conversation centered on the question of whether new syllabi should be required to link their learning objectives to assignments/lectures. While the committee agrees that syllabi need to have adequate learning objectives, the results will vary from department to department. HPM requires their syllabi to link learning objectives (due to their CAHME accreditation), but other departments do not. Human Genetics was also discussed during this discussion. In some instances, linking would work, but for other classes, it would not.

The Provost office requires this at the program level, so the committee felt that there was no need to require it at the school, or departmental level at this time.

**EPCC Submission Deadlines, Patricia Documet**

**Action** – The administrative arm of EPCC needs to hold firm regarding submission deadlines to the committee. As much as we want to accommodate the faculty, proper review time needs to be given to the committee.

**BIOST Course Update, Robin Leaf**

BIOST 2011, 2041, and 2042 are all being updated to better serve our student population. BIOST 2011 will be moved from the fall to the spring semester. Eleanor has been working with the departments and Joanne Pegher, in the Student Affairs office, to make this viable.

**Action** – Rob Krafty will be attending the April EPCC meeting to give further details regarding the BIOST course reshuffling.

**EPCC Standard Operating Procedures (SOP), Patricia Documet and Robin Leaf**

**Action** – Any cross-listing proposals need to come past EPCC. Also, if the content/subject of a course is being modified, it needs to come past EPCC.

**Departmental Review of Syllabi, Robin Leaf**

Council approved the measures in which department’s will review their syllabi. The deadline for submission from the departments is June 15. This will be for courses from Fall 2015, Spring 2016, and Summer 2016.
The February meeting minutes were approved.

The meeting was adjourned at 3:03pm by Dr. Documet.

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