

**Graduate School of Public Health**  
**Educational Policies and Curriculum Committee**  
**Meeting Minutes | July 10, 2014**

Present: Marissa Kaplan, Robert Coulter, David Finegold, Joyce Bromberger, Varun Sharma, Patricia Opresko, Eleanor Feingold, Martha Terry, Mary Derkach, Robin Leaf, Sarah Pugh, Anil Ojha, Wes Rohrer, Abdus Wahed

Absent: Cindy Bryce, Beth Nolan, Ada Youk, Jane Clougherty, Howard Degenholtz, Zsolt Urban, Jeremy Martinson

Guests: Mary Hawk, Maggie Potter

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

**Course Modification Request, BCHS 2523**

Dr. Mary Hawk proposed a course title change for BCHS 2523, *Public Health Program Planning, Implementation, and Evaluation*, to be effective spring term 2015. She is changing the title of this course so that students do not confuse it with another course that focuses explicitly on program evaluation. Dr. Martha Terry proposed a vote. Dr. Joyce Bromberger motioned to approve. Dr. Patricia Opresko seconded the motion. There were no objections or abstentions. The motion was carried.

Action: Marissa Kaplan will send an approval letter to Dr. Hawk.

**Approval June EPCC Minutes**

June minutes were reviewed. Dr. Terry proposed a vote. Dr. Bromberger motioned to approve the minutes. Robert Coulter seconded the motion. There were no objections or abstentions. The motion was carried.

Action: Marissa Kaplan will post the June minutes online.

**One Book One Community**

Dr. Eleanor Feingold announced the theme for this year's One Book, One Community initiative: Professionalism and/or Leadership. She noted that she would like this year's OBOC to focus on using professionalism and/or leadership to change the world, not, for example, on how to use these things become the CEO of a multi-million dollar company.

Action: Members were asked to send book suggestions to Dr. Feingold by Friday, July 18, 2014.

**New displays in A522 and A719**

Dr. Feingold announced that new LCD screens have been installed in the A522 and A719 Crabtree classrooms.

Action: Members were asked to spread the word and to send Dr. Feingold suggestions as soon as possible on how the rooms should be rearranged to accommodate the new screens.

### **Certificate Termination Request, Certificate in Public Health Preparedness and Disaster Response**

Dr. Maggie Potter and Dr. Feingold presented a proposal to terminate the Certificate in Public Health Preparedness and Disaster Response. This is being done not because there is a lack of interest from the student body but because it has been very difficult for the Dr. Potter to recruit and retain people with the level of experience required to successfully teach the courses for this certificate. As such, the certificate has not been accepting new students for the past two years. With Dr. Potter and Dr. Feingold's approval, the Committee decided to postpone the vote until the next EPCC meeting.

Action 1: Dr. Potter will speak with Dr. Ron Voorhees to see if he has any suggestions on where to look for qualified teaching staff. He may be able to avail himself of ACHD resources to help in this search. Dr. Potter will inform Drs. Terry and Feingold of the results.

Action 2: Mary Derkach will request that this certificate be taken out of the school bulletin for the time being.

Action 3: Robin Leaf will poll new students to see if, among other things, they would be interested in taking the Certificate in Public Health Preparedness and Disaster Response. She will make it clear that there is no guarantee that these courses/programs will be offered anytime soon.

### **New issues around liability and student practice**

Dr. Feingold wanted to inform the Committee that there is currently increased concern surrounding the school's liability if a student is injured during a practicum experience.

Action: Dr. Feingold will draft a disclaimer, which, when approved, will be distributed to all students who participate in practicums. She will also speak with Dr. Thistle Elias for advice on how to proceed since the Bridging the Gap program has dealt with similar issues in the past. Dr. Nancy Glynn will be kept in the loop. The final draft of the disclaimer will be sent to the EPCC for review and approval.

### **Additional Section of BCHS Core Course**

Dr. Feingold informed the EPCC that there will be an extra section of the BCHS core course taught in the fall. Dr. Elias is the instructor. This is in an attempt to keep core course class size small and to better accommodate the large number of MPH students we have this year.

### **Reformulation of Core Curriculum Committee (CCC)**

Dr. Feingold informed the Committee that she would like to reformulate the CCC into an MPH Core Committee. In addition to core instructors, she would like to invite MPH directors and student representatives to join the committee in order to address larger issues (e.g. school-wide requirements for practicums).

Action: Dr. Feingold will keep the EPCC posted as progress on this is made.

### **Web site Update**

Dr. Feingold informed the Committee that changes to the Intranet are under way. Most of the content that is currently stored on the Intranet will be moved to the public Web site. This will make the vast majority of the Web site easily accessible to all. The Intranet will be reserved for truly confidential information (e.g. meeting minutes). The target completion date is December 2014.

Action: Dr. Feingold will keep the EPCC posted as progress on this is made.

### **Accreditation Update**

Dr. Feingold informed the EPCC that Criterion 2 of the Self Study is almost finalized and ready to be edited. After the Self Study has been edited, Dr. Feingold would like the EPCC to review the document before it is sent out for official review in October. Parts of the Self Study will also need to be reviewed by faculty and student groups. Dr. Feingold mentioned that the EPCC will have a considerable role to play in the accreditation process moving forward, particularly during the site visit in May.

#### Accreditation Timeline:

- October/November: Self Study sent out for internal review
- December: Final version of Self Study released to the public
- May: Site visit

### **Reminder: \$25/student Charge for Courses Already Scheduled**

Mary Derkach wanted to remind everyone of the \$25/student fee associated with course title and credit changes after students have enrolled in the course.

Action: Robin Leaf will remind the liaisons of this and will post explicit instructions online telling faculty when they will need to appear before the EPCC in order to have their title and credit changes approved for the spring term. EPCC will no longer approve course and title changes for fall term unless the department is willing to pay the fee.

### **Tracking (and Using) Advisor Names**

Dr. Feingold wanted to go over this agenda item one more time to make sure everyone was on the same page. Since it is very hard to track the actual advisor for each student, academic probation letters will now be sent to program directors and EPCC

representatives. Department chairs are no longer involved in this process. Departments can continue tracking advisors in whatever fashion they see fit.

Action: Committee members will notify their departments of this change. Dr. Feingold and Mary Derkach will discuss whether or not other changes will need to be made because of this.

### **Student Survey Results**

The Committee was unsure how to interpret the data from the student surveys during its June 12 meeting. During this meeting, members discussed how to set reasonable benchmarks/targets for each category. Dr. Feingold mentioned that, particularly for accreditation purposes, the targets must be aspirational (higher than they are now) and reasonable. General consensus was that targets should be set by taking a three-year average of the data for each outcome and increasing that average by 5%.

Action: Members will look over the data once again and will notify Dr. Feingold or Terry of any trends that are of concern to them. These will be discussed at the August EPCC meeting.

### **EPCC Representatives, 2014-2015 Academic Year**

Members who will stay on into the next EPCC term:

- Joyce Bromberger
- Candy Kammerer
- Wes Rohrer
- Anil Ojha

Since her term is coming to an end, Dr. Patricia Opresko would like to be the EOH alternate for next term.

Action: Departments who have not been given notice of/chosen their EPCC representatives will do so and notify Dr. Terry and the other appropriate parties.

The meeting was adjourned at 3:00 p.m.

The next meeting is August 14, 1:30-3:30p.m., 110 Parran Hall.

Future items for discussion/ action at upcoming meetings: Certificate Termination Request, Certificate in Public Health Preparedness and Disaster Response; Student Survey Results; EPCC Representatives, 2014-2015 Academic Year; Instructors' Manual