

**Graduate School of Public Health  
Educational Policies and Curriculum Committee  
Meeting Minutes | June 12, 2014**

Present: Marissa Kaplan, Robin Leaf, Zsolt Urban, Joyce Bromberger, Julia Driessen, Robert Coulter, Mary Derkach, Martha Terry, Anil Ojha, Abdus Wahed, David Finegold, Varun Sharma

Absent: Candace Kammerer, Orrin Tiberi, Patty Opresko, Jane Clougherty, Sarah Pugh, Wes Rohrer, Gerry Barron, Eleanor Feingold

Guests: Marnie Bertolet, Anna Voelker

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

**Course Title and Credit Change, EPIDEM 2525**

Dr. Joyce Bromberger presented this item on behalf of Dr. Rhobert Evans. Dr. Evans would like to change the title of this course and reduce the number of credits from three credits to two. The number of students who enroll in this course has increased, and Dr. Evans has changed the courseload to accommodate the increase in students. Dr. Martha Terry proposed a vote. Robert Coulter motioned to approve. Varun Sharma seconded the motion. There were no abstentions or objections. The motion was carried.

Action: The EPCC encourages Dr. Evans to shorten the new course title so that it can be listed in an abbreviated format in the course catalog more easily. There is a spelling mistake in the title listed on the course syllabus. It should read “in an Epidemiology Laboratory,” not “in a Epidemiology Laboratory.” Revised versions of the proposal and syllabus must be sent to Dr. Terry, Robin Leaf, and Marissa Kaplan for review. Marissa Kaplan will send Dr. Evans an official approval letter.

**Course Title Change, EPIDEM 2181**

In response to student feedback from her OMET evaluations, Dr. Marnie Bertolet would like to change the title of her course to *Design and Conduct of Clinical Trials*. A few of Dr. Bertolet’s students were not aware that they would be required to do more than just trial design. This title change is being made in an attempt to avoid any confusion in the future. Dr. Terry proposed a vote. Dr. Zsolt Urban motioned to approve. Dr. Abdus Wahed seconded the motion. There were no abstentions or objections. The motion was carried.

Action: Marissa Kaplan will send Dr. Bertolet an official approval letter.

**Course Revisions, HPM 2105/2106**

Dr. Anna Voelker presented this proposal on behalf of Drs. Rhorer and Barron. This is a required HPM course. The content of the course will remain the same, but certain parts of the content will be taught earlier on in the course than they used to be. The course is being split into two parts to accommodate/emphasize this shift in content. During the first semester of the course, both MPH and MHA students will take Health Systems, Leadership and Professional Development Part I. The first hour of the class will focus on health

systems training and the second hour of the class will focus on leadership and professional development. The department wants to teach students professional development skills as early as possible, so that they can progress through the program with the important skills they will need to succeed. For Part II of the course, MPH students will focus only on health systems and MHA students will take a Public Health Systems course that will be more targeted to their specific needs (Note: this course is still in development). Dr. Martha Terry proposed a vote. Dr. Anil Ojah motioned to approve. Varun Sharma seconded the motion. There were no objections or abstentions. The motion was carried, providing a few minor changes are made (see below).

Action: For accreditation purposes, the syllabus for this course must be split into two (e.g. one syllabus for HPM 2105 and one for 2106). It was also suggested that the department consider changing the title for Part II of the course since all of the leadership and professional development training will take place during Part I only. Changing the title may help to avoid any confusion. To prevent over-enrollment and to ensure that only HPM students sign up for this course, the department must complete item number seven on the proposal form (e.g. indicate the maximum number of students allowed to enroll in the course), clearly communicate that this course is only for HPM students, make Part I a prerequisite for Part II, and/or institute a tiered enrollment process whereby a certain number of seats are reserved for HPM students and only one or two seats are open to students outside of the department. It was also suggested that Dr. Voelker provide more detailed requirements for the journal entries and/or that she collect journals on a more regular basis. This may ensure that students make the journal a part of their daily/weekly routine rather than writing all of their journal entries the night before the journal is due.

### **Approval of May EPCC Minutes**

Dr. Terry proposed a vote. Varun Sharma motioned to approve. Dr. Wahed seconded. Dr. Urban abstained. There were no objections. The motion was carried, providing a few small changes are made (see below).

Action: The meeting was called to order at 1:35 p.m., not 3:35 p.m. Robin Leaf's name/title must be changed to Robin Leaf instead of Mrs. Leaf. Marissa Kaplan will correct these mistakes and post the meeting minutes online.

### **Tracking and Using Advisor Names**

Robin Leaf informed the Committee that academic probation letters will now be sent to academic program directors in addition to the liaisons.

Action: EPCC members were asked to spread the word in their departments.

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

Dr. Ying Ding will be taking Dr. Wahed's position for the coming academic year. Robert Coulter and Varun Sharma volunteered to continue their roles as doctoral and master's student representatives, respectively. Mary Derkach had no objections to this.

Action: BCHS, EOH, HPM, HUGEN, and IDM will inform Robin Leaf or Marissa Kaplan of their election results. The Dean's Office must also be informed and can pass the news on to Robin and Marissa if need be. Mary Derkach will send out a call for back-up student representatives at the end of August.

### **Core Course Evaluations**

Robin Leaf mentioned that the School has recently started paying close attention to Teaching Effectiveness scores because they are actually a good reflection of teaching quality. Dr. Eleanor Feingold did some analysis to confirm this. The Committee focused on the scores for BIOST 2011 and PUBHLT 2016. The Biostatistics department is aware of the scores and is trying to figure out how they might be improved. Certain issues make it very difficult for them to fix this issue completely. For example, BIOST 2011 is a very quantitative course in nature but, because it is a core course, must be taught in strictly layman's terms. This is not always appealing to students and is, they are finding, very difficult for professors to teach effectively. OMET scores for this course have been lower/inconsistent in part because not all students who are required to take the course think that it applies to their particular discipline. The department has considered asking a different professor to teach the course, but there aren't any other professors who will have the time to teach this course in the immediate future. PUBHLT 2016 had a much higher enrollment than usual this year. This negatively affected the students' experience in the course. Dr. Candy Kammerer is aware of this issue and, in response to student feedback, has split the course into two smaller sections in attempt to fix the problem. She hopes that having smaller class sizes will help her to better cater to the needs of her students.

Action: Dr. Wahed will speak with Drs. Arena and Morton to try to address student feedback on BIOST 2011.

### **Student Survey Results**

The School is taking a closer look at survey results in an attempt to close the loop, make sure that student concerns are actually being addressed. In general, Committee members felt overwhelmed by the amount of data they had to look at and weren't quite sure what they were looking for. They were happy that a longitudinal study of the survey results had been put together, but said that they would like a little help understanding the data and (more importantly) what they're supposed to do with it. Robin Leaf posed three questions about interpreting the data on Dr. Feingold's behalf. Members requested that a list of questions be sent to them in writing so that they can look at the data again with those questions in mind. Members would like to see the target numbers for each question so they have some idea of what the percentages in the study mean/are supposed to look like/are being compared to and so they can better identify courses that might need to be red flagged. That said, it was agreed that for EPCC purposes, the focus should be kept on school-wide trends and not so much on critiquing individual programs.

Action: Marissa Kaplan will add this to July's meeting agenda. She will also add the target numbers to the longitudinal study and redistribute this new version to EPCC members for review before the July meeting. Members will also be given a list of questions to address and must come to the next meeting with feedback.

### **EPCC Web Form**

Robin Leaf wanted to inform Committee members that a Web form will in fact be in the making sometime in the future. It is one of the many things on our IT team's very long to do list.

Action: Robin will continue to give the Committee periodic progress reports.

### **Instructors' Manual**

The Committee agreed to move forward with whatever Dr. Feingold has drafted thus far as it is unlikely that she will get any more feedback at this point.

Action: Dr. Feingold will distribute copies of what has been written so far. Members will review and decide how to proceed at the next meeting.

Non-faculty and non-voting members of the Committee were dismissed for the **Student Record Review** at 2:50 p.m.

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

Future items for discussion/ action at upcoming meetings: Student Survey Results; Instructors' Manual.