

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | March 5, 2015**

Present: Yue Chen, Robert Coulter, David Finegold, Andriy Bandos, Mary Derkach, Jane Clougherty, Cindy Bryce, Robin Leaf, Varun Sharma, Candy Kammerer, Joyce Bromberger, Eleanor Feingold, Patricia Documet, Gerry Barron, Marissa Kaplan

Absent: Wes Rohrer, Ying Ding

Guests: Martha Terry

Meeting called to order at 1:30 p.m. by Candace Kammerer, Chair.

MPH Committee Quarterly Update, Martha Terry

Dr. Martha Terry presented an overview of what has been taking place during MPH Committee meetings. The MPH Committee meets on the last Friday of every month. Dr. Terry informed the EPCC that a list of faculty who are willing to review dissertation and thesis essays for students outside of their departments is now available for reference. A Presi presentation on logic models (created by Dr. Mary Hawk) is also available to anyone who is interested in learning more about them. The MPH Committee has been looking for ways to increase the number of student OMET evaluation responses. Suggestions include allowing students to complete the evaluations during class; building the evaluation into the course as an assignment (students are required to email the professor their evaluations upon completion); and awarding participation points only if every student completes an evaluation. The MPH Committee is also reviewing the value of the WritePlacer exam and whether or not it is a good tool to measure a student's writing ability. For now, the MPH Committee has decided against using the Symplicity Experiential Learning module as a central location for storing practicum information for the School. Dr. Terry informed the EPCC that Joanne Russell will be presenting on the role of Global Health in this School during the next MPH Committee meeting. Guests are encouraged to attend. The next MPH Committee meeting will take place on March 27 at 10 a.m. in 109 Parran Hall.

Action: All who are interested in being added to the dissertation/thesis review list are encouraged to inform Dr. Terry of their interest to participate.

Action: EPCC members are encouraged to send suggestions on how to increase OMET evaluation responses to Martha Terry via email.

Action: EPCC members were encouraged to send Martha Terry a description of the role that global health plays in their department and/or the School and to attend the next MPH Committee meeting.

Approval of February minutes

Dr. Candace Kammerer presented the EPCC's February meeting minutes for approval. Robert Coulter motioned to approve the minutes. Dr. Patricia Documet seconded the motion. Dr. Andriy Bandos abstained from voting. All others were in favor. There were no objections.

Action: Robin Leaf will post the approved minutes to the EPCC's Web page.

EPIDEM course description updates, Candace Kammerer

Dr. Kammerer presented an overview of the minor changes that are being made to a number of Epidemiology courses. All changes were approved.

Action: The EPCC requests that charts like this be presented in a different format in the future as this one was quite hard to follow.

BCHS 3015 minor course modification, Candace Kammerer

Dr. Kammerer presented an overview of the minor changes that are being made to BCHS 3015. Dr. Jane Clougherty would like clarification as to how these changes will interface with the second level GIS course that is associated with BCHS 3015. Dr. Joyce Bromberger motioned to approve these minor changes with the understanding that any substantial changes that will need to be made to this course in the future will first be reviewed and approved by the EPCC. Dr. Documet seconded this motion. All were in favor. There were no objections.

Action: Robin Leaf will notify the instructor that changes to the course title and description have been approved. In the letter, she will mention that the instructor will need to present further changes to this course to the EPCC.

Program Termination: Preparedness Certificate, Eleanor Feingold

Dr. Eleanor Feingold notified the EPCC that after speaking with experts in the field and searching for potential candidates to teach this certificate, all involved parties agreed that it would be best to terminate the Emergency Preparedness Certificate for now. If need be, it can be reintroduced in the future, reflecting the significant changes that have taken place in the field since this certificate was first introduced. Robert Coulter motioned to approve the termination of this certificate. Dr. Gerry Barron seconded this motion. Dr. Andriy Bandos abstained from voting. All others were in favor of terminating the certificate.

Action: Dr. Feingold will send official notification to the Provost's office and to Mary Derkach.

Evaluation of Academic Programs, Eleanor Feingold

Dr. Feingold updated the EPCC about the School's current academic programs external review policy. She said that for now, the accreditation process covers the requirement for external review according to the Provost, but that in the future, the School may invite other outside reviewers to evaluate academic programs. The School will be able to set its own timeline as to when this review should take place. No action is required on the part of the School or its departments at the moment.

Course evaluations, Eleanor Feingold

Dr. Feingold notified the EPCC that the deadline to submit OMET course evaluations has been extended to the end of the term. Solutions for multi-instructor course evaluations are in the works. In the future, instructors may be able to designate the courses for which they want to be evaluated.

Action: Dr. Feingold will try to get more concrete details about what will be taking place for multi-instructor course evaluations in the future.

Courses based on outside MOOCs or other resources, Eleanor Feingold

Dr. Feingold notified the EPCC that plans are underway to introduce a course based on Stanford's MOOC (Massive Online Open Course) on Scientific Writing. She noted that a few instructors have voiced concerns about teaching courses based on MOOC's. She wanted to get the EPCC's opinion on how to proceed. Ideally, the professor would use the MOOC as a tool to teach the content of the MOOC in a facilitated environment. Members of the EPCC suggested doing a pilot run of this

course, perhaps as an independent study. This approach will give the School time to have a larger discussion about how MOOC's fit in with our educational programs. Explanations of the faculty's role during independent studies are not standard, but in this case, this policy may be up for discussion.

Action: Dr. Feingold will present these suggestions to the instructor of this proposed course. Planning for this course will continue until it is ready to be formally presented to the EPCC.

Summer and fall meeting schedule

The summer and fall EPCC meetings will take place at 1:30 p.m. in Parran 110 on the following dates:

- June 18
- July 9
- August 13
- September 10

Review of fall core course evaluations

The EPCC reviewed fall core course evaluation results. Courses of note/concern were BIOST 2011 and the Public Health Overview course. Members agreed that all other courses seemed to be on track. Drs. Kammerer and Barron were excused while the evaluations for their courses were reviewed. Dr. Bromberger acted as temporary Chair during Dr. Kammerer's absence. It was decided that no action needs to be taken on the Public Health Overview course at the moment. The EPCC will discuss removing it from the Core at a later meeting as it was added ad hoc during the last accreditation period and does not seem to be particularly popular with the students. More information is also needed before the Committee can make a decision about what to do regarding BIOST 2011 as scores for the lab section of the course and the course itself differ considerably.

Action: Dr. Feingold will create a 3 year longitudinal study of scores for BIOST 2011 and all other core courses. This will give EPCC members some perspective on how the courses have progressed.

Action: Department representatives will send a memo to Dr. Kammerer if there are any courses that are of particular concern to them.

Action: Robin Leaf will draft a template for the memo mentioned above.

The meeting was adjourned at 2:58 p.m. by Dr. Bromberger, temporary Chair.

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

Future items for discussion/ action at upcoming meetings: Further actions for the Public Health Overview course.