

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | May 8, 2014**

Present: Marissa Kaplan, Joyce Bromberger, Eleanor Feingold, Wes Rohrer, Robin Leaf, Jeremy Martinson, Candace Kammerer, Mary Derkach, Gerry Barron, Martha Terry, Robert Coulter, David Finegold, Varun Sharma, Anil Ojha, Abdus Wahed

Absent: Orrin Tiberi, Cindy Bryce, Sarah Pugh, Patricia Opresko

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

New Course, IDM XXXX, *Pathogen Biology*

Dr. Martinson presented a new course proposal for IDM XXXX, *Pathogen Biology*. The course was designed to be a substitute for PUBHLT 2015 *Public Health Biology* course for IDM MPH students and also to be a follow up course to the PUBHLT 2015 *Public Health Biology* course for any student seeking further instruction on the topic. Because PUBHLT 2015 *Public Health Biology* is a 2 credit course, IDM XXXX *Pathogen Biology* will also be taught as a 2 credit course. The first session of the class will be lecture- and discussion-based. The second session will be article-based. There is no required textbook because most of the students taking this course will already have a background in biology and because this course is focused on recent primary literature. Approximately 50 percent of the course will be taught by Dr. Martinson. The other half will be taught by invited guest speakers, who are experts in their fields. Each speaker will work directly with Dr. Martinson before their scheduled teaching session to ensure that their talk meets the course goals. Dr. Rohrer recommended a vote. Dr. Bromberger seconded the vote. There were no objections. The motion was carried.

Action: Drs. Martinson and Feingold will have to decide whether or not this course will be considered a school-wide substitute for the Public Health Biology course or whether it will be taught strictly as a supplementary course. Depending on the decision they make, changes may need to be made to the course description. In the meantime, Dr. Martinson will ask Meredith Maverro to pick a course number so that rooms for the coming fall term can be reserved. Marissa will send Dr. Martinson an approval email and letter.

Review of PUBHLT 2006, *MMPH Practicum Proposal*

It was decided that this practicum meets Pitt Public Health's accreditation needs. Dr. Finegold's syllabus will serve as a model for other Pitt Public Health practicum syllabi in the future. Dr. Terry proposed a vote. Dr. Ojha motioned. Dr. Rohrer seconded. The vote was approved with no objections.

Action: Marissa will send Dr. Finegold an approval letter and email.

Review of Proposed Curricular Revisions to the HPM MPH Program

Dr. Rohrer presented the revisions that were made to the previous proposal of modifications to the HPM MPH program. Following the suggestions of the EPCC, Drs. Rohrer and Barron decided to do away with required electives. This reduces the credit load to 45 credits. The course is still slated for fall term 2014. A vote was proposed. Dr. Kammerer motioned. Dr. Wahed seconded. There were no objections. The motion was carried.

Action: Dr. Feingold will meet with Drs. Rohrer and Barron to discuss the updates that need to be made to the HPM MPH Web page. Changes will reflect this revised degree program and will be up to par with the requirements for Pitt Public Health's upcoming accreditation. Marissa will send an approval letter and email to Drs. Rohrer and Barron.

Approval of December 2013, January 2014, and April 2014 Meeting Minutes

Robin Leaf returned from leave and was able to provide the missing December 2013 and January 2014 EPCC meeting minutes. Dr. Terry proposed a vote to approve these minutes along with the ones from April's meeting. Dr. Rohrer motioned first. Dr. Bromberger seconded. Drs. Wahed and Ojha abstained from voting as they were not present for a few of the meetings. There were no objections. Minutes were approved.

Action: Marissa will post approved minutes online.

EPCC Summer and Fall Term Meeting Dates and Times

Members discussed and approved the following dates, times, and locations for summer and fall term meetings.

June 12, 1:30-3:30 p.m., Crabtree A216
July 10, 1:30-3:30 p.m., Parran 110
August 14, 1:30-3:30 p.m., Parran 110
September 11, 1:30-3:30 p.m., Parran 110
October 9, 1:30-3:30 p.m., Parran 110
November 13, 1:30-3:30 p.m., Parran 110
December 11, 1:30-3:30 p.m., Parran 110

Action: Marissa will request rooms and update the Web site to reflect the upcoming summer and fall term meeting dates, times, and locations.

Internship Credits

Dr. Feingold alerted the Committee to the fact that international students who apply for the right to stay in the U.S. for summer internships are now being denied more frequently if an internship is not a required part of their course of study. This is due to a change in immigration policy. In the future, a course might need to be created for these students to enroll in so that their applications to stay will be approved. Creating this course will, in the eyes of the government, serve as proof that the internship is required or is part of the student's curriculum (even though this doesn't necessarily have to be the case on a school-wide level).

Action: No action required at this time.

Fall Term Teaching Workshop Suggestions

Robin Leaf asked for workshop suggestions for the coming fall term. Dr. Feingold said that she will be doing a workshop on doctoral mentoring and IDP's. Robin Leaf suggested inviting a speaker to give a talk on module-based (rather than grade-based) grading systems. Dr. Rohrer suggested a workshop on classroom ethics for instructors (academic integrity).

Action: EPCC members will send suggestions to Robin Leaf.

Academic Integrity Module Revision

Dr. Feingold wanted to see what changes can be made (drastic or otherwise) to the Academic Integrity Module to address the recent upsurge in AI issues during the past year. The biggest issue seems to be plagiarism based on cultural traditions (e.g. Chinese students are taught to copy their instructors word-for-word as a sign of respect). Dr. Feingold would like to try to define a middle ground between severely penalizing these students and letting them continue this practice without consequence. Dr. Bromberger suggested that all papers be posted through Safe-Assign to more consistently identify the students who are plagiarized. She was, however, unsure what actions would be taken after those students are identified. It was also suggested that academic integrity (specifically plagiarism) be integrated into the *Research Ethics* course that is currently being offered. Dr. Feingold has some concerns about whether or not this would fit well into the course (for one, the course is focused on academic integrity from a research standpoint, e.g. *data* integrity).

Action: Eleanor will recruit a team of volunteer faculty which will meet over the summer months to discuss this issue. They will bring something back for the EPCC to review in the fall. Major revisions to the Academic Integrity Module (AIM) may be made later in the summer based on their conclusions. In the meantime, minor changes will be made to the AIM by Dr. Feingold and any other interested parties in an attempt to define what should be treated as a "major moral breach" and what should be seen as a teaching opportunity. Robin Leaf will send Drs. Terry and Bromberger the current AIM's for faculty and students to review.

Instructor's Manual

Responses are still being collected from members. The EPCC will revisit this topic at next month's meeting.

Action: EPCC members should continue to send suggestions to Dr. Feingold.

The meeting was adjourned at 3:05 p.m.

The next meeting is June 12, 1:30-3:30p.m., A216 Crabtree Hall.

Future items for discussion/ action at upcoming meetings: Academic record review; review of core course evaluations (Action: Marissa will attach documents to next meeting's documents); student survey results (Action: Robin will summarize survey results and make available before the meeting. Marissa will include three-year program level analysis in next meeting's documents)