

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | September 6, 2018**

Present: Jessica Burke, Mary Derkach, Ying Ding, Patricia Documet, John Fabisiak, David Finegold, Nancy Glynn, Jess Graves, Summer Haston, Josh Mattila, Giovanna Rappocciolo, Kimmy Rehak, Emily Russell, and Stephanie Turnquist.

The meeting was called to order at 1:33pm by Dr. Patricia Documet, chair.

Welcome to new student representatives | All

The committee welcomed new members, Emily Russell (Human Genetics, primary doctoral representative), Jess Graves (Epidemiology, alternate doctoral representative), Stephanie Turnquist (Health Policy and Management, primary master's representative).

ACTION: No action necessary.

Discussion II of II on the optional school diversity statements for syllabi, in conjunction with the FDC | Tina Hershey, FDC chair and Noble Maseru, Associate Dean of Diversity and Inclusion

Currently, diversity statements are not required on Pitt Public Health syllabi. Currently, EPCC offers three options of diversity statements for instructors interested in including one on their syllabi. These statements were developed jointly by EPCC and FDC a few years ago. The Faculty Diversity Committee (in the process of changing their name to the Inclusivity & Diversity Climate Committee (IDCC)) has informed EPCC that recommended statements should include the following elements: 1) an acknowledgement of the importance of diversity, 2) justification for why diversity is important, 3) a definition of diversity, 4) an inclusion statement with examples of appropriate conduct, and 5) a statement of accountability, especially with regards to resources and reporting.

Tina Hershey reported the FDC is working with the Associate Dean of Diversity and Inclusion to establish if the University of Pittsburgh requires diversity statements on syllabi. If diversity statements are not mandatory, the FDC will ask the EPCC to require them in all Pitt Public Health syllabi. The Associate Dean for Diversity and Inclusion's office will be responsible for assisting students who feel uncomfortable due to diversity or inclusion issues. The committee discussed whether the Pitt campus police should be listed in the diversity statement as it is unclear whether the police officers are trained to handle these issues. The committee decided on requiring a statement after the Title IX statement along the lines of "If you feel unsafe for whatever reason, call the campus police." The committee discussed whether to have three options or one standard diversity and inclusion statement.

ACTION: The committee voted to require one standard diversity and inclusion statement for all syllabi. The statement should include the five common elements. The FDC will craft three options to present at a future EPCC meeting from which the committee will select one.

Discussion II of II of a Title IX sexual misconduct/ awareness statement for syllabi, in conjunction with the FDC | Tina Hershey, FDC chair and Noble Maseru, Associate Dean of Diversity and Inclusion

The University of Pittsburgh Title IX office recommends that a Title IX statement be included on all syllabi. The Committee agreed that language such as, "If you feel unsafe for whatever reason, call the campus police" be on all school syllabi after the Title IX statement.

ACTION: The committee voted that a Title IX statement be mandatory for all school syllabi and be added to the student handbook.

Health equity issues in the curriculum | Noble Maseru, director, Center for Health Equity, Associate Dean of Diversity and Inclusion

Noble Maseru reported that he has gone through the core syllabi looking for content around the topics of equity and diversity. He informed the committee that he plans to have non-binding meetings with faculty of core classes to make recommendations on readings or ways that the social determinants of health be included in core course content.

ACTION: Dr. Maseru will report to the committee regarding his meetings with core faculty. He will provide EPCC with suggestions of specific points to consider when reviewing a syllabus for equity content. EPCC can then add this information to the syllabus review.

Discussion on modularizing a 3-credit course | John Shaffer

John Shaffer reported to the committee regarding the best way to modularize a three-credit course if only one group of students needs the last third of its content. In particular, a course offered in the Department of Human Genetics is a requirement for four of the department's degree programs; however, one third of the course content is only required for the genetic counselors students. Dr. Shaffer asked the committee how this course should be divided: a two-credit class followed by a one-credit class or a series of 3 one-credit classes.

ACTION: Dr. Shaffer said he would report this information back to the director of graduate studies.

New Course: EPIDEM 2019: *Introduction to Multimodal Neuroimaging and Applications in Population Neuroscience* | Caterina Rosano

Caterina Rosano submitted an application for a new course to use multimodal neuroimaging technology to teach the underlying principles of neuroimaging techniques. Students do not need to know the physics of the brain as the course is meant to introduce the basics and familiarize students with language used when working with neuroimaging in epidemiologic studies. The course also is able to attract students from other schools and will feature a number of guest lecturers. The committee had concerns about some of the verbs used in the learning objectives, how participation would be assessed, the percent effort listed for the faculty on the EPCC application, and the grading scale for the Honors, Satisfactory and Unsatisfactory distinctions.

ACTION: The committee voted to conditionally approve the course provided that the instructor makes the following changes: changing the percent effort designation(s) on the EPCC application so that they equal 100%; updating the Academic Integrity and Title IX statements to the syllabus; ensuring that all Learning Objectives contain measureable verbs from Bloom's Taxonomy, for instance: use "compare" instead of "understand;" adding example readings and the guest lecturers' affiliations to the syllabus to provide some context to the course content; stating criteria that will be applied in part 7b of the course proposal; including information about how participation will be assessed; creating a percentage scale for the Honors, Satisfactory,

Unsatisfactory distinctions made in the Grading Scale; and changing “Learning objectives” in the title on page 4 of the syllabus to “Overview of topics

GRE requirement discussion revisited | All

The committee chair asked all department representatives if they found the GRE useful as an admission criterion. IDM reported that the GRE could provide application reviewers with a not-so-conscious bias; although the department uses holistic admissions, half of the faculty seem to be in favor of abandoning the GRE as an admissions requirement and half do not. The Biostatistics department said that even if the school did not require the GRE, their department would, as students with quantitative scores below 70 would struggle in their program. EOH and HUGEN will report to the committee next month. Epidemiology would also keep the GRE requirement. The BCHS faculty were divided on whether to keep the GRE requirement but proposed the diversity of applicants would suffer if they kept it.

ACTION: We will distribute peer-reviewed articles concerning the GRE admissions requirement to committee members so we can have a more informed discussion next time.

Approval of July Minutes | All

The committee approved the July meeting minutes.

The meeting was adjourned at 3:34pm.

Closed session: Summer 2018 Term Student Record Review (open only to voting members)

Upcoming meetings | Fall term schedule:

October 4 [1:30-3:30 p.m.] – 1149 Public Health
November 1 [1:30-3:30 p.m.] – 1149 Public Health
December 6 [1:30-3:30 p.m.] – 1149 Pitt Public Health

Upcoming Deadlines:

Deadlines for Spring 2019 (2194) Courses

- Modified Courses | Last EPCC meeting date, October 4 for approvals, with EPCC forms and syllabus due by September 27. Official paperwork due to Office of Student Affairs by October 18 for Registrar’s Office deadline
- New Courses | Last EPCC Meeting date, December 6 for approvals, with EPCC forms and syllabus due by November 29. Official paperwork due to Office of Student Affairs by December 14 for Registrar’s Office deadline.