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

Program Termination | BIOST MPH, Ada Youk

Dr. Youk presented an application for the termination of the MPH degree for the Department of Biostatistics. The Department has not matriculated any MPH students since 2007 but had not sought to terminate the program earlier as offering the MPH degree had been a CEPH requirement. An overwhelming majority of applicants to the department do not have a required professional degree required for admission into the MPH program, and students have been following the national trend of earning a MS degree instead of an MPH in Biostatistics.

ACTION: The committee approved the application for degree program termination and instructed Dr. Youk to present the application for termination to the Planning and Budget Policies Committee (PBPC).

New Course | PUBHLT XXXX, Healthcare in Sub-Saharan Africa, Joanne Russell

Joanne presented an application for a new course being sponsored by the University Center for International Studies (UCIS)’s African Studies Program and Pitt Study Abroad. The course is to be offered in the spring and a mandatory prerequisite for undergraduate students studying abroad in Malawi during the following summer. The course will use the WHO framework to study healthcare systems in Malawi and other Sub-Saharan African countries. Graduate students can take the course as part of the Global Health Certificate. The committee discussed whether the course would be pitched at the graduate or undergraduate level, with extra assignments for graduate students, and decided on the former.

ACTION: The committee approved the new course with minor changes including the course description in the syllabus be changed to match the description in the EPCC application and to delineate the course is graduate-level and open to undergraduate students.

New Course | HUGEN 2011, Scientific Writing in Human Genetics, Candy Kammerer

Dr. Kammerer presented an application for a new course to be taught by Dr. Susanne Gollin. The intent of the course is to get students from the Department of Human Genetics to compose an introduction to their essay prior to their final semester. The syllabus relied on advisor/mentor input for feedback on the science portion of the writing, which the committee thought was unrealistic and would disadvantage students whose advisors did not return work in a timely manner. There was also discussion about the meeting time as the proposed hour and a half per session is too long for a one credit course. Whether the course should be changed to pass/fail was also debated, but the committee decided that students taking the course should receive a letter grade as it might encourage the students taking the course to take the work seriously.

ACTION: The committee approved the new course with minor changes including that the involvement of the student’s advisor be scaled back and/or eliminated from the course, that students be given the option to write any academic work, and that the class meet for one hour weekly.

New Course | HUGEN 2053, Applications in Public Health Genetics and Genomics, Candy Kammerer

Dr. Kammerer presented an application for a new course to be taught by Dr. Andrea Durst. The course is for Human Genetic MPH students and would serve as a follow-up to the overview Public Health Genetics course.
This course aims to develop quantitative and communication skills and would require students to analyze data and apply their research, usually from their practicum, and ideally share their research with others.

**ACTION:** The committee approved the new course with a minor change in the course description. The Learning Objectives used in the syllabus should be changed to match those in the EPCC application.

**New Course | BCHS 3006, Integrative Research Seminar: Writing for Publication, Jeanette Trauth**

Dr. Trauth presented an application for a doctoral seminar in which students currently register for two semesters under the same course number—BCHS 3004. This new seminar will serve as a companion to BCHS 3004 and is to be offered in the fall. Whereas BCHS 3004 will focus on grant writing, BCHS 3006 is meant to have students develop a manuscript for publication. Students receive an “Incomplete (I)” grade until they have met their writing goal, when their grade is changed to “Satisfactory (S).” At present, having one course number for both fall and spring semesters can make registration and completing grade change requests confusing, which was another impetus for having this course listed as a new course number.

**ACTION:** The committee approved the new course with minor changes, including listing the instructor effort as one hundred percent on the EPCC application form and having more structured deadlines as well as reading assignments added to the syllabus.

**Policy on adjuncts on committees/core lists, Eleanor Feingold**

Dr. Feingold drafted a policy regarding adding adjuncts on student committees and core faculty lists. The committee discussed having the policy stipulate that the policy would be effective after departments grant permission for the faculty members to serve on committees.

**ACTION:** Eleanor will redraft the policy and send out to the committee before the next meeting.

**Procedure for course reactivation, Robin Leaf**

Robin drafted a procedure for reactivating courses that the Registrar has deemed inactive. The committee was unclear as to what the difference was for classes that were active for five or ten years, as the procedures listed were the same.

**ACTION:** Pending receipt of more information from the Registrar’s office, Robin will make minor edits to the procedure and recirculate.

**Spring Course Deadlines, Robin Leaf**

For new courses in spring 2018, the deadline for materials is 11:59pm on Thursday, September 28, 2017 for the Thursday, October 5, 2017 EPCC meeting in order for materials to get to the Registrar’s office by Thursday, October 19, 2017. Modified course materials are due to Robin by Thursday, November 30, 2017 for the EPCC meeting on Thursday, December 7, 2017 to get the materials to the Registrar by Friday, December 15, 2017.

**ACTION:** No action necessary.

**Approval of June Meeting Minutes, All**

**ACTION:** The June meeting minutes were approved.

The meeting was adjourned at 3:33 pm.