Present: Jessica Burke, Yue Chen, Mary Derkach, Ying Ding, Julia Driessen, Jim Fabisiak, David Finegold, Nancy Glynn, Robin Leaf, MonaLisa Leung Beckford, Chantele Mitchell-Miland, Kimmy Rehak, and John Shaffer.

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

**Course Modification: BIOST 2066 Applied Survival Analysis: Methods and Practice | Rob Krafty**

Dr. Rob Krafty presented an application for a revised course that accounts for a change from 3 to 2 credit hours. In the past, this course covered both foundation and advanced topics, but the modified course syllabus has been changed to cover the foundational topics only. As this course is a requirement for all MS students in Biostatistics, the reduction in credits would allow students to have an extra credit to take an elective course. One possible elective is an advanced survival analysis 3 credit course, which addresses the advanced topics removed from this master’s-level course.

**ACTION:** The committee approved the course with changes that included adding additional information regarding the presentations on page 2 of the syllabus and updating the dates to reflect those in the upcoming academic year.

**Course Modification: BIOST 2016 Sampling Design and Analysis | Rob Krafty for Gary Marsh**

Dr. Rob Krafty presented an application for a revised course on behalf of the instructor Dr. Gary Marsh that accounts for a change from 3 to 2 credit hours. The modified version of this course will feature only foundational material. Dr. Krafty explained that there has been low enrollment or cancellation of the course due to low enrollment over the past few years and that the department thinks the reduction in credit hours will encourage more students to enroll in this course.

**ACTION:** The committee approved the course with changes provided that the course Learning Objectives in the syllabus are made measureable and the course hours are changed to 32 total hours (2 hours once a week). A copy of Bloom’s taxonomy will be sent to the instructor to help with the former concern.

**Approval of February Meeting Minutes | All**

There was one typo in the February minutes. The minutes were approved with the understanding that this change will be made.

**School Required Academic Policy Statement Options Discussion | All**

The guidelines regarding the academic policy statement requirement for class syllabi were to use the school statement or create your own, however, it was brought to the committee’s attention that custom statements being used were missing some pertinent information. The committee decided that a link to the academic policy or some basic language should be required as a bare minimum for inclusion on all syllabi.

**ACTION:** Committee members will look at old and revised version at next month’s meeting. Robin Leaf will look for previous versions from 2016.
Course Modification: PUBHLT 1007 *Global Health Abroad* | Meredith Mavero for Joanne Russell

Ms. Meredith Mavero presented an application for a revised course that accounts for a new undergraduate study abroad experience with a public health angle. The previous iteration of this course was for a program in Bolivia, whereas this course will focus on the Canadian healthcare system. Meredith explained that the course was developed through the university Office of Study Abroad and Everette James, the course instructor, and that the first orientation would be held in about ten days’ time. The course number was recycled because it was meant to be used for any undergraduate study aboard program that had a global health application. The committee expressed some concerns and many questions due to the last minute nature of the application and the intention of the

**ACTION:** The committee approved the course with the understanding that Ms. Russell and the course instructor be invited to answer questions at the next committee meeting. Changes to the syllabus included both changes for the current experience and long-term changes for the course number. Short-term changes included making the course Learning Objectives in the syllabus measureable and drafting an informative statement about Pitt Public Health to include on the syllabus and disseminating information about the School and its programs to the undergraduate students participating in the current iteration of the course. A copy of Bloom’s taxonomy will be sent to the instructor to help with the former concern. For future offerings of the course, the committee required the course description to be more generalized so that the syllabus can apply to different experiences and will not have to rush through to get approvals and asked the Associate Dean for Education to meet with the Office of Study Abroad to get oriented with their processes.

Course Modification: BCHS 2520 *Theories of Health Behavior & Health Education* | Jeannette Trauth and Andrea Weinstein

Drs. Jeannette Trauth and Andrea Weinstein presented an application for a revised course that accounts for a change from 3 to 1 credit hour. The changes were made in response to the new CEPH criteria, in particular the systems thinking competency. This class will be part of a three-part series of one credit, five-week classes being developed to cover said competency. This course will introduce overarching theories and focus on getting students to learn how theories inform practice, for instance, when designing interventions. There were some discussion about a long paper assignment as its due date is a week after the class ended. The instructors said that this was done to give the students more time to finish it but were receptive of the idea of limiting the scope of the assignment so that students could finish the work earlier and not take work into their next five-week course.

**ACTION:** The committee approved the course provided that the instructors list the percentage weightings for assignments and consider shortening the scope of the long paper assignment due one week after the end of the semester and/or investigating how other five-week courses are handling assignments so that the students are not carrying work with them to the next five-week class.

New Degree Program: MD/PhD in HPM Announcement | Jessica Burke

Dr. Jessica Burke that the Medical Science Training Program (MSTP) has announced that they are pleased to open up this option for a MD/PhD degree program in Health Policy & Management (HPM). The MD/PhD is already offered in Epidemiology and Human Genetics and Jessie reported that MSTP and the HPM department are working to ensure the same requirements be met. The committee was receptive of the new program and wondered if the MD/PhD could be offered by even more departments in the School. Those requirements are not all explicitly known, including how departmental funding and credit sharing will work.
**ACTION:** Jessie will report back to the committee regarding requirements from other departments.

**Plan Summer Meeting Schedule | All**

June 7 1:30-3:30  
July 26 2-4pm

**Core Course Class Size | Jessica Burke**

Committee Chair, Dr. Patricia Documet sent a memo regarding the issue of large core class sizes that was raised in the February meeting to Associate Dean for Education, Dr. Jessica Burke. Jessie detailed an action plan that has been established, which includes: identifying the number of core course sections over several years to determine if more sections need adding, adding questions to the exit survey about student perceptions of class sizes to see if this issue is indeed problematic, and looking at the changes made to the Biostatistics core course to see if the changes have solved past issues.

**ACTION:** The committee agreed to proceed with the action plan.

**Feedback on Mid-Term Evaluations and Needs for Teaching Resources on Pitt Public Health Website | All**

The committee reported a number of dead links on the Teaching Resources page.

The meeting was adjourned at 3:18pm.

**Upcoming meetings:**

March 29, 1, 1:30-2:15pm, room 1149 Parran Hall  
May 3, 1:30-3:30pm, room 1149 Parran Hall