

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | October 4, 2018**

Present: Mary Derkach, Ying Ding, Patricia Documet, Julia Driessen, John Fabisiak, Eleanor Feingold, Nancy Glynn, Summer Haston, Josh Mattila, Giovanna Rappocciolo, Kimmy Rehak, Emily Russell, and John Shaffer.

The meeting was called to order at 1:32pm by Dr. Patricia Documet, chair.

Modified Course: BOST 2049: *Applied Regression Analysis* | Ada Youk

Dr. Ada Youk presented an application for a modified course that is part of the general restructuring of the biostatistics curriculum. BOST 2049 is an introductory course in statistical modelling intended for biostatistics master's- and doctoral-level students and students in other disciplines who have basic training in statistics. The class will have the same structure as its previous iteration but will feature new material, mainly: linear regression and generalized linear models.

ACTION: The committee voted to conditionally approve the course provided that all Learning Objectives contain active, measurable verbs from Bloom's Taxonomy, for instance: that "analyze" replace "develop analytic skills." They also recommended removing the class cap from PeopleSoft to encourage goodwill with other schools whose students might be interested in taking this course. Finally, Dr. Documet encouraged the inclusion of equity information from the course application on the syllabus as it demonstrated how the course is addressing issues of diversity and inclusion.

Modified Course: BOST 2063: *Bayesian Data Science* | Ada Youk

Dr. Ada Youk presented an application for a modified course with a course title change on behalf of Dr. Rob Krafty. The class was theoretical in the past but was adapted to be very hands on for this current iteration to account for developments in the field of data science that have occurred in the past 10 years. The course has not been offered since 2011 and then was only a one off.

ACTION: The committee voted to approve this course without changes. Dr. Documet encouraged the inclusion of equity information from the course application on the syllabus as it demonstrated how the course is addressing issues of diversity and inclusion.

New Course: IDM 3441: *Epidemiology and Control of Major Sexually Transmitted Diseases (STDs)* | Lawrence Kingsley

Dr. Kingsley presented an application for a new one-credit course designed to give students an understanding of the current state of US-based STDs other than HIV. In particular, the class will address weaknesses in control strategies, transmission dynamics, risk factors, and public health impact.

ACTION: The committee voted to conditionally approve the course provided that Dr. Kingsley make a number of updates to the syllabus. These are: adding example readings to provide some context to the course content; updating the Academic Integrity statement and adding the

Title IX statement; changing the course time to 1 hour and 45 minutes per meeting time; and including active, measurable verbs from Bloom's Taxonomy to all Learning Objectives, for instance: using "articulate" instead of "understand." **However, since EPCC granted provisional approval of this course, the IDM department has decided to withdrawal this application for a new course in order to deal with issues of overlap in course content with other IDM courses.**

New Course: EPIDEM 2221: Use of Geospatial Mapping and Analysis in Epidemiology | Evelyn Talbott

Dr. Talbott presented an application for a new course created to give students interested in environmental epidemiology a more current skill set using spatial analysis and GSI mapping. This course is a chance to apply the knowledge from EPIDEM 2220 Introduction to Environmental Epidemiology by showing students how to link to exposure databases using ArcMap and other open source software to do geospatial cluster analyses. The cap for this course is 25 students so it can meet in a computer lab for students to get hands on experience performing said analyses.

ACTION: The committee voted to approve this course provided that the instructors make a number of updates to the application and syllabus, including: listing the percent effort for the Course Instructors on the EPCC application (#5) so that they equal 100%; amending #8a on the application to read 7 weeks per academic term; updating the Academic Integrity and Title IX statements in the syllabus; changing "once a week" to "twice a week" under the Grading Scale section of the syllabus; and ensuring that all Learning Objectives contain active, measurable verbs from Bloom's Taxonomy, for instance: using "apply" instead of "gain basic knowledge."

New Program: MS Genome Bioinformatics | Eleanor Feingold

Dr. Feingold submitted an application for a new Master of Science program in Genome Bioinformatics. She explained that the Department of Human Genetics was motivated to create this program in response to a need in the field of bioinformatics for students to learn to use computer science to interpret what is going on in the genome. This degree will be skill-based and will require the addition of three new 3-credit courses, which are half developed already. For the thesis requirement, the plan is to have students perform a data analysis from their required internship, when possible. Committee members asked if the department had industry contacts interested in offering internships in this program. Additionally, the committee members were wondering how extraneous credentials will be measured as admissions criteria, especially for international students.

ACTION: The committee approved the program to move forward to the next round of review. The committee recommended that faculty from the Human Genetics department discuss internship opportunities and procure Letters of Intent from potential industry partners stating that they are willing to consider accepting students from this program for summer internships if and when the time comes. One EPCC member abstained from voting.

Revisit of GRE requirement discussion | All

The committee briefly continued its ongoing discussion on whether they should recommend a change in admissions standards or not. EOH and Epidemiology are still in favor of keeping the GRE admission requirement, BOST voted to recommend that the entire school keep the requirement, and IDM and BCHS faculty are split regarding the requirement.

ACTION: The committee will continue this discussion at the November 2018 meeting.

Discussion regarding correspondence to students with academic performance issues | All

The committee looked at the process in which the Assistant Dean of Student Affairs' staff informed students of academic performance issues. The process involved sending an email with an attachment of the term memo and the text: "Attached is your EPCC letter, the original letter will be sent to your department to pick up" in the body of the email. A hard copy of the letter was sent to the student's department.

A new email text had been composed to include more specific information about the EPCC and offered students with the opportunity to pick up a paper copy of the term memo. The text read: "Attached is a letter from the Educational Policies and Curriculum Committee. If you would like to have a paper copy you can pick on up in your department's student services office."

After looking at the new version of the text, committee members stated a new version should specify that the EPCC was a "committee of the Graduate School of Public Health" as some students might be unaware of the Educational Policies and Curriculum Committee's existence. Additionally, students should have to confirm their receipt of the email to ensure they had received it. Committee members stated that the paper copy of the term memo was unnecessary and that it would suffice to have the memo put electronically in the body of an email from Mary Derkach, assistant dean of student affairs, with a pdf attachment for the students' records.

ACTION: The new procedure for emailing students with academic performance issues will be adopted starting with the fall 2018 (2191) term.

Approval of September Minutes | All

The committee approved the September meeting minutes.

The meeting was adjourned at 3:36pm.

Upcoming meetings | Fall term schedule:

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

- 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.