

**Graduate School of Public Health**  
**Educational Policies and Curriculum Committee**  
**Meeting Minutes | September 7, 2017**

Present: Gerry Barron, Jessie Burke, Rachel Butler, Yue Chen, Mary Derkach, Ying Ding, Jim Fabisiak, Eleanor Feingold, Nancy Glynn, David Finegold, Robin Leaf, MonaLisa Leung Beckford, Chantele Mitchell-Miland, Kimmy Rehak, and John Shaffer.

The meeting was called to order at 1:32pm by Dr. Nancy Glynn, filling in for Dr. Patricia Documet, chair.

**Welcome & Introduction to New Members**

The committee members introduced themselves to the new student representatives, and the new student representatives introduced themselves to the committee.

**ACTION:** No action necessary.

**Revised Course | BCHS 2509, *Social and Behavioral Sciences and Public Health*, Martha Terry**

Dr. Martha Terry presented an application for a revised course that is responsible for 11 competencies in the new MPH core curriculum. She explained that changes that had been made to the syllabus to focus on qualitative data collection, analysis and interpretation. She added that this course also assumed official responsibility for a few topics that this course had touched on in the past, including: behavioral and psychological factors, structural biases and social determinants. Dr. Terry piloted the new syllabus this past summer and reported that although there were no issues during the shorter semester, an extra week of methods in the fall and/or spring semesters would be beneficial for students.

**ACTION:** The committee approved the course without changes.

**New Course | HPM 2075, *Navigating the Physician-Administrator Relationship*, Wes Rohrer and William Goldfarb**

Dr. Wes Rohrer presented an application for a new two-credit course primarily for addition to the MHA curriculum and expected to roll out in spring 2018. Dr. Rohrer explained that the purpose of the course is to present the physician position to non-physician/administrator and vice versa. Most of the students expected to take this course would be in MHA, MHA/MBA programs and therefore, non-physicians, however, this course could also appeal to MMPH students interested in leadership roles. The course also aims to expose students to organizational conflicts that can happen between physicians and administrators and have students explore how collaboration can occur instead. The course was developed by and will be instructed by Dr. William Goldfarb, a retired senior VP from the Allegheny Health Network with previous teaching experience. The expected enrollment for this course is 12-18 students, with intentionally smaller class sizes to allow for student participation opportunities, as the course will focus on developing team building and leadership skills. Concern was raised over the lack of required readings in the syllabus, and Wes said that he would seek clarification but suspected the reading might be short and assigned for the beginning of the semester. Regarding the timeline of the course, spring break and the last class meeting excluded from the syllabus, and there were some questions about when the White Paper assignment would be assigned and what would happen during the class session where it's assigned on the syllabus. Likewise, committee members were unsure if the amount of time between when a project is assigned and its deadlines was sufficient, especially as students were expected to meet

with group members to work on assigned projects. Concern was also raised about the fact that 90% of the students grade was dependent upon the grades given to group projects.

**ACTION:** The committee voted to conditionally approve the course, contingent upon making a number of changes and additions and presenting them again at a future EPCC meeting, preferably with the presence of Dr. Goldfarb. The committee recommended that the syllabus map out the required readings for the semester; that Learning Objectives #4 and #5 be edited and/or completed on the course syllabus; that clarification on the White Paper assignment be provided, especially regarding when it is to be assigned and whether examples will be provided to students; that the timetable be updated to account for spring break and a missing class at the end of the semester; if there is a way to analyze individual performance in groups be ascertained, as 90% of a student's grade is dependent upon group assignments; and that the timing of assignments and whether students will be provided with enough time to meet and complete group assignments be reevaluated.

**Revised Course | HPM 2001, *Health Policy and Management in Public Health*, Jessica Burke for Everette James**

Dr. Jessica Burke presented an application for a revised course on behalf of instructor Everette James. She explained that major changes were made to the syllabus, assessments or credit hours for the course. The only addition to the syllabus was that it now explicitly states the three CEPH competencies that the course covers, including the competency that the course has primary responsibility for which concerns evaluating policies for their impact on public health and health equity.

**ACTION:** The committee approved the course without changes.

**New Course | PUBHLT XXXX, *Foundations in Public Health* (tentative course title), Jessica Burke**

Dr. Jessica Burke presented a syllabus for a new/resurrected course for the MPH core curriculum. The course is proposed to be a 1 credit requirement for all incoming MPH students and serve as an introduction to core public health concepts. Jessie explained that the course will be divided into seven online modules with a mandatory in-person meeting in the eighth week. Students will take the course pass/fail and can work through the modules at their own pace. There was discussion about the pacing of the course, whether the modules should be released all at once or once per week and whether there should be two sessions: one after week 3 or 4 and one at the end of the semester. Concern was raised over whether the course had a credit worth of content and if required readings and/or a service component should be added to the course to add some additional "meat."

**ACTION:** No action necessary; this syllabus was presented as an FYI.

**Approval of August Meeting Minutes, All**

The August meeting minutes were approved.

The meeting was adjourned at 3:14 pm.