

Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | June 16, 2016

Present: Gerry Barron, Quinten Brown, Cindy Bryce, Yue Chen, Jane Clougherty, Mary Derkach, Ying Ding, Patricia Documet, Eleanor Feingold, David Finegold, Nancy GlynnRobin Leaf, John Shaffer,

Absent: Melanie Callahan, Kathleen Creppage, Hristina Denic, Julia Driessen, Taru Gupta

Guest: Martha Terry

The meeting was called to order at 1:34pm by Dr. Patricia Documet, Chair.

Essay/Thesis Standardization Policy, Martha Terry

During MPH Committee meetings over the last several months there have been discussions related to issues surrounding the essay/thesis process. A common theme emerged, which focused on the need for a standardized policy related to the essay/thesis process. A sub-committee was created from MPH Committee members to draft an Essay/Thesis Standardization Policy. The draft of this policy was presented to EPCC by Dr. Martha Terry.

Action – After the committee discussed the policy, it was decided that minor edits needed to be made to the policy. The edited policy will be sent electronically to the committee for a vote.

Quarterly MPH Committee Update, Martha Terry

Dr. Terry proceeded to give EPCC an update regarding other discussions that had taken place during MPH Committee meetings.

- Termination of PUBHLT 2014 | Overview

Action – Most topics covered in the course have been absorbed into other courses taught at Pitt Public Health. Further discussion will take place with the MPH Committee to ensure that all Overview topics will be covered in other courses.

- The Standardization of Practicum Forms

Action – The MPH Committee reviewed all departmental practicum forms that are currently used, with the goal of comparing and contrasting similarities and differences. Robin Leaf is working to draft a form/first page universally used by departments, while still having a departmental-specific second page.

OMET Update and Standard School Questions, Robin Leaf

Eleanor Feingold and Robin Leaf met with the OMET director to discuss the creation of new forms for evaluations. Specifically, the changing of the question structure was the focal point of the meeting, and the discussion during the EPCC meeting.

After reviewing the current evaluation, the committee discuss possible ideas to improve the questions, and the creation of questions to capture information specific to our school.

Action – EPCC committee members will review the current questions, and brainstorm questions that might better serve our specific school needs.

Action – Eleanor Feingold, Robin Leaf, and Patricia Documet will form a sub-committee, that will collect the responses from the committee, and create new school-specific questions.

2016-17 Workshop Ideas, Robin Leaf

Robin Leaf is in the process of creating the school-wide workshop schedule for the upcoming academic year. She is hoping to receive feedback from people in the school regarding potential workshops of interest.

Action – If committee members have an idea for a workshop, they should let Robin Leaf know.

Action – Robin Leaf will create an updated workshop list, highlighting the already confirmed workshops.

EPCC Web Form Process – Process Question for the Committee, Robin Leaf

Robin Leaf has been working with the IT staff to create a web form that will help facilitate the submission of new or modified courses to EPCC. The IT staff posed a question related to how the documents, with signatures, would be submitted. Robin provided four options for the committee to review.

Action – The committee chose the following option: The web form creates a paper signature form to be printed out, signed, and turned into Educational Programs for EPCC records.

Review Spring Core Course Evaluations, All

Action - Based on the evaluation for PUBHLT 2016, the committee has tasked Eleanor Feingold to speak to the instructor of the course regarding the evaluation.

Course Description Update Process, All

An administrative error caused this subject to be included on the agenda. This subject was not discussed.

Early Admissions/3-2 Program, Eleanor Feingold

While an early admissions program has been a program of record for some time in Pitt Public Health, interest, from an undergrad perspective, has really increased over the last couple of years. Leadership from our school has been working with the leadership from Arts and Sciences to create a 3-2 program. Students would complete their undergrad requirements in three years, and then transition to Pitt Public Health for their final two years. Some administrative issues need to be ironed out on the Arts and Sciences end, but all signs point to moving forward with the 3-2 program. Mostly all departments/programs in Pitt Public Health are able to participate in this program.

Action – Once everything becomes official, Pitt Public Health will begin strategically targeting specific undergraduate majors/programs for advertisements, and recruitment.

The May meeting **minutes were** approved, with two minor edits:

- Note that John Shaffer and Patricia Documet were absent from the May meeting.
- Note in the May minutes that the math bootcamp was not discussed, even though it appears on the agenda

The meeting was adjourned at 3:30pm by Dr. Documet.