

**Graduate School of Public Health**  
**Educational Policies and Curriculum Committee**  
**Meeting Minutes | August 20, 2015**

Present: Quinten Brown, Jane Clougherty, Elizabeth Rodgers, Jeremy Martinson, Eleanor Feingold, Candace Kammerer, Robin Leaf, Patricia Documet, Wes Rohrer, Joyce Bromberger, Mary Derkach, Varun Sharma

Absent: Yue Chen, Cindy Bryce

Guests: Supriya Kumar, Nancy Glynn, John Shaffer

Meeting called to order at 1:30 p.m. by Candace Kammerer, Chair.

**EOH 3305 Course Title Change – DNA Damage and Repair to Genome Instability**

The review of the submitted course title change for EOH 3305 initiated a discussion related to whether or not EPCC should request to review the course syllabus for courses undertaking changes. Because all GSPH syllabi will be reviewed eventually to assure that they met minimal requirements, the committee decided that asking for a syllabus to accompany a request to change a course would become the standard operating procedure moving forward. Feedback for EOH 3305 was provided to back to the department electronically, and the final ruling for EOH 3305 will take place during the September meeting.

**Review of Summer 2015 Core course Evaluations**

The summer 2015 core course OMET evaluations were all above 3.5 and no further actions were needed.

**Auto OMET Course Evaluation Sign-up, Eleanor Feingold**

The policy in Pitt Public Health is that all courses must be evaluated. Due to a multitude of reasons, some courses are not being evaluated. Moving forward, Pitt Public Health will be using an automatic sign-up system for course evaluations. Robin Leaf worked with OMET to create the process.

OMET will send a list of instructors to Robin Leaf and Quinten Brown. They will work with departmental student services liaisons to edit the list, and then the finalized list will be sent back to OMET. Next OMET will automatically sign-up the courses/instructors for evaluations. There is also a process for cross-listed classes. This process will be implemented for Fall 2015.

**Required Courses in Other Departments, Eleanor Feingold**

Eleanor wanted to make an announcement related to departments requiring students to take a course/courses in other departments:

If your program/department is thinking about requiring another course outside of their department, please speak to the instructor of the course in the other department first.

**Location and Availability of EPCC Documents on Revised Web Site,**

The GSPH web site is being redesigned and many items will be accessible to the public. Eleanor wanted to know which EPCC documents should be freely accessible and which should be private. The committee felt that meeting minutes and meeting documents should be private/password protected.

**Student TAs for Graduate Courses, Eleanor Feingold**

This will be discussed at a later meeting.

**Comments/Suggestions on Doctoral Report on Requirements Form, Mary Derkach**

The RoR form was revisited during the EPCC meeting. Mary Derkach took the committee's previous feedback and made edits to the RoR form. EPCC thought the new version was an improvement and members were requested to take the form back to their departmental liaisons for suggestions. The form will be discussed at a future meeting.

**Approval of July meeting minutes**

Approved.

**Item Discussed During the Meeting, but not on the Agenda****New Course: BCHS 2990 *Social Dynamics in Public Health*, Supriya Kumar**

Due to an administrative oversight, the course materials did not make it on the agenda, although Dr. Kumar was confirmed to present during EPCC. Dr. Kumar presented her new course, and after the meeting, the documents were distributed to the committee electronically.

Via email, the committee approved the course contingent on the following changes to some of the wording on the Course Request form, including: changes to statement for course inventory, the rationale for the numbers of students in the class, and the course prerequisites. The committee also recommended changes to the syllabus including: action verbs for the objectives, as well as less harsh language for the class expectations.

A letter of approval was sent to Dr. Kumar, provided the minor wording changes were made.

The meeting was adjourned at 2:54 p.m.

The next meeting is October 21, 1:30-3:30p.m., 110 Parran Hall.

Future items for discussion/ action at upcoming meetings: N/A