

Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | July 9, 2015

Present: Quinten Brown, Patricia Opresko, Elizabeth Rodgers, Ying Ding, Eleanor Feingold, Candace Kammerer, Robin Leaf, Patricia Documet, Gerry Barron, Joyce Bromberger, Mary Derkach, Yue Chen, Cindy Bryce

Absent: Jane Clougherty, Wes Rohrer, Varun Sharma, Nayana Nagaraj

Guests: N/A

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

Inquiry Regarding Teaching a Course with another Institution, Patricia Documet

Patricia is in the preliminary stages of creating a course that will be a collaborative effort between her and an instructor from another institution. She was curious to see what the best course of action was with regard to creating the course, as well as the course management logistics.

EPCC members felt that it was important to establish the course independently at both institutions. Students from both institutions have to know where their grades are coming from, and who to turn to if they are having trouble. Establishing independent courses does not limit the collaborative effort, however, because of technological advances. For example, students from both institutions may be able to use a system like Courseweb for discussion boards, group assignments, etc. Also, video feeds will be available for students who are at one institution, to partake in a lecture at the other institution.

Patricia will take this information and continue to develop this collaborative course.

CEPH New Draft Accreditation Criteria, Eleanor Feingold

New draft criteria being developed by CEPH, and they (CEPH) are receptive to constructive feedback from accredited institutions.

Action: Eleanor Feingold will send around response to the draft criteria.

A couple of notes regarding this topic:

PhD and MS criteria have been released, but lack competencies. The MPH criteria include competencies. The feeling among the EPCC and other faculty is that all academic degree programs need competencies, just like MPH programs, and this topic will be an ongoing conversation.

Action: EPCC members will discuss this topic with their departments to obtain additional feedback.

Student Affairs/Education Help Web Page Draft

The Office of Student Affairs and Education is in the process of creating a new web page for students, with the hope that they turn to this page as a resource for assistance. This was brought to EPCC for feedback. The committee thought that maybe blurbs about each service/organization provides would be helpful. One suggestion was to organize the page in a similar fashion to the orientation handbook; grouping services/organizations together by type. The goal is to have this page finalized as soon as possible.

Action: Elizabeth Rodgers will share with EPCC information she has from Johns Hopkins regarding a similar idea for a web page/resource.

Action: EPCC student members will share this web page idea with their peers for feedback.

Other ideas shared during the meeting included a better description of what the Student Affairs and Education provides, as well as better training for TA's to assist/identify troubled or distressed students.

Review Spring Semester Core Course Evaluations

EPCC discussed what should be done with courses whose overall evaluations were low (less than 3.0). EPCC decided to continue to send a letter/letters to department chairs expressing concern and also suggesting resources that may be used to improve teaching effectiveness. This process will ensure a record of EPCC's recognition of potential issues.

Action: The EPCC chair will send a letter to the department chair using the template used in the past.

Course Syllabi: How Much on Courseweb vs. Syllabus Document, Candy Kammerer

Candy queried the committee regarding syllabi, specifically, how much content to put on the syllabus versus how much on Courseweb. There was discussion but no consensus and this topic may be raised at future meetings.

Required Signatures for Course Exemption Requests, Mary Derkach

Mary Derkach received an email informing her that a faculty member was telling students that they did not need to sign the course exemption forms. The question is who needs to sign the form? EPCC concluded that having a signed form in the student's file is important, and it should be up to the Student Services Liaisons to decide if a faculty member needs to sign the form. Liaisons need better training in order to make this determination. For instance, a PhD student is exempt from the Essentials course if they have their MPH. Liaisons need to know that in this instance, an instructor's signature is unnecessary.

Action: Mary Derkach will email the liaisons about this, and make an announcement during the next liaisons meeting.

Review of update on Report on Requirements doctoral form

This item was moved to the August agenda.

Diversity Statement on Course Syllabi

Action: Patricia Documet will draft an example diversity statement, and take it to the Pitt public Health Diversity Committee.

Approval of June meeting minutes

Approved.

Confirmation of August EPCC Meeting Moved to August 20, 2015

Confirmed.

The meeting was adjourned at 3:30 p.m.

The next meeting is August 20, 1:30-3:30p.m., 110 Parran Hall.

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