

**Graduate School of Public Health  
Educational Policies and Curriculum Committee  
June 3, 2021 | 1:30-3:30pm**

Present: Andriy Bandos, Jessica Burke, Michael Dolinger, Jim Fabisiak, Elizabeth Felter, David Finegold, Tiffany Gary-Webb, Nancy Glynn, Robin Leaf, Karrie Lukin, Josh Mattila, Giovanna Rappocciolo, Kimberly Rehak, John Shaffer, and Elizabeth Van Nostrand.

The meeting was called to order at 1:31pm by Dr. John Shaffer, chair.

**New Course: EPIDEM 29XX, *Scientific Writing in Epidemiology*, Anne Newman [vote required]**

Dr. Anne Newman presented an application for a new, 2-credit course with a focus on manuscript writing geared towards doctoral-level students in the Department of Epidemiology. She explained that she originally taught a version of this course approximately 8 years ago, but then the course took on a grant writing focus. This hands-on, interactive course will fill a gap in the department's current curriculum and will provide class time for students to write, edit, and critique one another's writing with the goal of creating a manuscript for journal submission. It will also incorporate current issues required for manuscripts, such as using graphics.

The committee members asked about flexibility in requirements and permissions for the course in addition to how participation will be calculated. Dr. Josh Mattila suggested adding some content on citation managers to the early weeks of the course.

**ACTION:** The committee voted to approve the course, provided that Dr. Newman resubmit the syllabus after correcting the typo "elf" to "self" on page 1 and "revise intro" to "revise methods" on page 2 and deleting the second occurrence of the Diversity Statement on page 6.

**UPDATE:** EPCC application (and syllabus) received 3/5/2021.

**New Course: EPIDEM 2186, *Introduction to R*, Marquis Hawkins [vote required]**

Dr. Marquis Hawkins presented an application for a new 2-credit course meant to introduce students to the data analysis process using R, from collecting data and getting it into the software program to performing basic exploratory data analysis. He explained that the department had piloted this course under a special topics number.

Although this course was related with courses offered by the department of statistics, Dr. Hawkins explained that the topics are more advanced. Committee members also conveyed that the course director might need to make process for establishing which students will get registration priority should the class be oversubscribed.

**ACTION:** The committee voted to approve the course.

**New Course: New Spring 2022 Course: HPM 3066, *Current Topics in Aging, Disability, and Long-Term Services and Supports Policy*, Howard Degenholtz [vote required]**

Dr. Howard Degenholtz presented an application for a new 2-credit course that will serve as an elective course for the Department of Health Policy and Management. The seminar class will focus on policy issues related to aging, disability, and long-term services and supports. While a doctorate-level course, Dr. Degenholtz said that master's students were welcome to enroll, too, and he thought that this course would interest students in the behavioral and community health sciences and epidemiology departments.

The committee members were impressed with the extensive literature review included at the end of the syllabus, but Dr. John Shaffer recommended that Dr. Degenholtz be sure to balance

the required reading lists for students.

**ACTION:** The committee voted to approve the course after Dr. Degenholtz resubmits the EPCC application form after changing the number of course hours per session from 3 to 2 on page 3 of the form and resubmits the class syllabus after adding a “future proof” course description and updating the diversity statement.

**UPDATE:** Dr. Degenholtz has not resubmitted the EPCC documentation. Kimberly Rehak sent him a follow-up email.

**Modified Courses: HUGEN 2090: Genetics of Complex Diseases I and HUGEN 2091 Genetics of Complex Diseases II, John Shaffer [vote required]**

Dr. John Shaffer presented two applications for two modified courses. There were not changes to the course content, learning objectives, or assessments, rather topics were redistributed to serve two different audiences. Additionally, a minor change in the numbering convention in the title of HUGEN 2091 was requested.

**ACTION:** The committee voted to approve the courses and the numbering convention change to HUGEN 2091.

**BSPH Update, Jessie Burke**

Dr. Jessica Burke provided an overview of the progress made towards BSPH degree program approval. She explained that the Provost's Advisory Committee on Undergraduate Programs (PACUP) and council had reviewed the application and provided feedback on ways to strengthen the application, including figuring out the advising options for BSPH students. In a recent meeting with the provost, the BSPH program received support for rolling out the program in stages as opposed to all at once. Tier 1 classes will be offered in the fall 2021 semester, and the BSPH program will start accepting external transfers and offer tier 2 classes in spring 2022. The full rollout of the program, including first year students, will happen in fall 2022.

Dr. Elizabeth Felter asked whether the BSPH classes would be taught by full-time faculty, adjuncts, or a combination of both. Dr. Burke answered that there would be a combination of the two and that some current faculty expressed interest in teaching for the BSPH program, including several who understand the differences between teaching undergraduate and graduate-level courses. However, not all of the classes for fall 2021 had instructor assignments.

**ACTION:** No action necessary.

**OMET Update, Jessie Burke**

Dr. Jessica Burke explained that staff from academic affairs has met with representatives from the OMET office to find ways to increase the amount of response rates. She also explained that Pitt Public Health questions for the OMETs and will review the social justice, equity, diversity and inclusion questions, which will be tried out in fall 2021 course evaluations.

**ACTION:** The committee members will vote on changes to OMET questions and the additional JEDI questions in an upcoming meeting.

**Continued Discussion of SOPHAS JEDI Questions for Applications, John Shaffer and Karrie Lukin**

Karrie Lukin, director of recruitment and admissions, explained that the SOPHAS application software was allowing the school to add additional questions to every Pitt Public Health application that asked applications to comment on issues of social justice, equity, diversity and inclusion. Her office created two potential questions to include on the application.

*SOPHAS JEDI Application Questions Options to EPCC for discussion:*

(1) Pitt Public Health is committed to fostering diversity, equity, inclusion and enacting change for social justice. How can you, as a student, contribute to this commitment?

(2) Pitt Public Health believes that learning and research environments are enhanced when diversity, equity, and inclusion are promoted amongst our students, faculty, and staff. How can/could you contribute to diversity, equity, and inclusion at our school?

**ACTION:** The committee members voted for option 1 without the phrase “as a student” removed.

**SOPHAS Application Felony & Misdemeanor Application Questions, Karrie Lukin**

Karrie Lukin explained that SOPHAS has deleted a question that asked about applicants to disclose any previous felonies or misdemeanors. She asked the committee if they thought that Pitt Public Health would want this question added for applications in the future and was unsure if it is required at the university level.

**ACTION:** The question will remain off of the applications in SOPHAS unless the committee learns that the question is required at the university level.

**Approval of May 2021 Meeting Minutes, All [vote required]**

Due to lack of time, the committee will vote on the May 2021 minutes via an e-mail vote.

**UPDATE:** Committee members voted to approve the May 2021 minutes.

**Reminder: Fall new course submission deadline, John Shaffer**

The meeting was adjourned at 3:30pm.

**Upcoming EPCC Meetings & Deadlines**

- July 8, Zoom
- July 29 (for July & August combined meeting), Zoom

