

**Graduate School of Public Health  
Educational Policies and Curriculum Committee  
Meeting Minutes | February 13, 2020**

Present: Cindy Bryce, Jessica Burke, Mary Derkach, Ying Ding, Patricia Documet, Jim Fabisiak, Robin Leaf, Susanna Qiao, Giovanna Rappocciolo, Kimberly Rehak, John Shaffer, Elsa Strotmeyer, Elizabeth Van Nostrand, and Yi-Chuan Yu

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

**Revised Course Proposal: Name Change for EPIDEM 2230 *Secondary Data Analysis: A Capstone Course* (effective spring 2021), Samar El Khoudary (at 1:30pm) [vote required]**

Dr. Samar El Khoudary presented an application for a revised course with a title change from *Advanced Topics in Epidemiological Methods* to *Secondary Data Analysis: A Capstone Course*. There was no change to the course content, but the new title better reflects course content and helps to avoid overlap with EPIDEM 2187/2191's new course title: *Advanced Theory and Methods for the Analysis of Epidemiological Data*.

**ACTION:** The committee approved the course provided that the Dr. El Khoudary edited the learning objectives on the syllabus so that they contain measurable verbs and update the percentage effort for instructors (#6a & #6b), generalize the course description (#7), and provide a short answer to explain how this class intends to address public health issues involving diversity in the EPCC application.

**New Course Proposal: EPIDEM 2189 *Epidemiological Methods of Longitudinal and Time-to-Event Analyses* (effective fall 2020), Samar El Khoudary [vote required]**

Dr. Samar El Khoudary presented an application for a new 3-credit course entitled, EPIDEM 2189 *Epidemiological Methods of Longitudinal and Time-to-Event Analyses*. Epidemiology's curriculum committee had noticed gaps in the curriculum caused by changes made to other courses (more specifically, EPIDEM 2187/2191's no longer covering in-depth longitudinal and survival data analyses) and developed this course in response.

This course will be required for epidemiology MS and PhD students and an elective for students in the MPH and DrPH degree programs. Dr. Ying Ding asked if this course would affect the enrollment of epidemiology students in biostatistics courses with similar topics like longitudinal analyses. The course content is distinct enough that that should not happen.

Dr. Jim Fabisiak asked if the addition of this course would change the total credit requirements for epidemiology PhD students. Dr. Elsa Strotmeyer replied that while students would have three extra credits, they would take three fewer research credits and the same number of elective credits.

**ACTION:** The committee members voted to approve this course provided that Dr. El Khoudary make the course description more general in nature.

**Revised Course Proposal: Major Modifications for EPIDEM 2191: *Advanced Theory and Methods for the Analysis of Epidemiological Data* (effective spring 2021), Samar El Khoudary [vote required]**

Dr. Samar El Khoudary presented an application for a revised course title and number from EPIDEM 2187: *Epidemiological Methods 2* to EPIDEM 2191: *Advanced Theory and Methods for the Analysis of Epidemiological Data*. The most significant modification to the course content

was the addition of machine learning topics, including neural networks, gradient boosting and support vector machines.

**ACTION:** The committee members voted to approve this course provided that Dr. El Khoudary make the course description more general in nature.

### **Approval of January Meeting Minutes, All [vote required]**

**ACTION:** The committee approved the January 2019 minutes.

### **Review of Fall 2019 Term Core Course Evaluations, All**

The committee members reviewed the fall 2019 core course evaluations. They noticed that the overall effectiveness score for PUBHLT 2035: *Public Health Applications* improved significantly. Elizabeth Van Nostrand asked if there has ever been analysis on average ratings or benchmarks that instructors should aim for. Dr. Patricia Documet said that the OMET office puts out a guidance document every year, but the numbers never change. Robin Leaf added that the executive associate dean is usually only concerned if an overall effectiveness score drops below 3. Dr. Elsa Strotmeyer noticed that some response rates were sometimes below 30% and asked whether that is considered when reviewing the course evaluations. Dr. Documet explained tactics that instructors can use to improve response rates but that they were not required.

**ACTION:** No action necessary.

### **Continued Discussion of GRE School-level Admissions Requirement, All**

The committee members looked over the pro and con table that presented the reasons for and against retaining the GRE as an admissions requirement. Dr. Cindy Bryce asked for a change of “overreliance” to “reliance” on page 3. She also asked if the committee could postpone the vote until after the ASPPH meeting in March.

The committee will need to define the current policy and what it means and agree on an EPCC argument to report to council, which includes changing the title of the EPCC table.

**ACTION:** Dr. Cindy Bryce will help Dr. Documet to streamline and condense the pro-con table.

**Closed Session: Student Record Review – Fall 2019 Term, Mary Derkach  
[closed to student members of the committee due to the sensitive nature of student records]**

The meeting was adjourned at 3:14pm

### **Collection of Spring 2020 Syllabi**

Deadline: March 6

*- All EPCC departmental representatives have been copied on the message to departmental faculty who were identified as managing the process & procedure. Please contact Robin Leaf with any questions or concerns.*

### **Upcoming Meeting(s):**

March 5, 1:30-3:30pm, room 1155 (committee action on GRE: vote & agreement on documentation to go to Council meeting on March 25, 3pm) | Deadline to submit fall 2020 modified course proposals

March 26, 1:30-3:30pm, room 1155 [for April's monthly meeting] | Deadline to submit summer 2020 new course proposals

\* Fall 2020 new course proposals due to Student Affairs by August 10, 2020.