

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | March 5, 2020**

Present: Jessica Burke, Mary Derkach, Ying Ding, Patricia Documet, Jim Fabisiak, David Finegold, Nancy Glynn, Robin Leaf, Susanna Qiao, Giovanna Rappocciolo, Kimberly Rehak, John Shaffer, Elizabeth Van Nostrand, and Yi-Chuan Yu.

The meeting was called to order at 1:33pm by Dr. Patricia Documet, chair.

New Course Proposal: BCHS XXXX (effective summer 2022), Martha Terry [vote required]

Dr. Martha Terry presented an application for a 1.5-credit course that she has been teaching as an 8-week course at the Graduate School of International and Public Affairs. This skills-based class is intended for the first six weeks of the upcoming summer term and requires that students design and conduct focus group research and analyze resultant data. Dr. Terry explained she wanted to host the course at Pitt Public Health to get rid of the permission only requirement for nursing students.

As the course had 18 contact hours, committee members asked if the course could be changed from 1.5 credits to 1 credit. Dr. Terry replied that it would be possible to do so.

ACTION: Committee members voted to approve the course provided that Dr. Terry resubmit the updated syllabus and EPCC application indicating the course is 1-credit and that Canvas will be used instead of CourseWeb.

Report on spring 2020 syllabi collection, Jessica Burke

Dr. Jessica Burke reminded committee members that the spring syllabi collection deadline is March 6, 2020 and that EOH, IDM and BCHS need to get their syllabi in. Also, EOH fall syllabi still need submitting.

ACTION: No action needed.

Approval of February 2020 Meeting Minutes, All [vote required]

ACTION: The February 2020 meeting minutes were approved.

Set summer term meeting dates/ times, All

1:30-3:30pm in 1155 on:
May 7, 2020
June 4, 2020
July 30, 2020

When figuring out the summer term courses, Dr. Ying Ding commented that modifications for new courses are too soon in the term. Her department, for instance, wants to gather feedback from courses from the current term before making any modifications. However, the registrar sets the due dates, so EPCC deadlines are dependent on those due dates. Dr. Ding also mentioned the due dates are hard to find on the EPCC Web site. Committee members agreed that the due dates should be listed in a more prominent place on the Web and advertised in the Things To Know (TTK) e-newsletter.

ACTION: Educational Programs staff will work with the chair to update the EPCC Web site with due dates and will advertise EPCC due dates in TTK.

Draft Policy for Remote Participation During Dissertation Meetings/ Defense, Jessica Burke

Dr. Jessica Burke shared a draft policy plan for situations where a student, chair, or committee member cannot be physically present at a dissertation defense; for example, in cases where an international student is unable to return to the US or a committee member's work calls them out of town. As a similar situation recently arose, Dr. Burke wanted to have a policy in place to establish the facilitation of remote defenses. The policy currently states that only 2 individuals can participate remotely, and all must agree to the terms of the remote participation in advance. Furthermore, the policy states that the student is responsible for arranging video and audio availability for all participants and distributing defense materials prior to the scheduled date.

Dr. Nancy Glynn suggested the use of David Lawrence 211, which is voice-activated video enabled, for remote participation.

Regarding the policy, Dr. Patricia Documet said that the parameters should be numbered and stipulate who is responsible for each action. Elizabeth Van Nostrand stated that the policy should have an appeal process established for instances where committee members do not all concede to someone's remote participation. In such cases, several committee members agreed that students should probably first consult with their department chair.

Dr. John Shaffer asked if this policy should be extended to apply to all defenses and milestone exams. While no decision was voted on, committee members thought that some language should be added to the policy stating that the expectation is for defenses to be held in person.

ACTION: An updated draft of the policy will be circulated for consideration.

Continued Discussion of GRE School-level Admissions Requirement, All

The committee evaluated edits to the GRE Pro/Con document, including changes to the title and a summary of the current policy and a motion for consideration. An additional summary document created by Dr. Cindy Bryce and stating advantages and disadvantages was also discussed.

Suggested edits include: changing the wording to "GRE may pose a barrier," spelling out the SPH acronym for clarity, and changing the *advantages* and *disadvantages* titles to *arguments for* and *arguments against* the motion.

ACTION: Dr. Patricia Documet will send out documents for suggested changes.

The meeting was adjourned at 2:55pm.

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 26, 1:30-3:30pm, ~~room 1155~~-ONLINE [for April's monthly meeting] | Deadline to submit summer 2020 new course proposals | (committee action on GRE: vote & agreement on documentation to go to Council meeting on April 15, 3pm)

May 7, 2020, 1:30-3:30pm, room 1155

June 4, 2020, 1:30-3:30pm, room 1155

July 30, 2020, 1:30-3:30pm, room 1155 [for July and August's monthly meetings] | Deadline to submit fall 2020 new course proposals