Present: Jessica Burke, Mary Derkach, Ying Ding, Julia Driessen, Jim Fabisiak, David Finegold, Nancy Glynn, Robin Leaf, MonaLisa Leung Beckford, Chantele Mitchell-Miland, Kimmy Rehak, and John Shaffer.

The meeting was called to order at 1:34 p.m. by Dr. Patricia Documet, chair.

Course Modification Revisit: PUBHLT 1007 Global Health Abroad | Joanne Russell

Ms. Joanne Russell revisited the committee to present an updated syllabus that was first presented at the March 2018 EPCC meeting. She explained that, as requested, a paragraph about Pitt Public Health was added to the syllabus and that Global Health was taking steps to have policies and practices in place. A question was asked concerning the classroom space in the host institution and Ms. Russell explained that some of the work for this particular course would be done after the experience abroad had taken place. Dr. Jessica Burke also added that for the future, there would be some standardization of Learning Objectives for similar study abroad experiences and that they would work to streamline some changes for future iterations of this course.

ACTION: No action required.

Course Cross-Listing: EPIDEM 2981 Aging Methods | Nancy Glynn (EPIDEM EPCC representative) for course instructor Elsa Strotmeyer

Dr. Nancy Glynn presented an application for changes for the course cross-listing on behalf of the instructor, Dr. Elsa Strotmeyer. This two-credit course is cross-listed with the Institute for Clinical Research Education. It was previously co-taught by instructors from both institutions, with different assessments for students from each school, but it will now be taught at Pitt Public Health and opened to clinical research students.

ACTION: The committee approved the course with changes that included modifying Learning Objectives to comply with measurable outcomes.

New Course: IDM XXXX Scientific Communication | Josh Mattila

Dr. Josh Mattila presented an application for a new course for IDM students (but open to all students) in an effort to their minds out of the laboratory and onto the topic of communicating scientific findings to different audiences. This course is intended to give IDM students at all levels a chance to familiarize themselves with skills and software tools needed to do so. He also explained that two major topics will be grant writing and poster preparation. This raised some concern with overlap for the new Public Health Communications course that is being added to the MPH core curriculum in fall 2018, but Josh explained that he anticipated MS and PhD students to enroll in this class. The topic of class size was then raised as no cap was listed for this course; as it would have a wide appeal to all students across the school, instituting a cap on class size was recommended. The committee had many questions on the specifics of the assignments, including how the participation grade would be calculated, which metrics would be
used for grading, and when the due dates for assignments were. Additionally, committee members pointed to a discrepancy on the class meeting time and the number of credits. The course was listed as having one and half hours of contact time, but the requirement for a one credit class is one hour and fifty minutes.

**ACTION:** The committee conditionally approved the course, provided that Dr. Mattila can present changes to the syllabus at the May 3, 2018 EPCC meeting. These changes include: modifying the course Learning Objectives to comply with measurable outcomes, capping the class size, clarifying the grading percentages to be used, especially with regards to what constitutes class participation, including more details about the assignments and metrics to be used to grade assignments, changing the class time to one hour and fifty minutes to satisfy the one-credit designation, and deleting “in-class” in front of assignments on the syllabus.

**Approval of March 1 Meeting Minutes | All**

The Committee approved the March meeting minutes.

The meeting was adjourned at 2:16pm.

Upcoming meetings:
- May 3, 1:30-3:30pm, room 1149
- June 7, 1:30-3:30pm, room 1149
- July 26, 1:30-3:30pm, room 1149 | Deadline for new fall 2018 courses