

**Graduate School of Public Health
Educational Policies and Curriculum Committee
Meeting Minutes | December 5, 2019**

Present: Gerry Barron, Cindy Bryce, Jessica Burke, Mary Derkach, Ying Ding, Patricia Documet, Jim Fabisiak, Eleanor Feingold, David Finegold, Nancy Glynn, Jess Graves, Robin Leaf, Josh Mattila, Catherine Potter, Kimberly Rehak, John Shaffer, and Yi-Chuan Yu.

The meeting was called to order at 1:30pm by Dr. Patricia Documet, chair.

Proposal to nullify GRE vote held at NOV meeting, Patricia Documet [vote required]

Dr. Nancy Glynn proposed a motion to nullify the vote on the school-level admissions GRE prior to the December 2019 EPCC meeting for the following reasons: the November 2019 meeting agenda did not indicate that a vote would take place, the committee did not ask students to comment on the topic and only one student member was in attendance at the November 2019 meeting, the minutes from October 2019 had indicated that the discussion would continue at a later date, and the fact that an alternate to the HPM department alternate representative made the motion to vote on the school-level GRE requirement.

Using the draft created by Dr. Patricia Documet, EPCC committee members will co-create a pro/con list for retaining or dropping the school-level GRE admissions requirement. Committee members are to ask their departments and program directors for assistance in creating the list. Additionally, Dr. Eleanor Feingold asked if there could be a survey of the 36 programs to get an idea of how many wanted to get rid of the GRE admissions requirement. Committee members will ascertain how each program in their department intends to proceed regarding requiring the GRE for admissions.

Committee members were also interested in student opinion regarding the GREs. Jess Graves and Yi-Chuan Yu said that the student representatives would work to find out how other students felt about the GRE requirement and get a feel for what the consensus was.

ACTION: The committee voted to nullify the October 2019 GRE vote. The committee will continue to discuss the GRE requirement at the January 2020 meeting, committee members will bring pro/con list updates and a list on how each program in their department intends to proceed regarding requiring the GRE for admissions purposes. Additionally, student representatives will gauge student opinion on the matter and report back to the committee.

Review of EPCC Bylaws, Patricia Documet

Prior to discussion about the EPCC bylaws, Dr. Eleanor Feingold informed that there are two versions of the bylaws in circulation, but all edits should be incorporated to the most recent version once established. The committee discussed two main points in the bylaws: student representatives and back-up faculty representatives on the EPCC committee.

Regarding student representation on school committees, Dr. Cindy Bryce said that staff from the Office of Student Affairs tried to make process more transparent and build in a continuity plan. The EPCC bylaws are broad enough with regards to students serving on committees, but length of service is not mentioned. The committee discussed the merits of adding language like “annually” or “vacant student positions ... annually” to the bylaws.

Additionally, as faculty back-up representatives are not assigned a term limit, committee members were instructed to consider whether they should have terms written into the bylaws.

ACTION: The committee did not vote on any changes to the bylaws. We will discuss this after we get the “true” copy of the bylaws.

Syllabi Collection & Process by Departments, Jessica Burke and Robin Leaf

Each department has a different process for how they review syllabi and some departments are not getting their syllabi in prior to the deadline. Robin Leaf and Dr. Jessica Burke asked EPCC representatives to help spread the word about why the syllabi review and collection process is necessary and to remind others in their department of the process and the various syllabi requirements. A suggestion was made that “ensure timely submission of departmental deliverables (e.g., Syllabi)” should be added to the EPCC bylaws.

ACTION: Robin will cc: EPCC representatives when she e-mails the departments to ask for their syllabi.

Approval of October and November Meeting Minutes, All

ACTION: The committee approved the October and November 2019 meeting minutes provided a typo in Josh Mattila’s name was corrected in the October minutes.

The meeting was adjourned at 2:38pm.

Upcoming Meeting(s):

January 30, 2020 – 1:30-3:30 p.m. (1155 Public Health)

February 13, 2020 – 1:30-3:30 p.m. (1155 Public Health)

March 5, 2020 – 1:30-3:30 p.m. (1155 Public Health)

March 26, 2020 (April meeting) – 1:30-3:30 p.m. (1155 Public Health)