

**Graduate School of Public Health
Educational Policies and Curriculum Committee
September 3, 2020 | 1:30-3:30pm**

Present: Andriy Bandos, Cindy Bryce, Jessica Burke, Mary Derkach, Ying Ding, Patricia Documet, Jim Fabisiak, Eleanor Feingold, Elizabeth Felter, David Finegold, Nancy Glynn, Robin Leaf, Susanna Qiao, Giovanna Rappocciolo, Kimberly Rehak, John Shaffer, Elizabeth Van Nostrand, and Yi-Chuan Yin.

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

Thank You from Past EPCC Chair, Patricia Documet

Dr. Patricia Documet said that she was very honored to serve on the committee and tackle educational initiatives to make learning more equitable for students and arrive at a decision regarding the school's use of GRE as an admissions requirement.

ACTION: No action necessary.

Nominations open for new EPCC Chair (to serve as chair until term limit(s) are met), All
Dr. John Shaffer nominated himself for EPCC chair.

ACTION: The committee voted to elect Dr. John Shaffer as the new chair of the EPCC committee.

Review Charge of EPCC, EPCC Chair | charge & bylaws available here

The committee members introduced themselves for the new members and everyone was asked to review the bylaws and come with questions or concerns to future meetings.

ACTION: The committee members will review bylaws and bring any questions or concerns to future meetings.

Accreditation Update, Eleanor Feingold

Dr. Eleanor Feingold said that EPCC reps are vital to the accreditation process and should expect to be called on for assistance when accreditation processes ramp up in the next year.

ACTION: Eleanor will bring more specifics to the committee in future meetings.

Updates for Syllabi & Fall 2020 Syllabi Departmental Review, Jessica Burke

Dr. Jessica Burke brought two syllabus statements to the committee's attention: the diversity statement and a university statement on COVID-19 pandemic compliance. She asked the committee members whether "future proofing" the diversity statement by removing specific contact information for the associate dean of diversity and inclusion were possible. Dr. Cindy Bryce stated that students would find it helpful to have a specific name and e-mail address in the statement so they would not have to search for specifics elsewhere. Robin Leaf suggested linking to the school's leadership Web page as a potential solution.

Dr. Jim Fabisiak asked if it would be more convenient to use "course director" instead of "course instructor" on the diversity statement, and some committee members wondered if students would know who the course director was. Dr. Elizabeth Felter suggested a compromise and using "course primary instructor or director." She also asked if the Title IX syllabus statement needed updating, and Jessie said that she could check with the Title IX office to make sure we had the most updated version on course syllabi.

Regarding the university COVID-19 pandemic compliance statement, Dr. Nancy Glynn asked if it was necessary to include this statement on syllabi, especially for the fall term as the semester is already underway. Committee members thought it was unnecessary to include this statement on syllabi for the fall.

ACTION: The committee can look at the statements and syllabus template to see if there are any more changes, and Dr. Jessica Burke will check with Title IX office to confirm that the EPCC committee is sharing the most updated version.

Review of spring and summer core course evaluations^, EPCC Chair

Committee members viewed the overall instructor effectiveness score for the spring and summer 2020 core courses. The overall trend showed that students were understanding with instructors as they adapted to the unusual times and/or it could be inferred that instruction was high-quality. The 0% response rate for PUBHLT 2034 from summer 2020 was concerning. Dr. Andriy Bandos mentioned that biostatistics faculty had had some success in increasing student response rates by assigning a bonus point for students who complete the OMET survey. Dr. Elizabeth Felter suggested utilizing a departmental staff person to anonymize the process.

ACTION: No action necessary. However, committee members can encourage their fellow faculty members to try for higher response rates.

Update on EPCC Forms, Robin Leaf and Kimberly Rehak

Robin Leaf thanked the committee members for providing feedback on forms for EPCC applications. She said that she and Kimberly Rehak will work with the new chair to get new forms up on the EPCC website in the next week or two. She explained that web forms that were in the works will no longer be able to be used on the website.

ACTION: Robin Leaf will inform the committee when the new forms are up.

Approval of July Meeting Minutes, All [vote required]

The committee voted to approve the minutes provided that Elizabeth Van Nostrand's name be added to the list of attendees and a type in the holistic admissions section be corrected from "application" to "applicants."

The open meeting was adjourned at 2:30pm for a closed session student record review.

Upcoming Meeting(s):

Meetings will be held from 1:30 – 3:30pm on the following dates:

October 1

November 5