

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

Present: Andriy Bandos, Kevin Broom, Cindy Bryce, Jessica Burke, Michael Dolinger, Jim Fabisiak, Eleanor Feingold, Elizabeth Felter, David Finegold, Tiffany Gary-Webb, Nancy Glynn, Robin Leaf, Susanna Qiao, Giovanna Rappocciolo, Kimberly Rehak, John Shaffer, and Yi-Chuan Yu.

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

Welcome New Student Affairs Director, Jessica Burke

Dr. Jessica Burke announced that Michael Dolinger started December 1, 2020 as the Director of Student Services and would be joining the committee as an ex-officio member.

ACTION: No action necessary.

Accreditation Update, Eleanor Feingold

Dr. John Shaffer said that the new dean is bringing new ideas for degree programs, including a 4-year undergraduate degree program. Dr. Jessica Burke mentioned that the new dean is also aware of the staffing issues for these programs, including teaching responsibilities and additional support. The new programs will start as soon as possible, and, currently there have been no discussions about transferring current University of Pittsburgh undergraduate students into an undergraduate program.

Dr. Eleanor Feingold announced that CEPH, the school's accreditor, granted a 1-year extension on accreditation, meaning the school has three years until the site visit, which will allow the school to have time to adjust to Dean Lichtvelt's new program initiatives.

ACTION: Eleanor and Robin Leaf will meet this month to have a new set of details in planning for accreditation.

Discussion on EPCC Bylaws, All

The EPCC bylaws have been undergoing a revision process in an effort to future proof and clarify the selection process for student committee members. These changes have been stalled at Council because additional changes may be needed for all committee bylaws across Pitt Public Health to include language that reflects the graduate school's goal of diversity on standing committees and promoting underrepresented interests.

In order to work towards representation of diverse voices on the EPCC committee, the associate dean responsible for diversity and inclusion has proposed to join all of the graduate school's standing committees with voting rights. EPCC committee members were concerned that if the associate dean responsible for diversity and inclusion had to represent said issues in all of the leadership committee meetings across the graduate school, it was unfair to so much work on one individual. Dr. Nancy Glynn suggested having the associate dean or a designee as a potential solution. However, EPCC voting members need to regularly attend committee meetings for the quorum.

Since EPCC voting members are elected and the associate dean positions are appointed by the dean's office, some committee members raised concerns regarding the lack of a time limit constraint for individuals in appointed positions, which is why ex-officio members traditionally do not have voting rights on the EPCC committee. To work around the term-limit issue, Dr. John Shaffer proposed adding an elected committee member with voting rights to the committee. Dr. Jim Fabisiak suggested that the associate dean's office could appoint an individual who would serve for a particular amount of time, while Dr. Andriy Bandos offered an alternate option of a

school-wide election for a faculty representative to serve that purpose. Dr. Gary-Webb raised concerns about the fact that there were few people who could qualify who were not junior faculty at the graduate school. However, committee members discussed whether the faculty rank was important or if all professional levels should be represented on the committee.

ACTION: EPCC committee members will discuss these ideas with their departments and send any additional thoughts on these issues to the committee Chair. Dr. John Shaffer will compose and circulate updated language including this for committee members to vote on.

Spring 2021 Term Syllabi Requirements & Syllabi Review, John Shaffer

Dr. John Shaffer provided background into the department review and submission of syllabi, as EPCC representatives act as a liaison for their departments for this process. EPCC representatives should ensure that the updated language for required syllabi statements is correct on all syllabi. There is one major change occurring this term, involving any syllabi that are under the school-wide code of PUBHLT is that departments who have faculty teaching PUBHLT classes will be adding them to their list to review.

Dr. Jim Fabisiak will work to get EOH syllabi for Fall 2020.

ACTION: Committee members will work with their departments and get Spring 2021 syllabi in before the February 5, 2021 due date.

Upcoming meetings & deadlines for summer and fall courses, John Shaffer

Dr. John Shaffer said that there are some tight turnarounds coming up for Summer and Fall 2021 course deadlines, and, unfortunately, these deadlines are set by registrar's office.

ACTION: EPCC representatives should inform their departments of the deadlines and due dates.

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

The committee voted to approve the November 2020 minutes.

Jim Fabisiak suggested having an updates on courses that were modified with changes.

The meeting was adjourned at 2:38pm.

Spring 2021 Term Syllabi Review Details

- Message to identified departmental faculty by 12/10
- Deadline for syllabi review completed & syllabi sent/ submitted to Student Affairs: 2/5

Required & Optional Updated Syllabus Statements for Spring 2021 Term

- revised diversity & inclusion statement (a required syllabus statement) updated 9/20,
- revised links in the Title IX statement (a required syllabus statement) updated 9/20,
- optional statements include health & safety statement from the University of Pittsburgh, remote classroom instruction, Zoom etiquette, classroom recording, etc.

Upcoming EPCC Meetings & Deadlines

- January 7, 1:30-3:30pm, Zoom | Summer 2021 new course submission deadline & Fall 2021 course modification submission deadline
- February 4, 1:30-3:30pm, Zoom
- March 4, 1:30-3:30pm, Zoom | Fall 2021 new course submission deadline April 1, 1:30-3:30pm, Zoom