

**Graduate School of Public Health  
Educational Policies and Curriculum Committee  
November 5, 2020 | 1:30-3:30pm**

Present: Andriy Bandos, Cindy Bryce, Jessica Burke, Jim Fabisiak, Elizabeth Felter, David Finegold, Tiffany Gary-Webb, 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 1:32pm by Dr. John Shaffer, chair.

**Welcome New Student Member, John Shaffer**

Dr. John Shaffer announced that Michael Clark from the Department of Behavioral and Community Health Services is the 2020-2021 alternate doctoral-level student representative on the committee.

**ACTION:** No action necessary.

**Approval of October 2020 Meeting Minutes, All [vote required]**

The committee voted to approve the October 2020 minutes provided that Yi-Chuan Yu's name is corrected.

**Announcement, John Shaffer**

An epidemiology special studies course was fast-tracked behind the scenes. The course number will be used by the department to test new courses before they are officially created, like an R course.

**Scheduling of Spring 2021 EPCC Meetings, All**

Dr. John Shaffer proposed scheduling days to meet for the Spring 2021 semester, suggesting the 1:30-3:30pm. Dr. Elizabeth Felter teaches from 1:15-3:10pm on Thursdays, but will check with her department's alternate representative to see if they can cover.

EPCC Meetings for Spring 2021 will be tentatively scheduled from 1:30-3:30pm on the following days:

January 7, 2021  
February 4, 2021  
March 4, 2021  
April 1, 2021

**New Course: PUBHLT XXXX, *Integrated Seminar in Health Equity*, Emma Barinas-Mitchell and Mario Browne [vote required]**

Dr. Emma Barinas-Mitchell and Mario Browne presented an application for a new one-credit course that was adapted from the retired course from the department of Behavioral and Community Health Sciences. The seminar course is a core requirement for the Health Equity certificate program. Since the certificate is offered to students in other departments, the public health course number was considered a better option. The lead instructor for the course is Mario Browne, and committee members asked who was responsible for deciding which pre-requisites. The Health Equity certificate committee reviews the courses. Dr. Tiffany Gary-Webb also stated that this course is a culminating experience for students enrolled in the Health Equity certificate program, but, on a case-by-case basis, students not enrolled may take the course if they have special permission.

Dr. John Shaffer brought up the potential issue of requiring students to participate in recorded class discussion over Zoom as this Flex@Pitt model emphasizes student choice and comfort levels. Dr. Emma Barinas-Mitchell offered editing recordings before posting as a potential workaround.

**ACTION:** The committee voted to approve the course. Use the Flex@Pitt recommendations for recording lectures to update language on class recordings.

**FYI: Course Cross list (BCHS with CLRES): Computer Methods for Social Networks, John Shaffer**

Dr. John Shaffer informed of an EPCC operational policy – the expedited process for cross-listing courses for as course modifications. While traditionally this was unproblematic for Pitt Public Health courses being cross-listed by other schools.

This conversation was inspired by a particular example of a course from the University of Pittsburgh School of Medicine that was being cross-listed with the department of Behavioral and Health Sciences. The syllabus was missing a number of required elements for Pitt Public Health required elements, which were subsequently added. However, as the EPCC committee also reviews other syllabus elements, such as learning objectives, begs the question of whether cross-listed courses from outside of Pitt Public Health should continue to be expedited. Potential scrutiny from CEPH, the school's accreditor, is a reason to check for compliance. To which, Dr. Andriy Bandos asked who is responsible for checking that there is compliance. Dr. Jessica Burke said that, in general, cross-listing courses is not recommended. However, in the odd case, such as the current example, the course helped to build a bridge between the two schools. She also said that she can look into oversight.

**ACTION:** Dr. Jessica Burke will check into how to provide oversight on cross-listed courses offered in the Graduate School of Public Health.

**New Course (credit & title change): HPM 2123: *Advanced Topics in Decision and Cost-Effectiveness Analyses in Healthcare*, Hawre Jalal [vote required]**

Dr. Hawre Jalal presented an application for a new course that he had presented in the October 3, 2020 meeting as a course modification. The committee members asked Dr. Jalal to resubmit the application for a new course as required for a substantial title change. Dr. Jalal also added learning objectives for the course in addition to required syllabus statements.

**ACTION:** The committee voted to approve the course provided that a bulleted list of Learning Objectives, which can include the two objectives currently described in paragraph form (i.e., “identify various types of simulation models...”, and “construct simple models...”) or can include the twelve goals from individual class sessions.

**Holistic Admissions, John Shaffer**

Dr. John Shaffer explained overseeing and improving that holistic admissions was a former initiative under the past chair, Dr. Patricia Documet. However, since the recent GRE decision might affect admissions and the potential changes to admissions due to the pandemic, he wondered if it was the right time to tackle this topic.

Dr. Jim Fabisiak suggested that the EPCC members informally mention the topic of holistic admissions to their department admission committees and ask that they think about what holistic admissions looks like for their department.

**ACTION:** No current action necessary.

**Discussion on EPCC Bylaws & Pitt Public Health Governance Organizational Chart, All**

The EPCC bylaws were updated with minor updates on the language concerning student members and future proofed by taking out specific titles. These changes will be voted on by Council.

Dr. John Shaffer emailed the most recently approved bylaws but noted interest in revisiting the role of ex-officio members of the committee. Particularly, whether the associate dean responsible for diversity and inclusion be an ex-officio member of the EPCC committee and whether ex-officio members should be able to vote on EPCC matters. Dr. Tiffany Gary-Webb, the associate dean responsible for diversity and inclusion at Pitt Public Health, said that if the school had a goal to promote diversity and social justice, then the associate dean for diversity and inclusion should get a special voting provision.

The committee members discussed the differences in charge and responsibilities for elected committee members versus those who are appointed by the school administration, as the latter does not have term limits. The committee chair expressed the conflicting issues of a lack of diversity on the EPCC committee but that voices independent of the administration could be muted if ex-officio members gain voting privileges.

**ACTION:** Dr. John Shaffer will follow up with Faculty Senate Executive committee and report back to the committee.

**New Course/Revisit: EOH XXXX: *Occupational Hygiene*, Nesta Bortey-Sam [vote required]**

Dr. Nesta Bortey-Sam revisited the EPCC committee to present an application for a new 3-credit course on occupational hygiene and workplace safety. The committee members required Dr Cauda revisit the committee to present updates to the course syllabus.

**ACTION:** The committee voted to approve this course.

The open meeting was adjourned at 3:14 pm.