



**College of Public Health  
Education Committee**

**Date: 11/02/16    Time: 12:00 – 1:30    Location: Dean's Conference Room**

**APPROVED MINUTES**

---

**Primary Members Present:** Steve Mlynarek, Chair (EOH); Janice Zgibor (EPB); Etienne Pracht (HPM); Jaime Corvin (GLH); Anna Armstrong (for Karen Liller) (CFH)

**Education Work Group Members Present:** Anna Armstrong (CFH)

**ETA Work Group Members Present:** Sandhya Srinivasan (ETA); Zachary Pruitt (HPM)

**Administrative Staff Present:** Kay Perrin, Tara Greer, Barbara Kennedy

**Student Members Present:** None

**Guests Present:** Kelly Friedman, Kate-Wolfe-Quintero (via conference phone)

---

*The meeting was called to order at 12:05 pm. Unless otherwise noted, all votes were unanimous.*

**1. Approval of the Minutes from the Meetings of 10/12/16**

*(Approved)*

**2. General Discussion Items**

Primary-Education Work Group-Technology & Assessment Work Group Relationships (Mlynarek)

*Dr. Mlynarek briefly reiterated the roles and relationships of Education Committee members/workgroups.*

New Dual Degree Approval Form (Greer)

*T. Greer and Dr. Perrin reviewed the new Dual Degree form (effective Spring 2017).*

- *Contract courses cannot be part of a dual degree. Electives must replace contract courses.*
- *For dual degree programs to appear separately in the graduate catalog, each school/college must complete the new dual degree form. The school/college appearing in the left column of the dual degree program will appear under that school/college in the graduate catalog.*
- *Each time a change is made in the dual degree program, a new dual degree form must be downloaded from the graduate studies website. Do not re-use forms.*

- *All check boxes at the bottom of the form must be completed, or the form will be returned. The Concurrence checkbox is especially important and must be checked.*

#### Dissertation Guidelines Verbiage (Mlynarek)

*Departments are considering new verbiage for the dissertation guidelines. In essence, the new verbiage will allow more time for dissertation committee members to review the dissertation, and for students to make necessary changes both before and after the defense.*

#### Certificates (Mlynarek)

*As of Fall 2017, the old “core” courses (Track 1) will not be offered to incoming students. Certificates that require the old core courses must be changed. There is a form to make the changes. This must be done in a timely way to make the fall catalog.*

<http://www.usf.edu/innovative-education/resources/graduate-certificate-changes.aspx>

### 3. CONTINUING ITEMS

#### Number of concentrations (Mlynarek)

*The College must consider decreasing the number of concentrations, currently 37. The Dean, Associate Dean and others are currently reviewing the concentrations.*

#### Peer Review of Teaching Effectiveness (Mlynarek/Perrin)

*CEPH requires considerable documentation on “Faculty Teaching Effectiveness.” Dr. Mlynarek stated that this is one of the items we will address as a committee after the first of the year. The role of the EC is to evaluate the quality of the course, not the instructor.*

#### Syllabus Format (Perrin)

*Dr. Perrin will determine whether changes are indicated for the current syllabus to align with CEPH guidelines for the self-study. She will send any recommendations to the Education Committee.*

#### CEPH (Mlynarek/Perrin)

*Dr. Perrin reported on the CEPH rollout of new Criteria at a meeting in Denver, Co.*

- *Competencies are mapped to learning objectives and to the assessment activity for each competency. In addition, the effectiveness of the assessments must be evaluated.*
- *Applied Practice learning may be concentrated in time, or spread throughout a student’s enrollment. Need to identify competencies obtained in applied practice experiences.*
- *The Integrative Learning Experience (Special Project) demonstrates synthesis of foundational and concentration competencies.*
- *Self-Study: Due approximately October 2017*
- *Site visit: October 2018.*

*The new CEPH Accreditation Criteria and related templates are posted in Box.*

#### 4. Reports from Work Groups

Education Work Group (Dr. Coulter - absent)

*The Work Group is currently examining the policy for transfer-in of credit hours. The current Graduate Catalog currently allows an incoming transfer student to transfer 49% of his/her credit hours.*

Education and Technology Assessment Work Group (Srinivasan)

*No report*

#### 5. Discussion and Action Regarding:

**College-Wide** (Perrin)

MPH

Require MPH students to take and pass CPH exam.

Dr. Corvin discussed the history of the CPH exam, emphasizing that certification of the profession is a mechanism to promote life-long learning and professional development, and is increasingly becoming a job requirement as employers learn of it and see it as a mark of distinction. Note: Please see Addendum for a list of schools of Public Health requiring the CPH exam for MPH students.

*Motion: Passing the CPH exam is a requirement for graduation by all MPH students.*

*Student must be enrolled for two credits the term taking the exam.*

- *1<sup>st</sup> attempt, the College of Public Health will pay, funds permitting.*
- *2<sup>nd</sup> attempt, student pays.*
- *3<sup>rd</sup> attempt is an oral exam given by the College of Public Health.*

*(Approved with one (1) abstention (EP))*

**Dual Degree** (Perrin)

MPH / MD

- The MPH / MD dual degree was officially approved by Graduate Council. (No action required.)
- Electives will replace the Capstone in all courses. (No action required)

**DrPH** (Wolfe-Quintero)

Program change:

PHC 7181

PHC 7412

PHC 7501

- Course revisions made to align competencies with CEPH revised criteria.
- Three (3) new required doctoral level courses were created to meet revised CEPH criteria.
- The total number of credit hours required for the DrPH degree is 43 post masters.

*Motion: Approve these with minor changes made by the EC*

*(Approved)*

**CFH** (Armstrong for Liller)

MPH Socio-Health Sciences termination due to low enrollment

PHC 4141 (UG) remove pre-req. Students pass without the pre-req. requirement.

PHC 4582 (UG) remove pre-req. Change course title. Increases student enrollment.

PHC 6931 terminating course due to low enrollment

*Motion: To approve*

*(Approved)*

**EOH** (Mlynarek)

Dual degree - PH Biochemistry/Molecular Biology – termination due to partner program no longer in existence.

New Concentration: MPH Occupational Medicine Residency – The COPH will offer the MPH Occ. Med. Res. to be competitive across the country. The MSPH will continue to be an option.

*Motion: To approve*

*(Approved)*

**HPM** (Dr. Pruitt for Dr. Pracht)

PHC 6147 – Managing Quality in Health Care – increase credit hours from 2 to 3.

After review, the course was determined to have the substantive content and rigor of a 3 credit hour course.

*Motion: To approve*

*(Approved)*

**6. Non-substantive Changes Approved** (Dr. Mlynarek)

PHC 6423 and PHC 6350: Updated pre-requisites based on core changes.

**7. New Business**

*None*

**8. Adjournment**

*1:30 pm*

(Addendum follows)

ADDENDUM to Education Committee Meeting of November 2, 2016:

*As of October 13, 2016, the following schools require MPH students to take the CPH exam:*

*Touro University California  
University of California, Irvine  
University of North Florida\*  
Brigham Young University\*  
Oregon Health & Science University  
University of North Texas  
University of Oklahoma  
University of South Florida COPH\*  
University of Utah  
St. Louis University*

*\* Take and pass the exam.*

*Source: Dr. Corvin via Allison Foster*