



College of Public Health

Education Committee

Date: 12/07/16 Time: 12:00 – 1:45 Location: EPB Conference Room

MINUTES

Primary Members Present: Steve Mlynarek, Chair (EOH); Janice Zgibor (EPB); Etienne Pracht (HPM); Jaime Corvin (GLH); Karen Liller (CFH); Alison Oberne (UG)

Education Work Group Members Present: Rene Salazar (EOH)

ETA Work Group Members Present: Sandhya Srinivasan (ETA)

Administration Staff Present: Kay Perrin, Tara Greer, Barbara Kennedy

Student Members Present: None

Guests Present: Ellen Daley (CFH)

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

1. Approval of the Minutes from the Meeting of 11/02/16

Motion to approve: (Approved)

2. General Discussion Items (Mlynarek)

EC Workgroup changes:

Dr. Mlynarek announced Education Committee resignations and replacements and a new Education Work Group Leader. Aurora Sanchez replaced by Skai Schwartz; Marti Coulter replaced by Alicia Best. Foday Jaward (EOH) was voted as leader for the Education Work Group.

CEPH Substantive Change Form-updated version. (Greer)

T. Greer explained the updated CEPH substantive change form including when and how to use the form. The form incorporates the information required for documenting substantive changes including a checklist, template and course content requirements. Dr. Mlynarek stressed the importance of department chairs being familiar with this required form. Especially helpful are lists to aid in mapping competencies with course content. Lists include:

- 22 MPH foundational competencies
- 20 DrPH foundational competencies
- 12 introductory public health learning objectives for academic public health master's and doctoral students, and all other degrees
- 9 undergraduate domains

T. Greer noted that PHC 6934 is not a number for an actual course, and, when a PHC 6934 course is no longer offered, if department's don't want them on their curriculum list then they need to stop offering them.

CEPH Syllabus Template (Perrin)

The EC may be asked to review a new syllabus template change to better align with accreditation criteria.

New Courses (Mlynarek & Perrin)

Dr. Mlynarek reminded the committee that we have at least 50 concentrations and that we may need to consider reducing this number. Doing this may result in a reductions of the number of courses. Also, proposals for new courses should expect strict scrutiny.

The January EC meeting will be moved from January 4th to January 11, 2017.

3. Continuing Items (Mlynarek)

Certificates – revise to remove old core courses

Certificate revisions must be submitted to T. Greer by January 04, 2017 to be published in the USF 2017-2018 catalog,

Peer Review of Teaching Effectiveness - syllabus content only for EC

In January, the EC will determine how course quality will be evaluated. Dr. Mlynarek will present a draft of a proposed process for this.

CEPH - Site visit in October 2018. The self-study is due about a year earlier.

4. Reports from Work Groups

Education Work Group (Jaward)

No report

Education Technology and Assessment Work Group (Srinivasan)

The ETA is restructuring. While ETA has been primarily responsible for online course development and support for the COPH, they will soon provide support for campus courses both with regard to Canvas as well as classroom technology. S. Srinivasan will keep the EC informed as this develops and may ask for our review of the process.

5. Discussion and Action Regarding:

Link to online course system (for course proposals:

<https://www.systemacademics.usf.edu/proposals/>

College-Wide

Program changes:

Removing Track 1 for MPH and MSPH (Perrin)

The College no longer offers the five “old” public health core courses known as Track 1 to incoming students. These courses will not appear in the USF 2017-2018 catalog.

*Motion: Remove Track 1 from the catalog for the MPH and MSPH degrees.
(Approved with one (1) abstention (EP))*

Action: T. Greer will send a final version of the catalog to the chairs and the EC member for review. This version reflects that Track 1 has been removed from the 2017-2018 catalog. New Check Sheets will be ready by summer

Dissertation Guidelines Catalog Language (Perrin)

Proposed Language:

Hello Faculty and Students:

Upon acceptance into candidacy, the doctoral student will have a dissertation committee approved by the college. The candidate, major advisor and the committee members should meet regularly (at least once per term) to review the candidate's progress. Implicit in meeting regularly is that the candidate, major advisor and all committee members have a demonstrated history of working together toward a successful defense. Minutes of committee meetings including date, who was in attendance, and action items will be maintained by the candidate. To help assure the department chair and college that there is adequate review of the final dissertation, a final review draft must be submitted to the COPH Office of Academic Affairs at least 4 weeks before the final defense date, and Academic Affairs will distribute it to the department chair and the dissertation committee. This time period will allow for a thorough review by the committee and time for the student to make changes before the defense. The defense date will be at least one week prior to the final submission deadline to the Office of Graduate Studies. Below please find the graduation application dates (and dissertation draft due dates) for Spring 2017, Summer 2017, and Fall 2017.

Dissertation Draft Due Dates: Spring 2017: February 3, 2017 Summer: May 8, 2017 Fall 2017: September 22, 2017

Tabled: After much discussion, the language will be revised by Dr. Perrin and brought before the EC again.

MPH and MA/PhD in Anthropology – updating dual programs with Anthropology (K. Liller for D. Martinez-Tyson)

Tabled: There was discussion of the above dual degree, and dual degree programs in general. Dr. Mlynarek stated that the reduction of 9 or 12 credit hours in the dual degree programs represented only one semester of additional work for the student, and that the administrative burden is substantial for these programs. No POS sheets exist and the USF catalog language is non-existent or incorrect. The question put before the committee was whether dual degree programs were worth the labor for the number of students enrolled. Dr. Mlynarek asked Dr. Perrin to generate another list of dual degrees and the number of student in each program. Dr. Liller brought up that there may be issues with the numbers or percentages of shared credit hours. Shared courses cannot be graded as S/U. A grading scale must be used.

Course changes:

New Course – PHC 7116 Introduction to Doctoral Training in Public Health (Daley)

Dr. Daley described the new 1-3 credit hour course as “an introduction for public health doctoral students to the competencies and milestones that will be reached at the successful completion of a doctoral program. Topics include public health research methods, writing for publication, teaching and research. Providing an introduction to the progression through the doctoral program will serve to better prepare the first year students for the timeline, expectations and outcomes that are anticipated at each stage of doctoral training.”

Committee discussion included questions with regard to:

- *a minimum of one (1) to a maximum of three (3) credit hours planned for the course; (change to 1 hour)*
- *a plan to assess students for learning the course content for uploading to portfolios;*
- *refining the S/U grading scale for publishing in the catalog;*
- *the logistics for offering a version of the fall course in the spring; the spring course would have more professional development and less research.*

*Motion: Accept the new course with the modifications as discussed by the EC.
(Approved)*

Undergraduate (Perrin)

Program changes:

Change in Nutrition Minor

Course changes:

HUN 3296

*The requested change is to remove the prerequisite (HUN 2201 Nutrition) for students wishing to take HUN 3296 (Nutrition and Disease). Removing this prerequisite will allow students to take this course as an area of interest and, to fulfill a requirement of the nutrition minor without having to take courses in a sequence, thus removing barriers to completing a minor in Nutrition.
(Approved)*

HUN 3272

*The requested change is to remove the prerequisite (HUN 2201 Nutrition) for students wishing to take HUN 3272 (Sports Nutrition). Removing this prerequisite will allow students to take this course as an area of interest and to fulfill a requirement of the nutrition minor without having to take courses in a sequence, thus removing barriers to completing a minor in Nutrition.
(Approved)*

CFH (Liller)

Certificate changes

Health Equity – termination

*Many of the courses are no longer available or are being phased out.
(Approved)*

Violence and Injury Prevention – termination
*Certificate not supported.
(Approved)*

Program changes

MPH/MSW Dual Degree – clearly specifying requirements for the dual degree.
*The parties in this dual degree program would like to keep the dual degree the same as it was before the new dual degree rulings. Graduate Studies cannot make a ruling until they locate the “old” model. Apparently, a precedent has been set with the Anthropology dual degree program allowed to share courses differently than the new rules state. Until such time as Graduate Studies is able to rule on the MPH/MSW issue, the curriculum will curriculum the same.
(Tabled)*

EPB

Certificate changes (Zgibor)

Epidemiology of Infectious Diseases – updating courses
*Certificate admission requirement change: Two of the certificate courses were moved to the pre-requisite category. The certificate is now 12 credit hours.
(Approved)*

HPM

Certificate changes (Mlynarek for Pracht)

Health Management and Leadership – updating courses for certificate
*Former MPH Core courses are being discontinued (PHC6102). Removing PHC 6102 adds flexibility for electives.
(Approved)*

Public Health Policy and Programs – updating courses for certificate
*Former MPH Core courses are being discontinued (PHC6102). Removing PHC 6102 adds flexibility for electives.
(Approved)*

6. Non-substantive Changes Approved (Mlynarek)

DrPH
Minor change in wording for field studies to reflect new CEPH guidelines.

CFH
PHC 6500 – old core pre-requisite removal

HPM
PHC 6160 – Health Care Financial Management: remove pre-requisite

7. New Business

The EC was informed that USF Graduate Council approved the new College GRE language.

CPH Exam: Dr. Liller expressed her concern over the language concerning the requirement to pass the CPH exam that will be used in the USF catalog. She had suggested the language say: “Students are required to take the CPH Exam to graduate and pass the exam after a maximum of two attempts, or after which, pass an alternative College exam. The College will pay for the students’ first attempt to pass the CPH exam.” Dr. Mlynarek informed the committee that the language had also been reviewed by administration and that the USF catalog language was the result of all comments. He suggested to Dr. Liller that we let this issue rest and if problems arise in the future we can revisit it.

8. Adjournment

1:45 pm