



College of Public Health

Education Committee

Date: 4/5/17 Time: 12:00 Location: Dean's 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: Ismael Hoare (GLH), Jacqueline Wiltshire (HPM)
ETA Work Group Members Present: Zach Pruitt (HPM) Sandhya Srinivasan (ETA)
Administration Staff Present: Kay Perrin, Barbara Kennedy, Tara Greer, Dave Hogeboom
Student Members Present: Natasha Kurji, Stacy Griner
Guests Present: None

The meeting was called to order at 12:00 pm. Unless otherwise noted, all votes were unanimous.

1. Approval of the Minutes from the Meeting of 3/1/17

Motion to approve: (Approved)

2. General Discussion Items (Mlynarek)

- Use of Credentials (Mlynarek)

*Dr. Mlynarek presented the following language for the College website that discourages the use of CPH (Provisional) and other such designations (**new language in red font**):*

The College of Public Health does not permit students who are pursuing masters or doctoral degrees to use the degree acronym after their names and a small "c" for candidate. In other words students are not permitted to use MPHc, MSPHc, MHAc, PhDc, or DrPHc. If students, after successfully completing all comprehensive exams (core and concentration) for the master degrees or the qualifying exam for the doctoral degree wish to put after their name the words "master degree candidate" or "doctoral degree candidate*" – we allow this. The use of the degree acronym and small "c" creates confusion for faculty, employers, and other

individuals who are reviewing students' CVs and other materials. It creates a situation wherein a student appears to have earned a degree when such is not the case. As a degree-granting College, we do not allow this. Similarly, in regard to the Certified in Public Health (CPH) examination, we discourage the use of the temporary designation CPH (Provisional) that indicates you have passed the examination but have not yet graduated. Though the designation "Provisional" is permitted by the certifying board, National Board of Public Health Examiners, the College believes that the short amount of time between passing the CPH and graduation, and the confusion caused by this designation, do not justify its use.

This item did not require a vote.

- Syllabus Revision (Perrin/Mlynarek)

Dr. Perrin presented the new syllabus models (campus course and online course) and asked that members inform their departments and use them for summer courses. She explained the background, purpose, and need for the syllabus change in regard to CEPH requirements. The purpose for syllabi revision is to align instruction with course learning objectives and updated concentration and degree competencies. An accompanying handout, "Course Alignment Matrix" included four columns: (Concentration Competencies; Course Learning Objectives; Week and Lesson Plan #; Assessment(s). Dr. Perrin stressed the importance of the Assessment(s) section, stating that the assessments must be described specifically; e.g., "Quiz" or "Web Search" or "Written Assignment." In addition, Competencies, Learning Objectives and Lesson Plans must be linked. Dual Degrees have many competencies. For CPH syllabi, decide only on the competencies that are appropriate.

Ultimately, Archivum will house the course record, making linking of competencies and editing simpler. Archivum will also link competencies from various courses. Additionally, the syllabi "Assessment" sections can be customized for various professors teaching the course. For Fall 2017, faculty will create their own syllabi. Archivum will not be ready until a later date.

Dr. Perrin also went over the CEPH requirements D5. Transition of MPH Applied Practice Experience (APE), and D7. MPH Integrative Learning Experience (ILE).

Action Items:

- 1. Faculty to read the revised campus and online syllabi, and the course alignment matrix. Send comments to Dr. Perrin by May 3.*
- 2. Some departments have concentrations with large numbers of competencies (15+). Departments to review concentration competencies and reduce numbers as appropriate and send revisions to Dr. Perrin by May 3.*
- 3. Dr. Mlynarek asked the committee to bring any comments regarding this issue to the May EC meeting.*

- Major vs concentration (Mlynarek)

This item will not be discussed until after the issues related in Graduate School Items, below, are addressed.

- Review Items (Mlynarek)

Dr. Mlynarek presented to 5 year review schedule. The review of dual degrees that is currently due is substantially completed. Some issues remain with CFH, but they have been identified. The 2017-18 review is of the MPH degree program, and review of this should be accomplished during the process of addressing the Graduate School Items (below).

- Transition of Applied Practice Experience and Integrative Learning (Perrin)

The committee was reminded of the CEPH requirements for APE and ILE, and that the College approach was to consider that all Master programs will include these two items. Conceptually, the Master curricula will no longer have FE or a Special Project, but rather APE and ILE, each 3 credit hours. FE is one of several options to meet the APE requirement for two products, and Special Project is one option to meet the ILE requirement.

The Faculty Assembly already has approved new courses: Applied Practice Experience (APE) and Integrative Learning Experience (ILE). Transition from the Field Experience and the Special Project to APE and ILE will be accomplished stepwise beginning in Fall 2017. The syllabi/guidelines for the Field Experience and Special Project will remain the same for the Fall of 2017 except for the student products. The revised products/deliverables and activities for the two courses in transition will be detailed in the College's MPH Guidebook. For the Integrative Learning Experience, the student's product/deliverable must be of benefit to the external stakeholder. For students entering the College in Fall 2018 and beyond, the USF catalogue and the College MPH Guidebook will detail the final curricula.

Action Items:

- 1. Re: the Grading Rubric for the APE and the ILE: Add a fourth column "Does not Apply" or "N/A."*
- 2. T. Greer will post the modified version in BOX*
- 3. The Education Committee department primary representatives will remind their respective departments of this change to Applied Practice Experience and Integrative Learning Experience courses and bring any comments to the May Education Committee meeting.*

- Graduate School Items (Greer)

Ms. Greer informed the committee that she and Mr. Hogeboom met with Dr. Bahr and Carol Hines-Cobb earlier this week and were informed that the College must meet the requirements of the Board of Governors regulation 8.011. This affects all colleges at USF, and all universities in the state system.

- 1) All majors in a degree must share a common core. Core requirements are currently being defined but are likely to require 9-12 hours (3-4 structured courses). The common core for Majors in our MPH and MSPH degrees will be History & Systems and the Foundation Courses.*

- 2) *Each Major requires admission requirements. Same admission requirements includes tests accepted, posted preferred scores, terms programs accept applications. This would impact our PHP/EPH concentrations and those concentrations that want to admit in fall only.*
- 3) *“the number of credit hours shall not equal or exceed the number of credit hours established for a program major at the same degree level”. Will need to review all concentrations to see if any need to be revised to fit this definition. This is defined as concentration required course hours must be less than common core hours.*

3. Continuing Items (Mlynarek)

- Review of Course Content Quality (Mlynarek)

The committee was reminded of the need to review and approve a method for evaluating the quality of course content. Dr. Mlynarek said he would provide to the committee a checklist for this purpose for review and comment by the next meeting.

4. Reports from Work Groups

Education Work Group

None

Education Technology and Assessment Work Group (Srinivasan)

- *Dr. Pruitt informed the committee that the revisions to the structure of ETA was postponed due to budget issues.*
- *Paula Knaus joined the ETA work group meeting to discuss Intellectual Policy of USF. If faculty create instructional material (in whatever format) as an employee of the university, then it is university property. It is not a faculty member's property, according to law.*
- *Similar classroom technology as CPH 2003 & 2004 has been expanded to CPH 2006 as of March 2017.*

5. Discussion and Action Regarding:

None

6. Non-substantive Changes Approved

- PHC 4755 (Global Citizens Project)
- HSC 4211 (Global Citizens Project)

7. New Business

- Student Survey Update (*Perrin*)
Dr. Perrin reported that 418 students have responded to the Student Survey. We need an N of 600 for a 60% response rate for CEPH approval. Additional student focus groups are planned. Note: The CEPH criteria has seven sections requiring student input.

8. Adjournment 1:15 pm