



**College of Public Health**

**Education Committee**

**Date: 9/6/17 Time: 12:00 Location: Dean's Conference Room**

**DRAFT MINUTES**

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

**Education Work Group Members Present:** Jacqueline Wiltshire (HPM), Ismael Hoare (GLH)

**ETA Work Group Members Present:** Sandhya Srinivasan (ETA), Rene' Salazar (EOH)

**Administration Staff Present:** Kay Perrin, Tara Greer, Dave Hogeboom, Melanie Wicinski

**Student Members Present:** Stacey Griner; Joannie Bewa

**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 8/2/17**

Motion to approve: *(will be presented for approval at the October meeting)*

**2. General Discussion Items (Mlynarek / Perrin)**

- New student representative (Mlynarek)  
*Dr. Mlynarek introduced the new student member, Joannie Bewa, and MPH student in CFH.*
- Curriculum Specialist (Perrin)  
*Dr. Perrin introduced Dr. Melanie Wicinski, the recently hired curriculum specialist. Dr. Wicinski will be an additional administration member of the committee.*
- Curriculum process (Mlynarek)  
*Dr. Mlynarek reminded the committee of the need to complete the concentration and syllabus changes to comply with BOG requirements and CEPH requirements, respectively.*
- Dual degrees changing to concurrent degrees (Perrin)

*Dr. Perrin informed the committee that the University had discontinued all dual degrees. She explained the new Catalog language concerning concurrent degrees. Obtaining a concurrent degree will be similar to the dual degree process. The specific catalog language defining concurrent degrees was emailed to all EC members.*

### **3. Continuing Items (Mlynarek / Perrin)**

- **Course quality content evaluation**  
*Dr. Mlynarek presented the simplified form for course content quality review and asked the primary EC members to use the form to evaluate one of their own courses, and provide comment. This form is part 1 of the review process and part 2 will be developed and will include assessing this form and determining levels of appropriate follow up. This form was emailed to all EC members.*
- **Online process**  
*New course or substantive change moving a course from campus to online or other online requirement, needs justification statement. The EC tracking form was revised to include a space for a brief justification for any online new courses, online courses undergoing substantive change, or courses being converted from campus to online. For any of the above changes related to online courses, ETA will send a link to an additional form that will need to be completed so that the ETA time commitment can be estimated. These changes will then be evaluated by administration and scheduled based on priority. The revised EC tracking form was emailed to the committee.*
- **BOG Required Updates (Greer)**  
*Ms. Greer explained she has received most of the new formats. The USF catalog will not contain any elective details. We have asked Graduate Studies if we can put the elective courses on our POS and are waiting to hear back. This could potentially affect Archivum and advising.*
- **Course terminations (Greer)**  
*Many of the course terminations that were submitted are part of concentrations as electives or required courses. I have not checked certificates yet. I may be contacting departments to clarify as I review each course. Dr. Mlynarek wants to wait till October to review all course terminations at one time.*

### **4. Reports from Work Groups**

Education Work Group

*None*

Education Technology and Assessment Work Group (Srinivasan)

*Ms. Srinivasan's report was included in the above "Online Process" discussion*

## 5. Discussion and Action Regarding

### Undergrad

- Medical Terminology course change (Meleine Desir)  
*The Medical Terminology is now online so the BSPH undergrad majors can be 100% online. This decision was made to increase undergraduate enrollment.*

Motion to approve: *(Approved)*

### College Wide

- Concurrent (Dual) Degree Terminations (Perrin)
  - Public Health and Anthropology
  - Public Health and Medicine
  - Public Health and Nursing
  - Public Health and Physical Therapy
  - Public Health and Social Work

Motion to approve: *(Approved)*

- New Courses
  - Applied Practice Experiences  
*There was much discussion on this course, particularly regarding scoring and letter grades, and how qualified experiences are to be designed and evaluated when taken before and during the semester the student is enrolled in this course. Another issue that much concerned the committee was whether Field Experience could be taken as part of this course (as opposed to being taken as an additional course). (see 'New Business' for additional information.)*

Motion to approve: *(Approved with changes)*

#### Integrative Learning Experience

*The committee discussed this course, and had issues with the grading, and with what would be included as a qualified product.*

Motion to approve: *(Approved with changes)*

### EPB

- New certificate - Pharmacoepidemiology (Zgibor)  
Tabled: *(will be presented again at a future meeting)*
- New Course - Introduction to Pharmacoepidemiology (Zgibor)  
Motion to approve: *(Approved)*
- Concentration Terminations – (Zgibor)
  - MPH Epidemiology and Biostatistics
  - MSPH Biostatistics

Motion to approve: *(Approved)*

- Concentration change – (Wu) MPH Biostatistics change to MPH Applied Biostatistics  
Motion to approve: *(Approved)*

#### EOH

- Concentration Terminations – (Mlynarek)
  - MPH Food Safety
  - MPH Occupational Health for Nurses
  - MPH Occupational Health
  - MPH Occupational Medicine Residency
  - MPH Occupational Safety
  - MPH Toxicology and Risk Assessment
  - MSPH International Public Health Research Policy and Planning
  - MSPH Occupational Health
  - MSPH Occupational Medicine Residency
  - MSPH Occupational Safety
  - MSPH Toxicology and Risk Assessment
 Motion to approve: *(Approved)*

### **6. Non-substantive Changes Approved**

*None*

### **7. New Business**

#### Field Experience

*The committee discussed the Field Experience course and its importance to the curriculum at length. The committee believes Field Experience to be an important part of a student's development. The committee desired that Field experience be allowed to be done as a part of the Applied Learning Experience (APE) course (and not as an additional, separate course). Not allowing Field Experience to be included in the APE would result in replacing other electives or adding more hours to a student's curriculum. The committee will compose a position statement and vote on this statement at the next meeting.*

### **8. Adjournment 2:00 pm**