



College of Public Health  
Education Committee

Date: 1/11/2018

Time: 12:00 – 2:00 pm

Location: Dean's Conference Room

## MINUTES

**Primary Members Present:** Steve Mlynarek, Chair (EOH), Janice Zgibor (EPB), Cheryl Vamos (CFH), Alison Oberne (UG)

**Education Work Group Members Present:** Foday Jaward (EOH), Donna Haiduven (for Ismael Hoare) (GLH)

**ETA Work Group Members Present:** Donna Haiduven (GLH), Sandhya, Srinivasan

**Administration Staff Present:** Kay Perrin, David Hogeboom, Melanie Wicinski, Sandhya, Srinivasan

**Student Members Present:** Stacy Griner

**Guests Present:** Barbara Orban

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

1. Approval of Minutes from the meeting on **12/6/2017**.

- *Motion to approve: (Approved)*

2. General Discussion Items

- Admission Dates (Perrin)

*A past BOG directive that all admission dates be standardized within a college has been changed. Colleges may now suppress specific admissions by concentration. This change allows maximum flexibility. Dr. Perrin indicated that the default policy would be to accept new students every semester. Any programs wishing to change this and suppress enrollments for specific semesters are to fill out a form found here: [Changes to Graduate Majors form](#). Programs wishing to follow the default policy do not need to complete the form.*

- Academic Integrity (Mlynarek/Perrin)

*Dr. Perrin informed the committee that 2 students had been expelled for using Course Hero. Language that had been developed was presented to the committee, but because the University is investigating how this issue might be handled as an institution as a whole, the College is not prepared include it in the course syllabus template. Whether the language is to be used in classes is at the discretion of the individual faculty teaching the courses. Dr. Perrin has volunteered to chair a committee on this issue at the University level.*

*Drs. Vamos and Haiduven indicated that looking in Course Hero was very time-consuming for faculty and asked how the College staff might be of assistance. Sandhya indicated that there are many documents that have been uploaded as doing so gives students access to download materials. Dr. Perrin indicated that only faculty would know if the materials or student work that had been uploaded was directly from their courses. Despite the complexity of the situation, Dr. Zgibor indicated that the expulsion of the two students had an impact on the other students.*

*Discussion was had on the policy, including whether including the names of the inappropriate sites would assist or hinder students from using them. Some members felt that including the names might encourage students to investigate them. Due to these concerns, the committee members requested the opportunity to take the policy/language to their respective departments to get further feedback.*

*This item was tabled and will be added to a future agenda.*

- Archivum Syllabus Migration (Mlynarek/Wicinski)

*Dr. Wicinski presented that the curriculum mapping process is underway. Once a course has been entered, it is forwarded to the appropriate faculty member to do a quality control check of the information. Faculty receive an email when they have a course sent to them. Dr. Wicinski informed the faculty that only Summer and Fall 2017 graduate courses are currently being entered. If a course has not been received by the faculty it may be because a matrix for the course has not been received. In addition, Dr. Wicinski informed the committee that adjunct faculty do not have access to Archivum; therefore, full-time faculty may receive a course if it is only taught by an adjunct faculty member. Any questions about the process should contact Dr. Wicinski. Dr. Mlynarek advised the members that instructors of courses should check the information entered into Archivum for completeness and accuracy.*

- Faculty assignments/percentage teaching and percentage advising (Mlynarek/Perrin)

*Dr. Perrin presented that the committee needed to determine a system to assign time for teaching. She asked that the committee take the issue back to their respective departments and come prepared to discuss further at the February meeting. A draft policy needs to be created by the next meeting, as it will be piloted in the Community and Family Health department. Annual assignments for that department will be done in February/March for the 2018-19 academic year. Dr. Perrin asked the committee to attempt to simplify the policy and indicated that it would be difficult and overly-complicated to attempt to address every situation.*

*Discussion ensued on issues surrounding equitability, including how to handle the following: contract courses, new course development, advising, course supervisors, institute courses, course enrollment, committee chairs, and program directors.*

*Alison Oberne suggested that different assignments be produced for instructors than those created for assistant professors, as less time is devoted to research and community service and more to teaching for instructors.*

*Dr. Vamos asked where the faculty assignment for originated – the College or the University. Dr. Perrin was not certain and stated she would investigate where it was developed and if it could be changed.*

*Dr. Jaward asked who will complete faculty assignments. Dr. Perrin indicated that was unknown, but would be decided as a part of the reorganization.*

*This issue was tabled and will be added to a future agenda.*

### 3. Continuing Items

- Course Content Quality Review Part II (Mlynarek/Wicinski)

*Dr. Wicinski presented the feedback received regarding the Part II Qualtrics form. She indicated she would make the appropriate requested changes and bring the form back for approval.*

*Sandhya raised a concern that the online Quality Matters (QM) overlaps questions in the Part II form. Discussion followed regarding the need for the on-*

*campus courses to participate in a more in-depth process as they will not be going through the QM process. The possibility of adding “skip logic” questions to ensure that overlap didn’t pose cumbersome to online classes was also mentioned. Dr. Wicinski and Sandhya agreed to work together to address these issues.*

*Dr. Mlynarek asked the committee to inform faculty that the Part 1 forms should be completed in the near future. If there are no further changes suggest to the Part 2 content review form it will become active.*

*This issue was tabled and will be added to a future agenda.*

#### 4. Reports from Work Groups

- Education Workgroup (Jaward)

*Dr. Jaward presented that the Education Workgroup had met and discussed the new admissions charge. He indicated it was not well-received. Dr. Mlynarek suggested that admissions could approve the top 75 or 80% of the applicants, but that the committee would only handle the questionable applications. Their function would be to handle the process or system, but not necessarily make actual admission decisions; they would hand the applications off to the heads of concentrations to make the final decision.*

*Dr. Vamos asked why Kamala can’t manage the process. She suggested that Kamala be given the list of concentration heads and send them the applications directly rather than going through the Education Workgroup.*

*Dr. Perrin suggested that a pilot be conducted in which the departments do what they are doing now and the committee handle the process and see if there is any difference.*

*Dr. Jaward indicated that the Workgroup would be meeting the following Tuesday to discuss this charge further.*

*Further discussion among all members led to the idea that the head (director/chair) of each concentration review applicants to that concentration, and consult with other appropriate faculty as necessary.*

*This issue was tabled and will be added to a future agenda.*

- Education Technology and Assessment Workgroup (Srinivasan)  
*The Education Technology and Assessment Workgroup had not met since the December meeting, but a meeting was scheduled for the week following this meeting.*

## 5. Discussion and Action Regarding

### College

Objective 5: Indicator 1.5.1 (Mlynarek)

*This is a policy in relation to the strategic plan. It will not be discussed and voted on until all such policies are received from administration.*

*This issue was tabled and will be added to a future agenda.*

### New Course

- PHC 7941 Advanced Applied Practice Experiences (Zgibor)

*All changes made at the December meeting were made to the syllabus, including adding grading criteria (change from S/U), adding “Advanced” to the title, minor changes to the rubrics.*

*Motion to Approve: (Approved: 1 abstention)*

### CFH

Population Assessment I – terms offered (Vamos)

*Dr. Vamos indicated that the faculty of her department had requested that Population Assessment I and II be offered every semester. She stated that offering the course only in the Fall poses issues with students in their concurrent degree programs.*

*Concerns from committee members were expressed about having the resources to offer the course and with potential enrollment in the class in the Spring semesters.*

*The following was drafted as a recommendation by the Education Committee to the Dean’s Office:*

*“The Education Committee strongly recommends that History and Systems of Public Health (PHC 6588), Population Assessment: Part 1 (PHC 6756), Population Assessment: Part 2 (PHC 6757), and Translation to Practice (PHC 6145) be offered in both Fall and Spring semesters and that additional resources be allocated to ensure that these offerings are provided.”*

*Motion to Approve: (Approved: 1 abstention)*

#### Concurrent Degrees

- MPH and MSW (Vamos)  
*Discussed new program.*  
*Motion to Approve: (Approved)*
- MPH And Anthropology (Vamos)  
*Discussed concurrent program.*  
*Motion to Approve: (Approved)*

#### **EOH**

##### Certificate Discontinuation

- Safety Management (Mlynarek)

##### Certificate Change

- Toxicology and Risk Assessment (Mlynarek)

##### Concurrent Degree

- MPH and MS – Public Health and Nursing (Mlynarek)

*Motion to Approve: (Approved – for all)*

#### **HPM**

##### New Course

- PHC 6941 MHA Internship (Orban)
- PHC 6943 MHA Internship Report (Orban)  
*Two new courses for MHA degree – replacing Field Experience and Final Project.*  
*Each course is 2 credit hours and is graded using S/U.*  
*PHC 6941 requires that the student analyze a management problem for a company. A reflection paper is required as a deliverable.*  
*PHC 6943 requires that a final deliverable be provided to the company.*  
*Discussion followed regarding whether it was appropriate for the course to be S/U. It was determined that because the course is not a part of the core program, and S/U grade is acceptable.*

*Motion to Approve: (Approved)*

##### Course Change

- PHC 6191 Quantitative Analysis in Health Services – Updated Pre requisites (Pruitt)  
*Dr. Orban presented that this course replaces one currently a part of the MHA program, but offered in the College of Business.*

*Motion to Approve: (Approved)*

## 6. Non-Substantive Changes Approved

### Archivum Course Mapping – completed courses

DIE 6248 Advanced Clinical Nutrition  
HSC 5036 Prof Foundations of Hlth Educ  
PHC 6000 Epidemiology  
PHC 6002 Infectious Disease Epi  
PHC 6007 Cancer Epidemiology  
PHC 6008 Cardiovascular Disease Epid  
PHC 6020 Clinical Trials  
PHC 6053 Categorical Data Analysis  
PHC 6063 PH Data, Info&Decision Making  
PHC 6081 Intermediate SAS  
PHC 6106 GH Program Dev & Admin  
PHC 6148 Strat Plan Hlth Care Marketing  
PHC 6180 Health Services Management  
PHC 6190 Pub Hlth Database Management  
PHC 6300 Prin Env Health  
PHC 6303 Community Air Pollution  
PHC 6313 Indoor Environmental Quality  
PHC 6326 Global Issues  
PHC 6345 HSE Mgmt & Administration  
PHC 6351 Occ Med for Hlth Professional  
PHC 6353 Env Toxicology Risk Assess  
PHC 6356 Industrial Hygiene  
PHC 6357 Environ & Occup Health  
PHC 6366C Analytical Methods Ind Hyg II  
PHC 6373 Bioterrorism & Biodefense  
PHC 6421 Public Health Law & Ethics  
PHC 6423 Occupational Health Law  
PHC 6430 Health Economics I  
PHC 6505 Prog Planning in Commun Health  
PHC 6514 Inf Dis Control Dev Countries  
PHC 6521 Public Health Nutrition

PHC 6522 Nutrition in Health  
PHC 6561 Laboratory Techniques in PH  
PHC 6760 Research Mth PH Programs  
PHC 6764 GH Principles and Issues  
PHC 7103 Transforming PH Practice  
PHC 7122 Vaccinology  
PHC 6413 Family/Community Violence PH  
PHC 6325 Environmental Laboratory  
PHC 6413 Family/Community Violence PH  
PHC 6325 Environmental Laboratory  
PHC 6591 Repro & Perinatal Epidemiology

7. New Business

*No new business.*

8. Adjournment 2:15 pm

*Meeting minutes compiled by: Melanie Wicinski*

**ADDENDUM**

Friday January 19th

Concurrent degree with Pharmacy.

Pharmacy submitted a concurrent degree option. Due to new rules at Graduate Studies it was crucial to get this submitted for the next catalog. Although it is not common practice of this committee we emailed the documents out to the committee and took a vote by email. 4 approved and 2 abstained.