

**ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE
MINUTES FROM DECEMBER 17 2002**

Members & Other Participants Present

- i. **CFH** : Bruce, Rita G. (Ph.D.), Ellen Daley (Ph.D.)
- ii. **EOH** : Ira Richards (Ph.D.)
- iii. **EPB** : Yougi Wu (Ph.D.)
- iv. **HPM** : Etienne Pracht (Ph.D.), Alan Sear (Ph.D.)
- v. **Other** : Bethany Bell, Barbara Kennedy

Agenda

Item

- 1. Minutes from **November** meeting.

Approved without changes.

- 2. **Course Proposals: New / Change**
 - a. (None)

- 3. **Graduate certificate proposals: New / Change**

- 4. New **degree** programs: New/Change/Termination.

- 5. Other
 - a. Amendment / correction of December 2001 minutes regarding lowest acceptable grades at COPH.

"Degree seeking students receiving a grade of D+ or lower in any COPH course (that is part of a program of study) are required to repeat that course."

to replace

"... a grade of D+ or lower is not acceptable for credit in a program of study"

The amendment was approved unanimously.

 - b. COPH MPH Special Project Guidelines.

The sentence "The student's faculty advisor will be responsible for general oversight of the Special Project contract, even if he/she is not the Project Advisor." was deemed confusing. The APCC voted to change the sentence to "The student's special project faculty advisor will be responsible for general oversight of the Special Project contract."

The document was approved pending this change.

c. COPH MPH Comprehensive Exam

- Guidelines
- Availability of exam to faculty prior to date to be taken by students.
- Assignment of question weights.

To make the document less "confusing" the APCC voted to limit it to the MPH degree. Separate documents must be written for the MSPH and the MHA. A formal motion "**to limit the document to the MPH degree and remove all language pertaining to the MSPH and MHA**" passed unanimously. The title of the document should reflect that it pertains specifically to the MPH, i.e.

**Graduate Programs and Curriculum Committee
College of Public Health, University of South Florida
Guidelines for the
Masters of Public Health (MPH) Comprehensive Exam**

Considering the difficulties that arose during the administration of the Fall 2002 Comprehensive exam, particularly where it concerns the public health core, the committee recommended the following:

- The individual departments should be allowed to prepare the core questions to ensure that they reflect the department's area of specialty. For example, the departments of EOH, CFH, and HPM should be allowed to structure the Biostatistics and Epidemiology questions in a way that relates it to their respective concentrations. In preparing a public health core question (e.g. Biostatistics), consultation with a faculty member of the relevant department (e.g. EPB) is strongly encouraged.

The APCC also questioned the assignment of percentages to comprehensive exam components (e.g. 30 percent to the Public Health core questions component). Since students must pass each section in order to pass the exam, does it make sense to assign weights?

d. COPH Field Experience Guidelines

The APCC recommends removing the opening part of the first sentence (As a culminating experience for the MPH) and starting the document as "The supervised field experience ..."

The committee wishes to invite Ms. Wise-Neely to the January 14 meeting to solicit her opinion concerning the guidelines.

6. Adjournment