

**ACADEMIC PROGRAMS AND CURRICULUM COMMITTEE  
MINUTES FROM JANUARY 14 2003**

Members & Other Participants Present

**CFH** : Bruce, Rita G. (Ph.D.), Ellen Daley (Ph.D.)  
**EOH** : Ira Richards (Ph.D.), Phil Roets (Sc.D.)  
**EPB** : **Tom Mason (Ph.D.)**, Yougi Wu (Ph.D.)  
**HPM** : Etienne Pracht (Ph.D.)  
**Other** : Bethany Bell, Barbara Kennedy, E. Gulitz., V. Neely

#	Item
1.	Minutes from <b>December</b> meeting.  Approved without changes.
2.	<b>Course Proposals: New / Change</b>  a. (None)
3.	<b>Graduate certificate proposals: New / Change</b>  a. (None)
4.	New <b>degree</b> programs: New/Change/Termination.  a. (None)
5.	Other  a. COPH MPH Special Project Guidelines (final vote).  The special project guidelines were approved by committee vote.  b. COPH MPH Comprehensive Exam Guidelines  The changes that were suggested during the last meeting were declared to be "out of compliance" with SACS accreditation rules. Because the college offers only one MPH degree, at least part of the comprehensive exam (Section I covering the five public health core questions) must be common for students across departments.  Section I of the exam will be designed by the faculty most closely involved with teaching the public health core classes (Biostatistics I, Epidemiology, Principles of Health Policy and Management, Environmental and Occupational Health, and Social and Family Health). The current faculty charged with this task are Dr. Orban (HPM), Dr. Coreil (CFH), Dr. Onkst (EOH), and Dr. Sanchez (EPI). The format (e.g. multiple choice vs. essay) of the questions has been left open.

The committee also discussed the percentage assignment to each section. The language concerning the 30/70 percentage weights was considered to be confusing and will be rewritten.

The committee also recommended adding a break between the two sections of the exam. Section One should be designed so that it takes an average of 1½ hours to complete. Students will have no longer than two hours (a third of the total exam time) to complete this section. Section Two should be designed so that it takes an average of 3½ hours to complete. Students will have no longer than four hours (two thirds of the total exam time) to complete this section. A one hour break will separate the sections.

The comprehensive requirements for the MSPH are currently being discussed by the faculty of each department.

c. COPH Field Experience Guidelines

The Field Experience Guidelines were approved pending some minor changes.

d. Thesis & Dissertation Guidelines

The university's guidelines will be appended with college specific requirements.

6. Adjournment