

Minutes
Academic Programs and Curriculum Committee
College of Public Health
Meeting of July 21, 2011

MEMBERS PRESENT: Russ Kirby, Rita DeBate, Wendy Nembhard, Ira Richards, Steve Mlynarek, Wayne Westhoff, Alan Sear, Alison Abritis

The meeting was called to order at 10:05 AM.

1. The minutes from the meeting of 5/19/11 were approved without change.
2. A new course in Global Health – Laboratory Techniques in Public Health – was presented (Unnasch, Pradhan, Srivastara) and discussed. This is a 3 credit hour laboratory course that will be required in the MSPH program. This course has been taught one time. Revisions to the submittal recommended by the committee include:
 1. Focusing on applicability to the MSPH program
 2. Making the reference list and the recommended readings list directly relevant to the course; also, listing the specific methods used in the laboratory activities and including them as required or recommended readings
 3. Specifying the maximum number of students per section, and possibly adding language that allows for the creation of additional sections (at the discretion of the Department)
 4. Including an updated State form for a new course in the resubmittal
 5. Resubmitting this course concurrent with a change of program request for this MSPH degree; this should include all changes to this programThe committee decided to postpone a decision until after the resubmittal
3. There was discussion regarding a second student representative to the committee. Candidates were provided by the PHSA. The committee decided to invite Saboria Thomas, and MPH student in CFH, to join.
4. A schedule of periodic reviews of Degree Programs, Guidelines, and Admission Requirements by the APCC was presented (Mlynarek). This was approved with minor changes by the committee and is attached to these minutes.
5. Non-substantive changes approved since the last meeting were presented to the committee. These were:

HPM – change to MPH/MHA in Health Organizations and Management, Health Policies and Programs, and Public Health Administration: Specifies that applicants below a minimum GRE score may be required to take the Critical Reading and Writing course, or equivalent.

Admin – Change to Existing Degrees (MHA, MPH, MSPH): Change in deadline for application from February 15 to June 1
6. New business presented was a suggestion by Wayne Westhoff to discuss the deadline for admission applications.

The meeting adjourned at 11:30 AM.

APCC Periodic Review of Degree Programs, Guidelines, and Admission Requirements

The Academic Programs and Curriculum Committee (APCC) will proactively review its areas of responsibility specified in the Governance Manual.

The review items, frequency and initial dates are:

<u>Review Item</u>	<u>Frequency</u>	<u>Start</u>
Dual degrees	Every 4 years	2011
MPH degrees	Every 4 years	2012
MSPH & MHA degrees	Every 4 years	2013
Admission requirements/processes and Certificate Programs	Every 4 years	2013
PhD & DrPH degrees	Every 4 years	2014
Degree guidelines	Every 4 years	2014

The procedures for these reviews are:

1. The Associate Dean for Academic and Student Affairs will request that the appropriate item(s) be included on the agenda of the first meeting of the APCC each year. The APCC will determine the scope and nature of the review(s).
2. The Associate Dean for Academic and Student Affairs will bring the item(s) for review to the attention of the Departments, and monitor the progress of the Departments during the review process.
3. Each Department will conduct its own review of the item(s). These reviews will address compliance with all relevant rules, requirements, and competencies, as well as the College strategic plan. Each Department will issue a summary report of compliance, or of intended changes to achieve compliance, signed by the Chair.
4. At the fall term meeting of the APCC, these summaries will be presented to the APCC for discussion and approval. Upon approval by the APCC, all items will be placed on the agenda of next meeting of the Faculty Assembly for discussion and, if appropriate, approval.
5. The specific nature and the conduct of these reviews can be altered by the APCC.

7/21/11 – Approved by the APCC