

# **Student Affairs and Admissions Committee**

## **Meeting Minutes for March 6, 2007**

The COPH Student Affairs Committee met on Tuesday, March 6, in CPH 1122, from 1:30 pm to 3:00 pm. Attendees were Drs. Abbott, Haiduven, Osman, Poor, Sanchez-Anguiano, Departmental Faculty; Ms. Preston, Academic Affairs; and Ms. Wernie Jeremie, PHSA.

The agenda items were:

1. Approval of meeting minutes for February 12, 2007.
2. Discussion/vote on 2008/2009 COPH GRE Requirements
3. Nominations of Student Affairs Committee Chair for 2007/2008
4. Other business
5. Selection of CDC Fellow
6. Selection of COPH Scholarship awardees

The meeting minutes of the February 12, 2007, were approved.

Each committee member presented their input, based on departmental and PHSA discussions. Three departments and PHSA recommended retaining the current minimum GRE scores and mapping the new scores to the old scores. Two departments recommended that applicants take the GRE test and report their score but with no minimum GRE score requirement.

The Committee votes unanimously on the following GRE language for the COPH catalog: "COPH requires a GRE test for admission. Admission scores required for each department are listed in their individual websites."

Dr. Ann Abbott was nominated and elected as the Student Affairs Committee Chair for 2007/2008, pending approval by the HPM Department Chair.

Dr. Donna Haiduven requested that the outgoing Chair, Dr. Noreen Poor, summarize the progress made to date by the Committee on guidelines for Student Projects. A summary follows these meeting minutes.

(Note: Due to the discussion of student personal data as part of the award selection, PHSA representative Ms. Jeremie Wernie was excused from the review and selection of Fellowship and Scholarship applicants.)

The Committee received three applications for the CDC/ORISE Fellowship with the Office of Smoking and Health. Consistent with the announcement that this was a field experience opportunity for an MPH student, MPH student Ms. Ligia Cruz was selected for the Fellowship. Her application materials have been forwarded to CDC for their review, and Ms. Cruz will be notified once CDC affirms the selection.

The Committee received five applications for the Sam Bell Scholarship and one application for the Lea Leavengood Scholarship. Two applications were received for the Carl Gelin Scholarship and these applications were forwarded to Dr. Barbara Orban, the HPM Department Chair, as the HPM Department awards this scholarship. The Committee selected Rajendra Kadel, PhD, EPB; Diana Lima, MPH, CFH; and Teri Malo, PhD, CFH, for the Sam Bell Scholarships, and Cathleen

Copenhaver, PhD, EPB, for the Lea Leavengood Scholarship. The awardees will be notified by letter in the next week.

The meeting adjourned at 3:00 pm.

Noreen Poor

### **Summary of Student Affairs Committee Effort to Date Related to the MPH Special Project:**

*According to the Student Affairs Committee Minutes of December 5, 2005, the Committee "discussed the possible need for college-level guidelines for student project. For some programs student projects will be the culminating MPH experience in lieu of a concentration comprehensive exam. The Committee agreed, in general, that the project should be a creative student activity, reflect a minimum level of effort (e.g., 135 hr), and be disseminated at/in an appropriate forum. Guidelines along these lines will be developed and offered to COPH Departments for comment."*

*The following e-mail communication summarizing the published project guidelines was sent to the Student Affairs Committee by Dr. Noreen Poor on January 14, 2006:*

Folks:

I took a look at what guidelines were available through the on-line departmental resources and found published guidelines for three departments: CFH, EPI/BIO, and GH, respectively, with the links listed below. The guidance documents range from 1 page to 11 pages. For these documents, the guidance includes one or more of the following elements:

- o When a student can begin working on the special project as well as the registration requirements
- o Who can supervise and review the special project
- o The types of special projects that would be acceptable
- o Requirements for a special project proposal
- o Details on special project reports (eg, content, length, presentation)

<http://hsc.usf.edu/publichealth/cfh/guidelines-special%20project%2007.01.04.pdf>

<http://hsc.usf.edu/publichealth/epb/special+projects.pdf>

[http://hsc.usf.edu/publichealth/eoh/guide\\_specialproject.pdf](http://hsc.usf.edu/publichealth/eoh/guide_specialproject.pdf)

I did not find any generic college-level guidance for MPH special projects, but the web site is complex enough that I may have missed it. If you have knowledge of any such document, please let me know. Our task at hand is to review and discuss the current guidance and see if we can develop from it a consistent but broader guidance for the college.

Questions to ponder:

1. Now that the core and concentration exams have been split, and some departmental programs no longer require a concentration comprehensive exam, at what point in the academic program should a student be permitted to start on and/or register for a project?
2. Should special project proposals be posted on a public website and/or bulletin board prior to approval to permit inspection and comment?
3. How many hours do we expect students to put into their projects?
4. How can we foster interdisciplinary special projects?

Please feel free to offer input and commentary that will help define the Committee's role with respect to the MPH special project.

Thanks,

Noreen

*Meeting Minutes for April 10, 2006 reported "Discussion of the COPH special project guidelines was delayed and instead the Committee discussed its proposed COPH "disorderly conduct" changes regarding dress and tardiness. These changes will be proposed at the Faculty Assembly Meeting on Friday, February 10, 2006." No further progress of COPH special project guidelines was made.*

Note from Chair, March 12, 2007: The role of the Student Affairs Committee in establishing curriculum guidelines should be clarified by Academic Affairs and/or the Faculty Steering Committee before continuing with development of MPH special project guidelines.