



**College of Public Health  
Education Committee**

**Date:** 9/7/16

**Time:** 12:00

**Location:** Dean's Conference Room

**DRAFT MINUTES**

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

**Education Work Group Members Present:** Ismael Hoare (GLO), Jacqueline Wiltshire (HPM)

**ETA Work Group Members Present:** Sandhya Srinivasan (ETA), Anna Armstrong (CFH), Wei Wang (EPB), Rene' Salazar (EOH), Donna Haiduven (GLO), Zachary Pruitt (HPM)

**Administrative Staff Present:** Kay Perrin, Tara Greer, Barbara Kennedy

**Student Members Present:** Natasha Kurji

**Guests Present:** None

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*The meeting was called to order at noon. Unless otherwise noted, all votes were unanimous.*

**1. Approval of the Minutes from the Meetings of 4/6/16**

*Approved*

**2. General Discussion Items**

New Bylaws (Mlynarek)

*The new bylaws were presented to the committee; the purpose, structure and duties of the committee were discussed.*

Meeting Dates / Times / Location (Mlynarek)

*The committee was informed that the EC meetings are scheduled the first Wednesday of each month, in the Dean's conference room, nominally from 12-2 PM.*

Use of Box (Mlynarek)

*The committee was informed that all materials will be available on Box one week in advance of meetings.*

Primary-Education Work Group-Technology & Assessment Work Group Relationships

*Dr. Mlynarek reviewed the structure and responsibilities of the Education Committee's two workgroups. S. Srinivasan will lead and set the agenda for the Technology and Assessment Workgroup. I. Hoare will convene the initial meeting of the Curriculum Workgroup. A lead member will be chosen from among members of the Curriculum Workgroup.*

*An explanation of the work flow between the primary members and the two work group members for each department was given. Both department work group members are to inform the primary department member regarding their activities. The primary members are the only ones who*

*must attend the meetings (or send a designate), the only ones who vote, the ones who must insure the chairs and administration are kept in the loop, the ones who must communicate with the department faculty, and the ones who represent the faculty of our departments.*

#### EC Process Flow (Mlynarek / Greer)

*A written overview of the process by which this committee functions was presented. This document is available at the EC Box site*

New / Changed Course Proposal USF website  
<https://www.systemacademics.usf.edu/proposals/>

#### Other New / Changed Items

*An overview of these two separate processes was provided – one for new/changed courses, and one for all other changes. The draft printed guidance for this was shown and discussed, and is available at the EC Box site*

*T. Greer reviewed the procedures for submitting new and changed course forms. Faculty will send completed forms to Tara Greer. She will enter the information on the Graduate Studies website, and collect signatures. At that point, the new, or changed course will be put on the Education Committee's agenda. Dr. Mlynarek reminded the Committee that ultimately curriculum changes must go through the Department Chair and have College Administration approval.*

#### CEPH Substantive Change Form (Mlynarek / Greer)

*A new CEPH-required form was introduced*

#### Dual Degree Review (Mlynarek)

*The College's dual degree programs are to be reviewed for degree rigor, especially with regard to the equivalence of the substituted courses within each dual degree program. The Dual Degree Review forms have been e-mailed to the Education Committee's Primary Members and are due by the November 2<sup>nd</sup> meeting. Future discussion will include the number and coherence of dual degree programs offered.*

#### Number of Concentrations (Mlynarek)

*The College currently offers approximately 37 concentrations. Future discussions will include whether to reduce the number of concentrations the College offers.*

#### Requiring the CPH Exam (Mlynarek)

*The Education Committee will discuss the CPH Exam requirement at a future meeting.*

#### Transfer of Credits (Mlynarek / Perrin)

*The Graduate catalog states that 49% of credit hours can be transferred to the COPH from other colleges/universities. The COPH wants to limit the number to 12 credit hours. To facilitate a discussion toward resolution, B. Kennedy will collect information from other schools of public health regarding the approach they take in transferring credits.*

Peer Review of Teaching Effectiveness (Mlynarek)

*The committee was advised that it has responsibility for evaluating the syllabus and content of existing course. This will be done in conjunction with the Faculty Affairs Committee evaluation of the teaching ability of individuals. This is another project that will develop over time.*

Increase student numbers (Mlynarek)

*The issue of student enrollment declines was presented. Development of online MPH programs marketed outside the US was mentioned. The committee may be asked for advice on enhancing enrollment. S. Srinivasan reported that the online MPH degree program should be ready in 1.5 to 2.0 years.*

CEPH (Mlynarek / Perrin)

*CEPH site visit is in October 2018, with self-study due about a year earlier; the committee was advised that there will be much work associated with reaccreditation*

### **3. Discussion and Action Regarding:**

College Wide

GRE change (Perrin)

University catalog change to remove preferred GRE scores for the entire college

All existing College language and requirements concerning the GRE will be deleted from the University catalog; the following new language will be inserted as a general requirement for each degree program:

*"All applicants must take the Graduate Record Exam (GRE) or have taken an equivalent admissions examination within the five years preceding application.*

*Equivalent exams include the GMAT, MCAT, DAT or PCAT.*

*LSAT is not accepted in lieu of the GRE.*

*Although there are no required minimum scores, the applicant's GRE score will be compared to the applicant pool and the national GRE norms.*

*Applicants who have a terminal degrees such as the PhD, ScD or EdD, and those with advanced professional degrees (MD, DDS, DO, DVM, JD, PharmD, DPT) from accredited institutions and who are individually licensed in the United States in their profession may request to waive the GRE (<http://health.usf.edu/publichealth/pdf/GRE%20Waiver.pdf>). The GRE waiver is not automatic and must be approved by the College of Public Health."*

*Approved.*

### **4. Non-substantive Changes Approved *None***

### **5. New Business *None***

### **6. Adjournment: 1 PM**