



**College of Public Health**

**Education Committee**

**Date: 1/11/17 Time: 12:00 – 1:45 Location: Dean’s Conference Room**

**MINUTES**

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**Primary Members Present:** Steve Mlynarek, Chair (EOH); Janice Zgibor (EPB); Etienne Pracht (HPM); Jaime Corvin (GLH); Karen Liller (CFH); Alison Oberne (UG)

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

**ETA Work Group Members Present:** Sandhya Srinivasan (ETA), Rene Salazar (EOH), Zach Pruitt (HPM)

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

**Student Members Present:** Stacy Griner, Natasha Kurji

**Guests Present:** Ellen Daley (CFH)

*The meeting was called to order at 12:00 pm. Unless otherwise noted, all votes were unanimous.*

**1. Approval of the Minutes from the Meeting of 12/07/16**

*Motion to approve: (Approved)*

**2. General Discussion Items (Mlynarek)**

*Dissertation defense verbiage – Dr. Mlynarek presented and reviewed the language to be used on the College website and in the College Guidebooks describing the expectations of doctoral students in committee meetings, committee review of draft dissertations, and the scheduling the defense.*

**3. Continuing Items (Mlynarek)**

*Dual Degrees – The committee discussed the future of dual degrees. CFH and GLH believe these programs are valuable and attract quality students. The issue of the administrative burden of dual degrees and the relatively few students was discussed. It*

*may evolve that the departments offering dual degrees will need to assume this burden. Writing appropriate catalog language and writing the Program of Study for these students are among the items that will need to be done to support dual degrees.*

*Certificates – Dr. Mlynarek advised the committee that although the Office of Innovative Education is in charge of all certificate programs, all requests for new, changed, or terminated certificates must go through the Education Committee.*

#### **4. Reports from Work Groups**

##### **Education Work Group**

*Dr. Hoare and Dr. Wiltshire informed the committee of the efforts of this work group. They are currently focusing on maximum allowable credits for transfer students, and evaluation of course quality*

*Dr. Perrin had attended the last the Education Work Group meeting to discuss the changes in the COPH syllabi, needed to align with CEPH criteria. For the 2017 fall term syllabi will need to include the specifics for how assessment and evaluation will be carried out for each course objective, and these objectives must relate to the concentration competencies. Dr. Perrin notified the group that there are two candidates being interviewed for the Curriculum Development/Assessment position.*

##### **Education Technology and Assessment Work Group (Srinivasan)**

*Restructuring - Sandhya Srinivasan reminded the committee that the restructuring of ETA that she described at the last meeting is still ongoing. She will keep the EC informed as this develops and may ask for our review of the process. Proposed changes are to have a common Help Desk to assist faculty regardless of class format. The curriculum development/assessment specialists will assist with revamping of courses. In progress: Transforming the MPH, Clinical Nutrition, and the DrPH.*

##### **Peer Review of Teaching Effectiveness (Srinivasan and Mlynarek)**

*Dr. Mlynarek reminded the committee that the Dean has given us the responsibility to develop a process to evaluate the quality of the content of College courses. We will not be evaluating instructors. To accomplish this the primary members of the committee were asked to email three questions addressing course content quality evaluation to Dr. Mlynarek by January 31. To complement this effort Sandhya Srinivasan will research systems used by other universities. We will combing the ideas of our faculty with any suitable model found and present a draft of our process to the committee. We intend to have a final version to present to administration and faculty review by the fall term.*

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

Link to online course system (for course proposals (Greer)

<https://www.systemacademics.usf.edu/proposals/>

*Tara Greer took the committee on a tour of the websites and required information for new or changed courses and concentrations. The complexity and amount of required information for any of these changes are substantial. Committee members were reminded*

*that all proposals should be initiated with 1. Seeking Department Chair approval, and 2. contacting Ms. Greer to provide guidance and forms required.*

## College-Wide

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*PHD Program change (Ellen Daly)*

*Dr. Daly informed the committee of the evolution of the new PhD core course. The forms creating this course were presented at last month's EC meeting. Minor changes were made based on the comments during that meeting.*

*Motion to approve: (Approved)*

### EPB

*Certificate changes (Zgiber)*

*Epidemiology – terminated*

*Concepts and Tools of Epidemiology – updated certificate requirements*

*Applied Biostatistics – updated courses*

*Motion to approve: (Approved)*

*The Committee was informed that the College does not make changes in certificates, but that this is done through, the Innovative Education Office on main campus.*

*<http://www.usf.edu/innovative-education/>*

*Nevertheless, the College must be informed of all changes before contacting the Innovative Education Office. This is done by contacting Tara Greer first about certificate changes.*

*Dr. Perrin informed the Committee of the policy that students can only share one course between certificates. Apparently, this is a little known policy since students now earn three or four certificates using the same course for several certificates. Academic and Student Affairs (Danielle) is checking to assure that certificate students are complying with the policy. Also, if a certificate is outside a concentration, students cannot file for certificate course financial aid.*

### GLH

*Course changes (Corvin)*

*PHC 6767 Public Health Geographic Information Systems*

*This course had previously been approved by the committee, but the required changes were not made in time to submit to Grad Council. It has been resubmitted to the committee with the required changes.*

*Motion to approve: (Approved)*

### HPM

*Course changes (Pruitt)*

*PHC 6114 Health Insurance and Managed Care – discontinued*

*PHC 6433 Health Economics II – discontinued*

Motion to approve: (Approved)

HSA 3150 Basis for Health policy in the U.S. – new course (withdrawn)

CFH

Dual Degree: COPH MPH and MA/PhD in Anthropology (D. Martinez-Tyson)

*The issues discussed at the last meeting were resolved.*

Motion to approve: (Approved)

**6. Non-substantive Changes Approved (Mlynarek)**

PHC 6035 Comorbidity of Mental and Physical Disorders (CFH)  
PHC 6008 Cardiovascular Disease Epidemiology (EPB)  
PHC 6591 Reproductive and Perinatal Epidemiology (EPB)  
PHC 6006 Epidemiological Methods in Infectious Diseases (EPB)  
PHC 6002 Infectious Disease Epidemiology (EPB)  
PHC 7000 Practical Issues in Epidemiology (EPB)  
PHC 6081 Intermediate SAS in Epidemiology (EPB)  
PHC 7703 Advanced research Methods in Epidemiology (EPB)  
PHC 6057 Biostatistical Inference I (EPB)  
PHC 6011 Epidemiology Methods II (EPB)  
PHC 6020 Design and Conduct of Clinical trials (EPB)  
PHC 6051 Biostatistics II (EPB)  
HSC 6055 Survival Analysis (EPB)  
Diasporas and Health Disparities Certificate (GLH)  
Nutrition Minor (UG)

**7. New Business**

*None*

**8. Adjournment**

1:45 pm