



College of Public Health
Education Committee

Date: 11/1/2017

Time: 12:00 – 2:00 pm

Location: Dean's Conference Room

DRAFT MINUTES

Primary Members Present: Steve Mlynarek, Chair (EOH), Janice Zgibor (EPB), Karen Liller (CFH), Ismael Hoare (for Jaime Corvin) (GLH), Zach Pruitt (for Etienne Pracht) (HPM)

Education Work Group Members Present: Jacqueline Wiltshire (HPM)

ETA Work Group Members Present: Sandhya Srinivasan

Administration Staff Present: Kay Perrin, David Hogeboom, Tara Green, Melanie Wicinski

Student Members Present: Joannie Bewa

Guests Present: Jill Roberts

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

1. Approval of Minutes from the meeting on **10/4/2017**.

- *Motion to approve: (Approved)*

2. General Discussion Items

- New Course Proposal Process (Greer)

Tara Greer mentioned that courses were being returned from Graduate Studies and Undergraduate studies, because the syllabi didn't meet the university requirements. Melanie Wicinski has been added to the New Course Proposal system. She will review syllabi prior to their submission to the university to ensure that they comply. This process will provide a more streamlined process and should alleviate some of the issues the College has been experiencing.

- Course Matrix Concern (Wiltshire)

Dr. Wiltshire indicated that she had a course matrix returned because the course objectives did not map to a concentration competency. The committee discussed that the PhD has foundational and concentration competencies and that at least one course objective MUST map to a foundational or concentration competency.

- **Archivum and ePortfolio (Perrin)**

Dr. Perrin shared that she had just participated in a 2-week sprint to begin the creation of the ePortfolio. Of all the sprints, she felt this was the most difficult, as the design group had to define what would be in the ePortfolio and what its intended use was. The ePortfolio will collect the APE and ILE for the MPH degree. The next sprint will cover the DrPH.

This new Archivum application will launch in June. It will not be linked to competencies at this time and student use will not be mandatory for Spring 2018. Dr. Perrin stated that because it is not required, the software engineers were “gamifying” the program to make it more engaging. The application will ask students questions to guide them through the development of the ePortfolio and they will be able to earn “badges.” It is still unclear how publishing the information will occur as discussion continues on how much of the ePortfolio should be public.

3. Continuing Items

- **Course Content Quality Review (Mlynarek)**

Dr. Mlynarek presented that there were two parts to the course review process and he requested that the committee discuss the system for completion. The two parts are:

1. *Part I – Syllabus Review*
2. *Part II – Quality of Coursework*

After discussion, the committee decided that Part I would be completed initially by the instructor of the course, and then a quality control review would be completed by another member of faculty member on a random sample of the courses. Forms should be completed and forwarded to Tara Greer to be stored in Box. If it is determined that syllabi do not meet the correct criteria, they should be brought to the Education Committee for discussion.

Dr. Mlynarek indicated that Part II would be more difficult, but should take no more than an hour for the faculty to complete. Tara Greer and Dr. Wicinski are assisting in the development of the forms for conducting Part 2. Their recommendations will be brought to the December committee meeting.

4. Reports from Work Groups

- Education Workgroup (Jaward)

None

- Education Technology and Assessment Work Group (Srinivasan)

Sandhya Srinivasan discussed the revamp of online and blended courses. Faculty will need to submit Spring rollover forms.

ETA sponsored the ETA Connections event, where a sampling of applications and technology were presented. Sandhya Srinivasan indicated that ETA was looking for ways to increase participation. Participation may be low, as there may be some misunderstanding that the two-hour event is a drop-in opportunity rather than a full two hours long. She indicated that they were looking at inviting doctoral students. Other suggestions provided were to: highlight the “new” technologies (Wiltshire), change the name (Zgibor), add “drop-in” to the name (Liller).

5. Discussion and Action Regarding

EPB

- New Certificate -- Pharmacoepidemiology (Zgibor)

Dr. Zgibor noted that the only change to the presentation of the new certificate as presented at the October meeting was the addition of prerequisites and the course, Trending Topics in Pharmacoepidemiology and Pharmacoeconomics (PHC 6015).

Motion to approve: (Approved)

- New Course – PHC 6015 Trending Topics in Pharmacoepidemiology and Pharmacoeconomics (Zgibor)

This course will be a 3-credit hour evaluation of current topics and will only be offered in a face-to-face format. There are no prerequisites and it can be taken concurrently with any of the course in the Pharmacoepidemiology. Currently, it is only being offered in the new certificate, but may be work for the Pharmacy program in the future.

Motion to approve: (Approved)

HPM

- MHA Curriculum Change (Pruitt)

Dr. Pruitt stated that the MHA program is replacing a methods course previously offered through the College of Business. He also indicated that the field experience was being changed from one course to meet the Applied Practice Experience and Integrative Learning Experience CEPH requirement to 2 courses: MHA internship and MHA Report (each 2 credit hours). This change makes the MHA 1 credit hour longer than it was previously.

Motion to approve: (Approved)

Tara Greer mentioned that all courses must be submitted before the MHA curriculum change can be submitted. All new course proposals should be completed before the next meeting on December 6 in order to meet the catalog deadlines.

DrPH

- New Concentration – Public Health Laboratory Science and Practice (Roberts)
The new DrPH concentration was presented, which will share the same core as the current DrPH degree. It was created based on need an alumni interest; labs are reporting that there is a shortage of individuals to replace those who are leaving laboratories.

Dr. Roberts indicated that USF College of Public Health will be the first with a degree of this kind and the ABB (American Board of Bioanalysts) is supportive of the program, as individuals wishing to pursue lab management positions must have a DrPH to sit for the ABB exam.

The entire program is offered online, but all DrPH students (in both concentrations) will participate in the institutes. No special prerequisites will be required; however, the typical prerequisites for the DrPH will be used. No waivers of those will be allowed.

Motion to approve: (Approved)

- New Courses (Roberts)
 1. PHC 7802 Public Health Laboratory Bioinformatics
 2. PHC 7800 Public Health Laboratory Management I
 3. PHC 7801 Public Health Laboratory Management II
 4. PHC 7803 Public Health Laboratory Microbiology
 5. PHC 7804 Public Health Laboratory Safety and Security

6. PHC 7805 Public Health Laboratory Molecular Biology and Molecular Diagnostics

Of the 6 courses listed, only 4 will be required. The four will be individually determined and will depend on the background of the student. Only students who are working in a laboratory will qualify to be in this program. Dr. Roberts combined the 522 competencies on the ABB exam into 15 and has mapped all courses to those.

Dr. Roberts indicated that there had been great interest in this program and seven students have started taking their prerequisites with the intention of enrolling in this new DrPH program. Six of the seven students are fully-funded by their laboratories.

Anticipated start date of this program is Summer 2018. All courses are being built by volunteers; however, a commitment to hire adjuncts has been received. For those courses where an adjunct can't be found, Dr. Roberts has the qualifications to teach them.

David Hogeboom advised that the admissions team needed to be informed of the new program to ensure that an admissions process is developed.

Motion to approve all six course: (Approved)

6. Non-Substantive Changes Approved

None

7. New Business

None

8. Adjournment 1:30

Meeting minutes compiled by: Melanie Wicinski