



**College of Public Health  
Education Committee**

**Date: 12/6/2017**

**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), Jaime Corvin (GLH), Zach Pruitt (for Etienne Pracht) (HPM), Alison Oberne (UG)

**Education Work Group Members Present:** Foday Jaward (EOH), Laura Rusnak (CFH)

**ETA Work Group Members Present:** Sandhya Srinivasan, Rene' Salazar (EOH)

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

**Student Members Present:** Joannie Bewa, Stacy Griner

**Guests Present:** Ellen Daly, Henian Chen, LaTonya Davis

*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 **11/1/2017**.

- *Motion to approve: (Approved)*

2. General Discussion Items

- January Meeting (Mlynarek)

*Dr. Mlynarek indicated that the next regular meeting date of 1/3/2018 would not be possible as faculty would just be returning. Tara Greer indicated it was difficult to find another date as many of the conference rooms were booked. The date was changed to 1/11/2018 in the Dean's Conference Room to accommodate these issues.*

*Dr. Mlynarek also addressed the membership of the committee. With the change in structure, further discussion will be needed to determine how the committee is comprised. Dr. Mlynarek asked that all members continue on the committee until the reorganization is complete and a representative structure can be determined.*

- Student Course Evaluations (Perrin/Mlynarek)

*Dr. Perrin explained that course evaluations are being moved to Archivum. With this change, the College and individual faculty will be given the opportunity to submit course evaluation questions. Two possibilities exist: 1) Colleges may submit general questions; 2) Individual faculty may create their own questions regarding their course overall, or any specific lecture / component of the course. The standard questions provided by the University ("State 8") will remain, and any questions added by the College or individual faculty will be in addition.*

*Dr. Corvin questioned how the changes in questions would affect promotion and tenure for junior faculty. Dr. Perrin explained that questions created by the College and added to the "State 8" would be considered in the promotion and tenure process; however, those created by the faculty individually would not.*

*Allison Oberne asked what benefits existed for those faculty currently using individual course surveys in Qualtrics. Dr. Perrin explained that faculty could continue to use Qualtrics and there were no real differences in the process.*

*Dr. Liller indicated that the ETA workgroup might want to consider adding questions related to online and lab classes.*

*Dr. Perrin further explained that no decisions needed to be made by the committee at this meeting; however, this item should be revisited in the Spring and include information about promotion and tenure.*

*The committee was asked to take this information to faculty.*

- Admissions Review (Perrin/Mlynarek)

*Dr. Mlynarek indicated that due to the change in organizational structure, departments will no longer exist; therefore, admissions will need to be centralized.*

*As the representative of the Education Workgroup, Dr. Jaward was asked to discuss the possibility of the Education Workgroup taking over what was previously the departments' screening role. This would begin in the spring semester and would be for the MPH only.*

*Dr. Corvin asked if with the centralization, admissions requirements should be revisited. Dr. Perrin stated that all programs must have the same requirements and rather than being departmental admission, it will be college admissions.*

*Further discussion included the need to create identical requirements for the PhD and DrPH.*

*Tara Greer indicated that the admission requirements were contained in the 2017-18 Graduate Catalog and should be used as those requirements have been approved by the State Board of Governors.*

*Dave Hogeboom indicated he would check if changes could be made or the College was obligated to follow the published requirements.*

*This item was tabled and will be added to the January agenda.*

- **Course Hero (Perrin)**

*Dr. Perrin presented the Course Hero website that currently is being used by students. This site is published as a tutoring site, but encourages students to upload course materials. For every upload students are granted 2 opportunities to download materials. ETA has purchased the highest level of access to monitor public health materials.*

*Dr. Perrin indicated that this behavior constitutes a violation of academic integrity and is not/will not be tolerated by the College. Students found to use this site (viewing, uploading or downloading) will be expelled with an "FF" (indicating academic dishonesty). Currently, several COPH students are in the process of being expelled from USF for academic dishonesty associated with this website.*

*Alison Oberne asked about the process for reporting suspected use of the site. Dr. Perrin indicated she will be the person in-charge of addressing this with students. She also mentioned that TurnItIn does not search Course Hero, so additional measures should be taken by faculty to monitor this, including checking to ensure that materials currently being used in courses have not be uploaded.*

*Dr. Perrin also indicated that several steps were being considered to curb this behavior: 1) addition of verbiage in the syllabus indicating the steps the College will take if students use this site (possible FF grade and dismissal); 2) creation of an integrity committee run by students to create a climate of intolerance for cheating.*

- **Course Credit Rubric for Faculty Assignments (Perrin)**  
*Dr. Perrin presented the current rubric being used by the College to determine course load requirements. Currently, faculty assignments are completed by department chairs; however, with the reorganization, the process will have to be re-evaluated.*

*Discussion of this included the equitable use of the rubric in relation to class size, delivery methods, and development of course content. Dr. Perrin indicated that the committee was not making any decisions, but should come to the next meeting prepared to discuss concerns further.*

*This item was tabled and will be added to the January agenda.*

- **Reorganization (Perrin)**  
*Dr. Perrin indicated that the reorganization will be occurring and that details are still being discussed.*

### 3. Continuing Items

- **Course Content Quality Review Part I and II (Wicinski)**  
*Dr. Wicinski presented the Qualtrics surveys created for each phase.*  
*Part I: This portion is a direct transfer from the form with only minor changes in question order to make the survey shorter.*  
*Part II: This portion is a draft including questions from Quality Matters (QM) and from best practices from other universities.*

*It was discussed that the use of Qualtrics will allow the Committee the ability to send the survey; track completion of surveys and classes being assessed; and run statistics which might be used for future CEPH and SACSCOC assessments. It was also suggested that the Education Committee get a designated Qualtrics account to store all surveys.*

*A word document and link to both will be provided to the Committee to gain feedback on how they might be improved prior to implementation.*

*This item was tabled and will be added to the January agenda.*

#### 4. Reports from Work Groups

- Education Workgroup (Jaward)  
*None*
- Education Technology and Assessment Work Group (Srinivasan)  
*Sandhya Srinivasan indicated that the Work Group had not had a December meeting and had decided to meet every other month.*

*She indicated that the following had been done:*

- 1. Course rollover process had been implemented and was going well.*
- 2. Boot Camp dates had been sent out.*
- 3. A new videographer has been hired. The College and USF IT share him.*
- 4. Conference Funding has been procured for 5 faculty. Applications for 2-3 had already been received.*
- 5. New faculty are receiving an overview of Canvas and other technology through Lunch & Learn sessions.*
- 6. Faculty will need to take QM sessions; however they only deal with design, we will need to supplement with teaching instruction.*

#### 5. Discussion and Action Regarding

##### COPH Course Content Review Process Language (Mlynarek)

- Discussion  
*Dr. Mlynarek indicated that he had sent the official language to the Committee via email.*  
*Motion to approve: (Approved)*

##### Gen Ed Enhancement Requirements (Rusnak)

- PHC 4755 Foundations of Evaluation & Research (Creative Thinking)
- HSC 4631 Critical Issues in Public Health (Creative Thinking)
- PHC 2100 Introduction to Public Health (Creative Thinking)
- PHC 4464 Introduction to Health Disparities & Social Determinants (Human & Cultural Diversity)
- HSC 2017 Careers in Public Health (Human & Cultural Diversity)
- HSC 2130 Sex, Health & Decision Making (Human & Cultural Diversity)
- PHC 4720 Foundations of Professional Writing in Public Health (Information & Data Literacy)
- HSC 2100 Contemporary Health Science (Information & Data Literacy)
- PHC 3320 Environmental Health Science (Information & Data Literacy)

*Laura Rusnak presented that the General Education requirements are changing for USF as there is a new framework. Our college was presented the opportunity to certify 9 courses in three different areas (Creative Thinking, Human & Cultural Diversity, and Information & Data Literacy). We currently only have 4, so this will be an opportunity to increase our overall enrollment in General Education courses.*

*Only minor changes were required to meet this requirement. In a couple of classes, assignments were modified or added; however, no substantive changes were made.*

*Motion to Approve: (Approved)*

CW

#### *New Course*

- *PHC 7941 Applied Practice Experience (Zgibor)*  
*A new course has been created for the DrPH. This will be a one-credit course that mirrors the MPH APE. Dr. Zgibor indicated that the DrPH Advisory Board requested that one hour be added to the overall DrPH degree. Currently, the syllabus and rubrics are being pilot-tested by one student who will provide feedback.*

*Dr. Corvin indicated that she was happy that there was a quality indicator, but added that examples of acceptable/not acceptable should be provided.*

*Because the DrPH has already gone through a 2017 revision, the addition of the hour; making the course required and graded; and adding it to the catalog will not happen until 2018-19 cohort.*

*Further discussion indicated that the following should be addressed:*

- 1. Make the class graded*
- 2. Change the name to Advanced Applied Practice Experience*
- 3. Add language that indicates that Site-based mentors cannot be the student's direct chain-of-command at work.*
- 4. The project cannot be a required function of their employment.*

*This item was tabled and will be added to the January agenda.*

## Course Change

- PHC 7154 Evidence Informed Public Health I (Daley)  
*This course is being revised and will be for DrPH and PhD students. It will become a common core course and the title is being changed to “Advanced Public Health Research.”*

*As the DrPH and PhD have already gone through a 2017 revision, the course will have to be taught under PHC 7934 and course substitutions will have to be completed for students taking the course in the Spring semester.*

*The course is still under development; therefore, the syllabus may change slightly before the course is offered. The Committee indicated they could approve the syllabus so the course could proceed, but asked for the final syllabus to be brought to the Committee after completion.*

*Motion to Approve: (Approved with changes)*

## EPB

### New Course

- PHC 6021 Fundamentals of Clinical Trials (Chen)  
*This course is being offered for non-biostatistics students. Dr. Chen is already teaching a similar course for biostatistics students. This course has also been taught previously under the PHC 6934 number. The demand from Health students is growing as it is a less intimidating class for those not in biostatistics.*  
*Motion to Approve: (Approved)*

## 6. Non-Substantive Changes Approved

- HSC 2017 Global Citizens Project attribute (existing course)
- PHC 4030 Global Citizens Project attribute (existing course)
- MPH Executive Program Termination
- PHC 6423 Course change – credits from 3 to 3 and changing title

## 7. New Business

- CPH as a Pre-requisite  
*A question was raised if the CPH could be used in lieu of the College foundational courses for possible doctoral admission for students who had some background in their areas, but not necessarily a Public Health degree. The item was referred to the Education Work Group for further discussion.*

- Shortened semester classes

*Dr. Corvin mentioned that she noticed that many classes had shortened their classes by 1-2 weeks. It is becoming an issue as students are showing aggravation toward the instructors that use the full 16 weeks and/or have exams during finals week. The inconsistency creates a poor environment and raises questions about whether the rigor of courses being shortened. This items was tabled and will be added to the January agenda.*

8. Adjournment 2:00 pm

*Meeting minutes compiled by: Melanie Wicinski*