



**College of Public Health**

**Education Committee**

**Date: 2/1/17    Time: 12:00    Location: Dean's Conference Room**

**DRAFT 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:** Foday Jaward (EOH), 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:** None

*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 1/11/17**

*Motion to approve: (Approved)*

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

- USF Course transfer policy (Mlynarek/Perrin) and
- Suggested college language concerning maximum hours transferable (Mlynarek)  
*The committee was shown the University catalog language regarding percent of hours transferrable; this was nearly identical to the language the Education Work Group had proposed; the College will rely on the University language (50% of hours transferable, excluding contract course hours). Also, the Committee was shown the University language stating that all transfers of credits had to be accomplished in the student's first semester at USF.*
- Docusign (Mlynarek/Greer)

*Tara Greer demonstrated the capabilities of DocuSign, and the Committee was informed that we would attempt to integrate this method of e-signing our forms now that the Graduate Council accepts e-signed documents.*

- **CEPH update (Perrin)**

*Dr. Perrin gave an extensive general overview on CEPH requirements.*

*Curriculum Specialist: Dr. Perrin informed the group that the planned Curriculum Specialist position will not be filled.*

*Student survey: CEPH requires documentation of student satisfaction with instructional effectiveness. A survey is in the development stage, and when ready will be sent to the Education Committee for vetting and approval.*

*This evaluation of quality of instructional effectiveness replaces CEPH's former documentation for quality assessment – faculty-to-student ratio.*

*COPH website: The College is working on the webpages to assure that the web information is consistent with information in catalogs, guidebooks and other venues. There will be a fresh new look for the homepage.*

*Alumni contact information: An undergraduate student group is tasked with updating alumni contact information. At this juncture, they have current data for 468 alumni of 600 in the database.*

*Online courses: Dr. Perrin stated that there is an ongoing problem with online and classroom courses finding their way to the College's course schedule without prior notice. The problem is more troublesome for the online courses. In this regard, the ETA is in the process of developing a process for departments or faculty to request new, revamp and minor revisions for online courses.*

*Dr. Mlynarek reminded the Committee of its duty regarding evaluation of course content quality. Towards this objective, a list of courses that are team-taught with interprofessional perspectives is being developed and will be presented to the Committee for department review.*

### **3. Continuing Items (Mlynarek)**

*None*

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

#### **Education Work Group**

*Dr. Jaward informed the committee of the efforts of this work group regarding transfer of credits. He expressed a desire for more clarity in the purpose and tasks of this work group. Mlynarek stated that the work group has two primary functions – to insure communication with department faculty and the department primary member, and to address specific curriculum-related needs of the College as they arose. An example*

*would be the review of the requirements for having a new or revised online course. Another would be the review and implementation of the course quality content evaluation process that is now in development.*

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

*Sandhya Srinivasan again reminded the committee that the proposed restructuring of ETA, and stated that due to the current College budget issues, the timeframe for the implementation of this restructuring was uncertain. Also, the ETA office is auditing all online courses to identify those that need improvement using the Minimum Standards criteria. ETA will give priority to courses that score less than 80 points out of a total of 120 points). There are 113 online courses.*

*Dr. Mlynarek thanked the Committee for their contribution of questions regarding course content quality evaluation and informed the Committee that ETA would take these questions, research approaches by other universities, and bring a proposal for a College process to the Committee for their review. The process is expected to have at least two components, one of which will be inclusion of peer review of the courses. The Committee was reminded that its review will not evaluate instructors, but only course content.*

**5. Discussion and Action Regarding:**

*None*

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

- PHC 6053 Categorical Data Analysis
- PHC 6010 Epidemiology Methods I

**7. New Business**

*None*

**8. Adjournment**

12:45 pm