



College of Public Health

Education Committee

Date: 5/24/17 Time: 12:00 Location: Dean's Conference Room

MINUTES

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) Donna Haiduven (GLH)

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

Student Members Present: 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 4/26/17

Motion to approve: (Approved)

2. General Discussion Items (Mlynarek)

- Course evaluation questions (Mlynarek / Perrin)
- Transferring old core into TMPH (Perrin)
- Role of EC in reviewing new courses (Mlynarek)

- Recognition of Natasha Kurji (Mlynarek)
Dr. Mlynarek thanked Ms. Kurji for her two years of service as a student member of the EC. A statement or certificate of recognition from Administration was discussed.
- June, July & August meeting dates (Mlynarek)

The committee agreed to meet on June 14, July 12, and resume the usual first Wednesday of the month schedule on August 2. Meetings will be scheduled from 12-2. Ms. Greer will reserve the room and notify the committee of location.

- **Revised Competencies, Course of Record and Syllabus Revision (Perrin)**
Dr. Perrin presented and explained the form for the new syllabus format. This form includes all competencies for any concentrations which include the course, the course objectives, a crosswalk relating these course objectives to the concentration competencies, assessment methods, and the session numbers associated with each course objective. This form is to be completed by the instructor of the course and forms for courses that are 'required concentration courses' are due to Dr. Perrin by June 15.

The number of concentrations was discussed, and departments were encouraged to reduce the number of concentrations if possible. The number of competencies for each concentration was discussed; CEPH require a minimum of 5, and Dr. Perrin recommended that departments keep the number of competencies fairly low by making them broader.

- **Course evaluation questions (Mlynarek / Perrin)**
The two types of evaluation questions were discussed. Dr. Perrin reminded the committee to send their recommendations regarding the College-wide questions to be added to the 8 University-required questions that were formerly administered by eXplorance Blue and will soon be moved to Archivum. Dr. Mlynarek presented a draft of a course content quality review form. This form is to be developed further and used in the College process to meet CEPH requirements for insuring course quality. This form will be emailed to EC members and comments are requested by the June meeting.
- **Transferring old core into TMPH (Perrin)**
Dr. Perrin described the issue the advisors are having with students who are transferring to CPH and who have had some of what were our traditional core courses in their previous school. A method of allowing credit for those hours is needed but since the transferred courses do not align with our TMPH courses, this is problematic.
- **Role of EC in reviewing new courses (Mlynarek)**
Dr. Mlynarek raised the question of the committee's focus. What are the important parameters to consider when we review new concentrations our courses? What constitutes a substantive change to a course or concentration? How can we evaluate these items in terms of efficiency (number of students, frequency of offering, elective vs required), overall direction of the College, and keeping up with current knowledge and methods, all while respecting the decisions of the department regarding need and quality. Dr. Liller stated that only departments can address need and quality of a course and concentration in their specific area, and the committee was in agreement with this. Dr. Jaward

stated that as technology changes, there is a need for new courses to keep up with these changes, even though the courses are likely to be quite specific and unlikely to draw many students. The committee believed this to be true as well. There was discussion about elimination of courses that are outdated or unlikely to be taught. There seemed to be general agreement among the members that some degree of greater oversight was needed as we review new or substantively changed items. The committee was asked to reflect on how to accomplish this and bring suggestions.

3. Continuing Items (Mlynarek)

None

4. Reports from Work Groups

Education Work Group

Dr. Jaward stated that the Education Work Group has been asked by Dr. Perrin to address the changes to the syllabus format, and that to accomplish this they are meeting every two weeks now.

Education Technology and Assessment Work Group (Srinivasan)

Sandhya Srinivasan reviewed the changes in the ETA course development and support process. Beginning fall 2017, no established online courses will have a specific instructional designer assigned to them. Instead, there will be a help number for instructors to receive assistance. New online courses will have an instructional designer assigned for the first two offerings. She distributed and described in detail a handout summarizing this ETA restructuring, the revised course request process request, the rollover process for continuing online courses, and the upcoming requirements for faculty training for instructors offering online courses. She described again the College participation in the Quality Matters program.

5. Discussion and Action Regarding

Community and Family Health: New Course PHC 6935 Child Health and Development (Coulter / Liller)

Motion to approve: (Approved)

EPB: New course PHC 6052 Bayesian Data Analysis (Dagne/Zgibor)

Motion to approve: (Approved)

6. Non-substantive Changes Approved

- PHC 4464 (Global Citizens Project)
- PHC 4250 (Global Citizens Project)

7. New Business

Re: Graduate Council: Dr. Perrin informed the Committee that if the COPH has requests for review on the Graduate Council agenda, that a representative must be present. The representative must be the instructor, or from the department requesting review.

Representatives attending the Graduate Council meetings should be prepared to answer any questions of concurrence of a course being reviewed with existing courses offered across campus.

The Graduate Council meets on Monday and the Agenda is announced on the Friday before the meeting. This requires the COPH to be vigilant to comply with the rule that a representative must be present.

8. Adjournment 1:25 pm