

MEZCOPH Education Committee Meeting
“Final Meeting Minutes”

August 7, 2019

2:00 – 3:00 pm, Drach A326

Program Directors / Voting Members Present: Ed Bedrick, Scott Carvajal, Joe Gerald, Eduardo Gonzalez Fagoaga, Velia Leybas Nuño, Doug Taren (ex-officio), Chris Tisch, Spencer Willis

Voting Members Absent: Mia Carvalho Guimaraes, Kacey Ernst, Aminata Kilungo, Niraly Patel, Amanda Wilson

Other Members Present: Kim Barnes, Michele Dalmendray, Danielle Embry, Amy Glicken, Lourdes Heslep, Tanya Nemec, Gisela Ochoa, Michael Tearne, Samantha Pierce

- **Announcements**

- Spring 2020 Schedule of Classes (*Embry*)

- Room and Course Open Scheduling closed on August 1st. Spring 2020 schedule will be posted to the Hub, under Faculty Resources. Spring schedule goes live on October 1st and students will begin to register at the end of October. Any additional updates/changes should be sent to Danielle as soon as possible.

- Admissions Update (*Glicken*)

- Amy provided an update on the number of new and continuing students for fall 2019.

- As of 8/7/2019 there are 119 incoming students to graduate programs, down from 147 last year. Spencer mentioned there are 21 students projected to start in online programs this fall.



Admissions
Update.pdf

- CEPH Self-Study (*Taren*)

- It is important to collect fall and spring syllabi that meet the CEPH criteria and are matched to the competencies. It will also be critical to show how the competencies are assessed.

- New Lecturer in MEZCOPH (*Taren*)

- Doug announced that we have hired Laura Gronewald, to replace Stephanie as lecturer and internship coordinator. Laura has a PhD in English and can assist with developing/teaching a public health writing course for our undergraduate program. There is a new position for an undergraduate program coordinator currently posted. This new hire will take over undergraduate program responsibilities.

- New Fall 2019 Syllabus Template (*Taren*)



MEZCOPH Syllabus
Format_ Fall 2019.doc

Doug asked departments to work closely with faculty to ensure the syllabus is following the template – send final versions to department administrators who will upload to box. A word document is preferred so that Doug can modify any mistakes and send back to faculty for review.

Comments from committee:

- Concern that adjuncts and lecturers may not be receiving these communications. Coph-faculty listserv does not include all instructors teaching a class. Coph-teachingfaculty may have a broader reach.
- Chris spoke with Htay and was told that the listservs are automatically populated by employment category.

- **Consent Agenda:** (*All voting members*)

- Minutes Approval: June 5, 2019 meeting
A motion was made and seconded to approve the June 5, 2019 meeting minutes.
The motion was approved by a vote of: 7-0.

- **New Business:**

- New Undergraduate Subplan: Working title “Transformative Wellness and Life Enhancement” (Leybas Nuño)
The four special topics classes included in the new subplan are under review by HPS faculty, who will provide feedback by August 12th. Once reviewed by HPS faculty and edits made, will submit to Undergraduate Committee and Education Committee to make them permanent courses.



NEW Special Topics
Courses in Public He

- Discussion: Add New Questions to TCEs (Tisch)
Chris led a discussion on the possibility of adding up to 7 new questions to the standard TCE.

Comments from the committee:

- Committee on Inclusion and Equity has expressed interest in adding a diversity related question to our TCEs
- TCE evaluations play a role in promotion and tenure process. Any new questions may have relevance as it relates to this process.
- Recommend that Doug create an ad hoc committee made up of CIE, department heads, student, P&T, OSSAA, OAA, CEPAS and faculty representation *
- If we add questions, important to set up a mechanism by which we use the data to drive teaching effectiveness in the college. This step should be part of the committee’s charge.



Standard TCE
Questions.xlsx



Departmentally
added TCE question



Adding additional
questions to TCE.pd

- **Other Business and Reminders:** (*All Committee Members*)

- Two tours of HSIB classrooms for MEZCOPH faculty – August 14th from 10-11am and August 19th from 2:30-3:30pm
- Teaching Workshop – Group Work – August 30th from 12:30-2:30pm in Drachman Hall A118
- Graduate student orientation will occur on Thursday the 22nd (MS, Doctoral) and Friday the 23rd (MPH).

Next Scheduled Meeting: Date: September 4, 2019 - 2:00 – 3:00 pm, Drach A326

***Action Items:**

- Doug will create ad hoc committee charged with 1) adding new questions to TCEs and 2) determining how that data will be used by departments/the college to drive teaching effectiveness (*Doug Taren*)