

MEZCOPH Education Committee Meeting
“Final Meeting Minutes”
August 12, 2015

Members Present: Michael Halpern, MD, *PhD, MPH, Chair*
Jessica Acuna, Kim Barnes (via video conf. - Phx.), Scott Carvajal, Kathleen Crist,
Chris Cutshaw, Amy Glick, Beth Jacobs, Devon Moule, Tanya Nemec, Kelly Reynolds,
Stephanie Springer, Doug Taren, Michael Tearne, Chris Tisch, Abba Versace, and Judy
Williamson.

Voting Members Absent: Denise Roe

1. **Consent Agenda Approval:** A motion was made and seconded to approve the August 12, 2015 consent meeting agenda items by a Vote of: 6-0.

Doug welcomed new program directors: Chris Cutshaw (for Nicky Teufel Shone), Beth Jacobs, and Kelly Reynolds.

2. **Old Business:**

- a. **UA Online MPH:** (Doug Taren)

Doug gave an update regarding the launch of the new online MPH program:

- There are currently 44 students in the first co-hort. The OSSAA has prepared an online orientation for the new online MPH students, based on the face to face MPH orientation.
 - First class being offered is EPID 573A (Instructor: Sydney Pettygrove). There are currently two sections for this course: each section has approximately 21-22 students enrolled. Next spring, the new online MPH program will have a larger co-hort, with approximately 60 students; 30 students enrolled in each of the course sections. We need to start thinking about who will be the section instructors and course directors, who will be assigned to each course.
- b. **Organization of the Student Progress Committee – Identify Chair** (Doug Taren)
Doug initiated discussion regarding the organization of a College student progress committee in order to help students who are having problems academically. How do we want to provide support to a student who is struggling? What is occurring

that is bringing their grades and academic performance down? This should be a separate committee from the Education Committee and the OSSAA student advising issues. What would be the charge of the student progress committee?

Comments from committee members:

- We are not qualified to deal with personal student issues.
- The purpose of the student progress committee would be to intervene early, in order to help a student get through the degree program (not to kick them out). The committee would be a venue to discuss with the student, any personal issues that may be affecting their academic progress.
- We need a process for our College, in order to help students who are struggling, not only behaviorally, but most importantly academically.
- Doug Taren stated he would query the members of the College Academic Administrators Council (CAAC), to determine what other Colleges are doing regarding this issue, and report his findings back to the Education Committee.*

3. **New Business:**

a. Education Committee – Reorganization of Duties (Doug Taren)

Doug thanked the voting Members of the Education Committee for filling out the survey/ poll, in order to get their input regarding what organizational changes are needed for the education committee, as we set our departmental structure. Doug's plan is to share this information with Iman and the Dean's Council, so Iman can have the Education Committee's input, when she creates the future charge for an education/curriculum committee, and College bylaws updating. Please refer to the survey link below:

https://uarizona.co1.qualtrics.com/SE/?SID=SV_0Mve9dMNwTDuD2t

Doug presented the survey results for committee review (see attachment below):



MEZCOPH Education
Committee Duties Tab

Comments from committee review and discussion of Education Committee's actions and specific duties, and decentralizing duties to Departments:

- Iman is placing more responsibilities back to the departments; less work for the Education Committee; more decision making responsibilities for the concentration program directors.

- Add role of the Office of Student Services and Alumni Affairs (OSSAA) to the survey column; OSSAA is included “within” the Office of Academic Affairs (AA), regarding the academic agenda of the College.
- It appears the CEPH’s new criteria will require three MPH areas, instead of the current five (flexibility will be available). How would we create an “integrated” capstone course (practical experience – 100 hours in the field)? How do we change a College level approach to a degree program requirement?
- Changing class schedules influence all College programs (both undergraduate and graduate). Who makes these decisions? We need good communication between the Department Chairs and Program Directors.
- The College curriculum processes come out of the Office of Academic Affairs and OSSAA, for the College-wide degree programs. We need a College curriculum committee, and an undergraduate committee. In addition, Faculty Assembly feedback is also essential.
- The Education Committee’s great strength is “communication”. The committee meetings are a great venue for communication. “The College is lacking in communication”.
- Most undergraduate degree program recommendations can be made and approved via email, in order to decrease the number of meetings. Think of the undergraduate committee as a “subcommittee” of the Education Committee.
- A motion was made and seconded that the College should have an undergraduate committee, with membership to include at least (1) faculty member from each of the three departments, and the Associate Dean for Academics (Doug Taren) and the Assistant Director, Undergraduate Advising (Stephanie Springer). The motion was approved by a vote of 4-2.
- Specific duty reviewed: The Education committee approves new courses to be sure they meet academic rigor and not duplicate other courses. A motion was made and seconded that the Education Committee would meet at least twice per year, in order to review proposed new courses and review for any course content conflicts. The motion was approved by a vote of: 6-0.
- A motion was made and seconded that the College invest in a course scheduling program. The motion was approved by a vote of: 6-0.
- Specific duty reviewed: Sets metrics for outcomes and methods for evaluation academic outcomes – This is a College issue, with respect to competencies and accreditation criteria.

- Specific duty reviewed: Sets policy for the MPH internship process: This was strongly felt to be a department level responsibility; OSSAA communicates the policy for MPH internships (policy set by department; as long as it meets CEPH's criteria; does not contradict College-level policies). Education Committee determines "College-level" internship policies. Judy Williamson will send the current College-wide MPH internship policies to Education Committee program directors.
- Specific duty reviewed: Role of Education Committee on College Catalog and Student Handbook (as relates to the College-wide curriculum policies) – participates in determining the educational agenda for the College by providing input and direction for where the College should be going; recommendations for our College's academic programs.
- Specific action reviewed: Works closely with the College's scholarship and financial aid committee with regards to developing guidelines for student assistantships, scholarships and fellowships. The word "assistantships" was removed from this action. Assistantship funds are now being allocated to the College departments. Department Chairs will now have control of their TA monies and FTE's for distribution. Department Chairs now make these decisions as of July 1, 2015.
- See updated survey results table below, regarding the Education Committee's actions and specific duty changes based on the committee's Aug. 12th meeting discussion and votes:



MEZCOPH Education
Committee Duties Table

b. RCM Distribution:

Doug reported on an issue with how RCM funds are distributed, which relates to how courses are "mapped" by prefix to departments. Linda Tumellie recently noticed this RCM accounting error. All CPH and EPID courses are currently listed under the College's academic department of 4201. Therefore, in order for tuition funds to be distributed to the correct departments, courses prefixes will need to be changed and "remapped" to the appropriate department number, where the course is offered, and not at the College level. We will need to identify new department subject code prefixes for mapping (e.g. HPS, EPID, and CEP). There will be further discussion of this issue at the August 19th Dean's Council Meeting with Department Chairs.*

The meeting was adjourned at 11:00 a.m. The next Education Committee Meeting is scheduled for August 5, 2015 in Drachman Hall, Room A326. The next meeting will be scheduled for October 7, 2015.

Changes or corrections to the minutes should be submitted to:
Kathleen Crist, Coordinator, Academic Curriculum and Faculty Affairs

*** Action Items:**

- Carry forward tabled items and other issues for discussion to the October 7, 2015 Education Committee Meeting agenda (*Kathleen Crist*)