

MEZCOPH Education Committee Meeting**Final Meeting Minutes****October 4, 2023**2:00 – 3:00 pm, DRACH-A326 and Zoom: <https://arizona.zoom.us/j/86255483666>

Committee Members Present: Anaiz Acosta, Mariah Alberty, Kim Barnes, Chris Cutshaw*, Lyn Durán*, John Ehiri (ex-officio), Danielle Embry, Courtney Faryab, Melanie Fleck, Joe Gerald*, Paul Hsu*, Beth Jacobs*, Nicole Johnson, Velia Leybas Nuño* (Chair), Niraly Patel*, Ashleigh Pendleton, Samantha Pierce, Kristen Pogreba Brown*, Derek Smith*, Amanda Sokan*, Michael Tearne, Terry Urbine*, Gabriela Valdez*, Nicole Yuan*

Committee Members Absent: Lauren Erdelyi*, Aminata Kilungo*, Luis Benitez, Laura Gronewold, Elsa Loya, Katie Lupo, Monica Muñoz, Abba Versace

Guests Present: Leila Barraza, Zhao Chen, Iman Hakim, Kelly Reynolds, Suzanna Trejo-Robinson

* voting member

Meeting Recording: <https://arizona.zoom.us/rec/share/xk6e2fEyAlxbz3rzhHe-B0Xid1q4mU8ly8DSMaVBmaGm7jmRlpUZKWvbR3MZ6fFm.XUePocpxCqYVsame?startTime=1696452552000>

- **Announcements:**

- UAGC Update (*Dean Hakim*)

Dean Hakim announced that the university may be merging with UA Global Campus. It is uncertain how they will offer two MPH programs, one accredited and one non-accredited. The future of AZ Online and AZ International campus is unknown and discussions are ongoing.

Comments from the committee:

- There is a proliferation of non-accredited public health programs being developed. It will be important to educate students and employers about the importance of CEPH-accreditation and market our programs effectively.

- Discussion Item: APE Plan Form Review (*Zhao Chen, Kim Barnes, Mariah Alberty, Suzanna Trejo-Robinson*)



IRB Discussion Oct
4 2023 - ZChen_slid

Dr. Chen reviewed the new IRB review and submission process which will be implemented in spring 2024.

Comments from the committee:

- Under the new process, the advisor and student will determine whether their internship requires IRB submission.

- Given the increase in One Health programs, it will be helpful to implement a process for students conducting research with animals.
- In some cases, students cannot enroll in internship credits because they are working on a project that is still undergoing IRB approval. It would be helpful if the student could enroll and participate in non-research related activities, then submit an addendum after IRB approval is obtained.
- All students would be required to complete an online training and submit a quiz at the end to track completion. It may not be necessary for faculty advisors to complete the training as many have extensive IRB experience already. Awareness of the training will help faculty assist students with the process.
- It was suggested that the Education Committee review the training video at the next meeting. It will be critical for committee members to share the video with program faculty in each department as well.
- Student resources, such as example letters, will be available in the D2L training.



10.3.23 Draft_Plan
for APE Form Fillable

Kim Barnes reviewed changes to the APE Plan Form. The form and narrative components have been combined into one document and it no longer requires Program Director signature. The submission deadlines have changed to the first of the month prior to the semester start.

Comments from the committee:

- It is important that Program Directors review the form carefully as they will be responsible for conducting the data access review instead of Suzanna.
 - It would be helpful to carefully review the form as a committee at the next meeting.
- Admissions Update – Rolling Admissions Reviews (*Courtney Faryab*)
Courtney announced that the first round of reviews will be sent out on Oct. 6th and there is only one application. The next round will go out on October 20th. It is important to conduct the reviews on time and, if reviewers are unable to complete the review, they should let Courtney know so it can be re-assigned.

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

- Minutes Approval: September 6, 2023 meeting



2023_9_6 Education
Committee Meeting

The Consent Agenda was seconded and approved.

- **Old Business:**

- Discussion Item: TA Policy and Process (*John Ehiri*)



MEZCOPH TAs
2021_2023.xlsx



TA Policy Approved
Fall 2022.docx

Dean Hakim has pre-approved spring 2024 TA allocations for each department based on historical enrollment. Departments will be provided similar information for fall 2024 in April.

The committee discussed the policy that MPH students may TA a maximum of three times. The last three years of TA data has been provided by the business office.

Comments from the committee:

- It is not clear this is actually a policy as there is no documentation. It is still important to prioritize MS and doctoral students for TA assignments. Program Directors should have flexibility to assign TAs as needed.
- It would be helpful to have some general guidelines that all programs can follow. Sometimes TA-ships are given to students outside the department and it may pose equity concerns if departments are handling assignments differently.

Remaining discussion was tabled until next month so that faculty can review the data.

- **New Business:**

- Discussion Item: Recruitment Initiatives Update (Anaiz Acosta)
This discussion was tabled until the November meeting.

- **Other Business and Reminders:**

- John is compiling a list of all presentations by MEZCOPH faculty and students at the upcoming APHA meeting in November. He asked Program Directors to send information about presentations to his office so that it can be shared with the MEZCOPH community.

Meeting adjourned at 3:02 pm.

Next Scheduled Meeting Date: November 1, 2023, 2:00 – 3:00 pm, DRACH-A326 or Zoom

Changes or corrections to the minutes may be submitted to: *Danielle Embry, Coordinator, Academic Curriculum and Faculty Affairs*