

MEZCOPH Education Committee Meeting

Final Meeting Minutes

November 1, 2023

2:00 – 3:00 pm, DRACH-A326 and Zoom: <https://arizona.zoom.us/j/86255483666>

Committee Members Present: Anaiz Acosta, Mariah Albertie, Kim Barnes, Chris Cutshaw*, Lyn Durán*, Danielle Embry, John Ehiri (ex-officio), Courtney Faryab, Joe Gerald*, Laura Gronewold, Paul Hsu*, Beth Jacobs*, Katie Lupo, Ashleigh Pendleton, Kristen Pogreba-Brown*, Samantha Pierce, Michael Tearne, Terry Urbine*, Gabriela Valdez* (chair), Yevheniia Varyvoda*, Abba Versace, Nicole Yuan*

Committee Members Absent: Luis Benitez, Lauren Erdelyi*, Melanie Fleck, Nicole Johnson, Velia Leybas Nuño*, Monica Muñoz, Niraly Patel*, Derek Smith*, Amanda Sokan*

Guests Present: Zhao Chen, Suzanna Trejo-Robinson

* voting member

Meeting Recording: https://arizona.zoom.us/rec/share/Zbnt73tG1fiwRKd81_38srGAoNpPnJEJ-x3Y0QOQ0Vl6mT6ChSvjHkOg9uxW5uA8.voe9xCf55ydXhSui?startTime=1698871504000

• **Announcements:**

- Summer/Fall 2024 New Course Deadline and Open Scheduling (Danielle Embry)
Spring 2024 schedule is finalized, and students begin registering November 2nd. Danielle will be sending draft summer/fall 2024 schedules to the Program Directors with a deadline of January 8th to reply with updates. *
The deadline for new summer/fall 2024 classes is the December Education Committee. Program directors may send new course syllabi to John and Danielle for inclusion on the December consent agenda. *
- 2024/2025 Curriculum Guide: Updates & Deadlines (Katie Lupo)
Katie is updating the Curriculum Guide for the 2024/2025 academic year and will be sending program pages to Program Directors with a deadline of January 19th to reply with updates. *
The new Curriculum Guide will be published on the website by February 1st.
- Academic Program Assessment (John Ehiri)
John's office and Luis Benitez met with UCATT assessment leads to review program materials and develop a submission process. John will contact Program Directors to request assessment data. * If the data is not available, John will assist in drafting a statement of explanation.
Comments from the committee:
 - If Program Directors would like to meet with Luis Benitez, they may, but it is not necessary. John is organizing the data collection process and will be reaching out to Program Directors for their input.

- We need to ensure that the exit surveys are asking program specific questions so they are aligned with assessment outcomes.

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

- Minutes Approval: October 4, 2023 meeting



2023_10_4
Education Committee

A motion was made and seconded to approve the Consent Agenda. The Consent Agenda was approved by a vote of 9-0.

- **Old Business:**

- Discussion Item: Internship/APE Training and Plan Form Review (*Zhao Chen, Kim Barnes, Mariah Albertie*)



10.3.23 Draft_Plan
for APE Form Fillable

The internship training materials are being finalized and will be used for summer internships. The old process will continue for spring internships, with a deadline of December 1st for students to turn in their paperwork.

Comments from the committee:

- It would be helpful to have an additional training video that walks students and faculty through completing the APE form, especially for the Human Subjects Research section. The Research Office may be able to develop more trainings in D2L.
- The deadline for spring 24 internship packets is December 1st. If necessary, chairs may request an extension by contacting Kim or Mariah.
- It would be useful to provide more guidance about what students should include in their purpose statement. The statement needs to explain why the student has chosen the internship and how it fits into their educational and career goals.
- Is there a difference between Internship Chair and APE Advisor? The online and Main campus programs currently have different titles for this role. The final version of the form will refer to them as “committee chair”.
- The internship process changes will be new for faculty and may require more training.
- It might be helpful to create a REDCap survey tool that asks questions related to the roadmap. This may help faculty and students reduce errors on the form.
- Have we had instances when students were in violation of IRB rules? Yes, there have been several problematic situations for students in the past. The process is complicated but necessary.
- The IRB review process is handled differently in other colleges and departments.
- CEPH does not require MPH students to conduct research for their APE.
- It would be helpful to broaden the discussion to all faculty in the college, perhaps as an agenda item for Faculty Assembly.

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



MEZCOPH TAs
2021_2023.xlsx

The 3-TAship maximum for MPH students is a college-wide practice, not a policy. No further discussion is necessary.

- **New Business:**

- Discussion Item: Recruitment Initiatives Update (*Anaiz Acosta*)
Anaiz reviewed recent and upcoming recruitment initiatives and events. They have been collaborating with the Communications team to develop new marketing materials.

- **Other Business and Reminders:**

- Dr. Ehiri introduced Yvheniia Varyvoda, joining the Education Committee from the Community Environment and Policy Department. Dr. Varyvoda will be temporarily assuming the EHS Program Director role while Aminata Kilungo is on leave.
- Samantha Pierce has accepted a new position in California. Her last day is November 17th.

Meeting adjourned at 2:57 pm.

Next Scheduled Meeting Date: December 6, 2023, 2:00 – 3:00 pm, DRACH-A326 or Zoom

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

***Action Items:**

- Danielle will share draft summer/fall 2024 course schedules with all Program Directors. Program Directors will send Danielle updates to the schedule by January 8, 2024. (*Danielle Embry, All Program Directors*)
- Program Directors will send syllabi for new summer/fall 2024 courses in their departments to John and Danielle to be included on the December Education Committee Consent Agenda. (*John Ehiri, Danielle Embry, All Program Directors*)
- Katie will share Curriculum Guide program pages with all Program Directors. Program Directors will respond with updates by January 19, 2024. (*Katie Lupo, All Program Directors*)
- John will reach out to Program Directors to request assessment data for the 2022-2023 reporting cycle. (*John Ehiri, All Program Directors*)