

Education Committee Report from September 5, 2007

Educational Program Actions

- Approved Biostatistics PhD minor with verbiage changes. (Attachment 1)
- Spring Semester—Internship prep Course (CPH 596n) will be taught on-line by Doug Taren.

New/Modified Course Approvals

- CPH 4XX/5XX Ergonomics (3 credit hours)--approved
- CPH 645 Nutritional Epidemiology (Time Change)—approved

Announcements

- **Sept 21 from 2:30 to 4:30:** Meeting to Discuss/Develop 2008 Admissions Process (PhD/DrPH—Submissions; MPH—Submissions & Review Process) Approach: List what worked and what did not work (20 minutes max) then develop new plan (100 minutes)
- **Needed Section Discussions (or... inform your section chair):** What does Class participation mean in your class grading scheme?, How do you measure/document it? What is the current range in your section by percentage? What does your section view as the maximum % that is acceptable.
- **Dual Degree Programs:** several under development

Process development

- A process for Course development, Submission and Review by the Education Committee was proposed, modified and approved. (Attachment 2)
- A process describing the operational procedures for the Education Committee was reviewed, amended and passed. The process addresses use of the Learning Center WIKI Confluence system to facilitate business (agenda submissions, pre-meeting reviews, online votes, consent agenda, monthly summary reports to the Faculty via the Faculty Assembly, a decision appeal process through Section Chairs), specific use of the WIKI (including monthly timelines), and a requirement that agenda items needing action all be provided in writing to facilitate review. (See Attachment 3)

Attachment 1—Biostatistics Minor (currently limited to MEZCOPH)--passed

THE PhD MINOR IN BIOSTATISTICS

The PhD minor in Biostatistics is administered by the Biostatistics Section in MEZCOPH. A total of 15 course credits are required. See the course listings for further details on the specific course requirements and schedule.

PhD Minor Requirements

15 credits, including:

- EPID 576c Applied Biostatistic Analysis
- EPID 675 Clinical Trials and Intervention Studies
- EPID 684 General Linear and Mixed Effects Models
- EPID 685 Statistical Consulting
- EPID 686 Survival Analysis.

It is the responsibility of the student to have met prerequisites (if not already required for the student's Major), such as:

- EPID 576a Biostatistics for Public Health
- EPID 576b Biostatistics for Research.

Declaration of Minor

Meet with the Chair of the Biostatistics Section to discuss the minor. Complete the Declaration of Biostatistics Minor Form and identify a Biostatistics Faculty Advisor.

Transfer of Credit

Graduate credit earned at other approved institutions may be counted toward fulfilling the requirements of the PhD minor in Biostatistics, if approved by the Executive Committee of the Biostatistics Section, and the student's Graduate Committee. All transferred credit must be at the graduate level. The Doctoral Plan of Study requires a listing of all courses the student seeks to transfer from another institution. See the Graduate College website for further details.

Composition of Committee

The composition of the Biostatistics Minor portion of the student's graduate committee shall consist of at least one primary faculty member from the Biostatistics Section. Biostatistics Minor Faculty may formulate questions for the written and oral comprehensive examinations.

Attachment 2—passed

MEZCOPH Course Establishment Process

All newly proposed SPRING courses must be submitted for review on 1 JULY preceding the offering. All proposed FALL courses must be submitted on the 15th of JANUARY preceding the offering. The lead time is required to meet University deadlines.

1. Faculty member has a bright idea for a new course.
2. The Faculty member meets with the appropriate Section and program faculty to assess programmatic need and support prior to course development.
3. The Faculty member meets with the appropriate Division Director to assure workload, and funding priority prior to course development.
4. With the consent of the appropriate program section(s) and the faculty member's Division Director, the Faculty member develops the course proposal package (e.g., the review checklist, the new course/course modification form, and the proposed syllabus) with input and review from the Associate Dean for Academic Affairs Office.
5. Prior to Education Committee submission, the Faculty member obtains course approval from the appropriate Section(s), and his/her Division Director who initial the review checklist. Colleagues suggest content modification to meet program needs.
6. The proposed course review paperwork is provided to the Section Chair for electronic submission to the Education Committee through the staff of the Associate Dean for Academic Affairs.
7. The course is electronically circulated prior to the Education Committee meeting and issues of concern are communicated by members to the appropriate Section Chair for resolution prior to the Education Committee meeting.
8. Section Chair presents the proposal to the Education Committee describing how the course meets a Section/program needs (with or without the Faculty member).
9. The MEZCOPH Education Committee considers the proposal. The purpose of the Education Committee review is to determine whether the course meets MEZCOPH standards, is not redundant with other courses offered by the university or College, and to provide suggestions that make the course more useful to the broad range of programs offered by the College. Discussion and vote ensue.
 - a. Outcome A. The course is approved. The Education Committee passes the approved course to the Associate Dean for Academic Affairs Office which

takes the approved proposal and initiates the process to establish the course through FormLink, the University of Arizona curriculum process. (Updates through step 9)

- b. Outcome B. The course is approved with amendments submitted in writing to the Faculty member by the Education Committee Chair and the Associate Dean for Academic Affairs. The written communication will include specific direction on how to proceed. (Usually resubmit to the Education Committee for final approval on-line.)
 - c. Outcome C. Approval is denied with comments in writing. If denied, the entire process must be repeated. The Section or program should contribute additional input to formulate an appropriate course.
- 10. The Office of the Associate Dean for Academic Affairs will provide monthly updates to the Education Committee on the status of approved courses.
 - 11. When the course has received all university approvals and has been initiated in the University of Arizona system, the Associate Dean for Academic Affairs Office will notify the Education Committee, Faculty member, Section Chair(s), and Division Directors that the process is complete.

Attachment 3

Proposed Education Committee Operational Processes (passed)

- 1. Material for Education Committee Review and Agenda determination
 - a. All topics for consideration at an Education Committee meeting are submitted to the Program Coordinator for the Associate Dean by Section Chairs, the Associate Dean and Support Staff who have identified issues or been given issues by anyone involved in the academic operation of the College. Posting items on the WIKI or sending an E-mail are the best medium for communication. (The Program Coordinator for the Associate Dean for Academic Affairs is the clearing house.)
 - b. All topics given to the Program Coordinator (whether by email or WIKI) are considered, prioritized and organized for consideration by the Education Committee.
 - i. Mechanisms for review:
 - 1. Consent agenda on meeting website (These are items like, changes of course times, course cross listings, etc. that will be considered approved unless objected to by a voting member). The consent agenda must be an item on the meeting agenda each month.
 - 2. Posting review and vote. Items can be posted for group edits by a specified date. Following that date, a vote can be called again due by a specified date. (This approach can be undertaken for minutes, proposed courses, program revision documents, procedures and

other documents as determined by the committee chair and the Associate Dean for electronic review. These are only approved by unanimous vote). Revisions and suggestions can be compiled (using track changes) and brought to the meeting for review and resolution if not approved on-line.

3. Topics for discussion and resolution will be placed on the meeting agenda
 - ii. Informational reports will be verbally presented to Ed Com.
 - iii. Broad topics will be brought to the Educational Committee for discussion
- c. Each month a summary report of actions will be provided to the Faculty Assembly
- d. Objections to decisions can be taken by individuals to the Section Chair for re-evaluation by the Education Committee as necessary. The committee can vote whether to reconsider the issue in light of the concern.

2. Wiki Process

- a. Once the Associate Dean, the Ed Com Chair and the Program Coordinator formulate the agenda and determine the mechanism for review, the material will be posted on the Wiki and a cover email describing the requested disposition will be sent to all members (voting and non) of the committee.
- b. Timing: The material should be posted 10 days to 2 weeks prior to the next meeting. A deadline will be specified for review and votes. Then the agenda will be revised for the face to face meeting. Any approved material will be incorporated in the minutes. Only reports and controversial issues will be discussed and resolved.
- c. Prior to the meeting, written comments/concerns or suggested modifications to documents under consideration should be made. The meeting chair will attempt to get any additional information required so the issue can be resolved at the meeting for which it is scheduled. Written input will mean speedier resolution.

3. Written proposals for review.

- a. Requests for topics to be considered should be made in writing. Proposals for consideration should be drafted in writing to expedite review (on the wiki or at the meeting).