

Education Committee Report from December 5th, 2007

Educational Program Actions

- A motion was passed to approve MD/MPH program. The MD/MPH program must submit an appendix of internship content for the Internship Manual
- There will be no “deposit” or fee collected from incoming MPH students prior to registration.

New/Modified Course Approvals

- None

Items discussed or tabled pending revision or supplemental information (see below)

Announcements

- Appropriate use of the Incomplete and the new form that must be completed and filed http://www.registrar.arizona.edu/forms/Incomplete_Grade_Report_11-21-07.pdf (see below)
- Advising: Internship Committee Development
 - o When advising a student make sure the chair of the committee is from within the Section
 - o Make sure at least 1 committee member has “content” expertise
 - o Section Chairs signatures will require that these considerations are met

Process/Policy development

- The current policy regarding course times was expressed and a process for changing the scheduled time of any course was developed and approved (see attached).

Policy for Requesting Time Changes for Core and Required Courses Approved-December 5, 2007

Current Policy

1. Core courses not overlap with other core courses.
2. Required section courses are not scheduled to meet during core courses.
3. Core courses are offered in-house for two semesters per academic year.
4. Core courses start late in the day (4:00 pm or later) for at least one semester to facilitate the attendance of working students.
5. Every core course should be offered on-line for at least one semester.
6. Education Committee approves scheduling of core and required classes.

The Education Committee needs information to approve time changes for core or required courses including:

1. Reason for the change.
2. Approval of the Section Chair.
3. A list of all conflicting courses, labeled as follows:
 - a. Section required course
 - b. Section elective/selective course
 - c. Other conflicting course
4. A schedule demonstrating that full-time section students can make it through school in two years and one summer.
5. This information is sent to the Education Committee for final approval.

Be sure to ask the course person in the Associate Dean of Academic Affairs Office to provide a table showing all current classes for the semester in question. Current versions should be posted on the MEZCOPH URL @ <http://xxx.xxx>. Each section chair can provide additional guidance.

Incomplete Grade Form

**The University of Arizona
Report of Incomplete Grade**

College _____ Department _____
Student's name _____ SID# _____
Year & Semester Enrolled _____
Course Number and Title _____ Credit hours _____

The student must complete and submit the following work by _____ (date).

The following work must be completed either by the above date or within one year for the "I" to be removed and replaced by the appropriate grade. Specific information for any exams to be taken and for grading should be attached to the department copy of this form. The one year period starts on the last day of final exams of the term when the student was enrolled in the course. Thus, a student with an "Incomplete" grade for a course taken in Spring 2007 must submit the completed work no later than the last day of final exams for the Spring 2008 Semester. During the year that the "Incomplete" grade is active, **the student cannot re-enroll in the course to remove the "I."** If the "Incomplete" grade is not replaced within one year, it changes to an "E." Once the "I" has been replaced with a final grade, the student has the option of re-enrolling in the course and possibly using the Grade Replacement Opportunity (GRO). **[Note: GRO policies differ for undergraduate and graduate courses.]**

Describe what portion of the course remains to be completed and how the final grade will be determined after the required work has been completed and graded.

The University policy for issuing an "Incomplete" grade is stated in the University Catalogs. **An "Incomplete" can only be awarded at the end of the semester when all but a minor portion of the course has been satisfactorily completed, and when the student is unable to finish due to extremely unusual circumstances and/or exceptional hardship.** The grade of "I" is not to be awarded in place of a failing grade or when a student is expected to repeat the course; in such a case, the appropriate grade must be assigned. Students should make arrangements with the instructor to receive an "Incomplete" grade before the end of the semester. After the course work is completed, the appropriate grade will be submitted on a Change of Grade form to the Registration and Transcripts Office for processing.

Date _____ Student's signature _____
Date _____ Instructor's signature _____

5/26/04; revision approved by the Faculty Senate, 11/5/07

This form is to be completed by the instructor issuing the "I" grade, signed by all parties, and filed in the department with a copy to the student.

Future discussions: Express your views to your Section Chair

Discussion items

- a. Quality Assurance Reviews (Course/Section/Program)
 1. Who is responsible? What is the role of the Education Committee?
 2. Develop appropriate policy statements and schedules
 1. Section Reviews?
 2. Course Reviews (who reviews..Section?, College Committee? Peer review?)
 3. Online Course Reviews? How do they differ from a course?
- b. Budgeting Generated Funds: A Recommendation
- c. Participation Points in Course grading: Development of guidelines following section discussions.
- d. Funded Internships—How do we get them filled (*Chris*)
- e. Committee Composition: Should academic professionals should serve on MPH Internship committees. Should their role be limited to "member" or may they also serve as "chair"? Other committees?

Fee assessments in addition to tuition: Proposed discussion:

- Graduate Certificate in Public Health is currently being put through the Graduate College **without** Program Fees. The Graduate Certificate in Public Health approximate implementation date is for the Fall of 2009.
- Doug Taren discussed moving forward to change CPH program fees to differential tuition fees for all CPH courses; an additional fee per course credit. Doug suggested structuring the differential tuition course fees at approximately \$30.00 per credit, or perhaps lowering to \$25.00 per credit. This way everyone who sits in CPH classes would pay the same amount.
- Doug asked for a consensus from all Education Committee members present.
- Mary Kay expressed concerns that this could create inter-college warfare. Mary Kay asked members to think about program fees/differential tuition and take back to their section/division heads for discussion.*
- The program fees/differential tuition discussion was tabled for discussion at a future Education Committee Meeting (date to be determined).*

Issues: Graduate Certificate in Public Health

- What should be the process for admission? By committee acceptance, or does everyone who applies get accepted.
- What should be the described order of classes (ex: should an on-line version be offered at the same time as a regular class section, and should students take the course offered for the certificate in a certain order)?
- Number of students to admit: Do we want to limit the enrollment the first year?
- Do we require the same math and biology pre-requisites?