

Education Committee Report of February 5, 2008 to MEZCOPH Faculty Feb 15 delayed to Mar 28, 2008

Initial Program: Meeting with Current and proposed dual degree partner to (1) express good will, (2) identify or enhance mechanisms of communication between the MPH and partner programs (3) identify existing challenges (4) encourage development of proposed dual degree program.

Existing Dual Degree Programs:

Lane Johnson, Director, MD/MPH Dual Degree Program- COM – Tucson

Raul Saba, Latin American Studies, MPH/MA

Kelly Merriam Castro, Mexican American Studies, MPH/MS

Potential Dual Degree Programs:

Doug Campos-Outcalt, MD/MPH Dual Degree Program- COM - Phoenix

Jane Korn – College of Law, JD/MPH

Mimi Nichter and Ivy Pike, Anthropology, MS/MPH

Ros Hill, Mining /Engineering, MPH/MS

The group agreed to a communication strategy that consists of (1) provide the dual degree program primary representative (PR) the minutes reports that go to faculty; (2) provide the PR access to the MEZCOPH Wiki Website and the Intranet to access major educational policies and changes, and the MEZCOPH Education Committee's monthly minutes; (3) to alert the PR when policy changes or implications of policy changes would affect a dual degree program. (4) PRs were asked to reciprocate by notifying the Education Committee of changes to their programs. (5) Each year the February Education Committee Meeting will have a Dual Degree Component to examine any issues and ensure communication flow.

Educational Program Actions

- The UA Phoenix: MD/MPH Dual Degree Program was approved with minor modifications (42 Credit hours); Fall of Year 2: Practicum/Leadership – 6 units; Spring of Year 3: Internship – 6 units Together they provide the same experience as the 12 unit Internship at the UA but avoid the problem of preceding the core classes. The MD/MPH program must submit an appendix of internship content for the Internship Manual
- Section Admissions Committees for 2008: General consensus statement for 2008: Each section will identify its own admissions committee members and selection process.

New/Modified Course Approvals

- The online version of CPH 573a (Epidemiology) will move from Fall Semester to Summer Session I.
- Ergonomics (456/556) will move to Fall semester even years; the course name change was not approved.

Process/Policy development

- COURSE NAME AND DESCRIPTION SHOULD CHANGE RARELY IF AT ALL. Change in name or description signifies a MAJOR course content change. If a major change is the case, then a new number must be assigned and the “new course” procedure must be completed in full.

University Policy

The UA published title & course description MUST match the course description on the syllabus. The course title can be NO LONGER THAN 80 CHARACTERS; the description can be NO LONGER THAN 280 CHARACTERS.

Rationale:

The course title and description reflect content. Title and description are the way the University tracks course comparability through time. This is the bit of information that tells the registrars office whether 2 students (years apart) took the same course. When University listings and College syllabi are inconsistent, the College is written-up during accreditation.

MEZCOPH EDUCATION COMMITTEE PROCEDURE in support of University Policy

COURSE NAME AND DESCRIPTION SHOULD CHANGE RARELY IF AT ALL. Change in name or description signifies a MAJOR course content change. If a major change is the case, then a new number must be assigned and the “new course” procedure must be completed in full. Course names (limited to 80 characters including spaces) and descriptions (limited to 280 characters including spaces) should be expected to remain stable for at least 5 years. The University frowns on repeated changes. This means faculty must think carefully about course names and descriptions when the developing new courses.

How an instructor changes the course description through paperwork resubmission:

1. Paperwork must be submitted if instructors change the course title, description or content. Be aware a new course number will be assigned.
2. Complete the full “new” course form.
3. Give the section chair all the fully completed “new course” forms and the revised syllabus reflecting all changes. The reason for the change must be compelling.
4. The section chair takes the proposed changes to the education committee.
5. If the Education committee approves, the Assoc. Dean's office submits a request to the university committee.
6. After considerable time (~18 months) the course number, title and description are changed in the catalog as requested. THEN the instructor can change the information on the distributed syllabus.
7. The syllabus must always match the University catalog. Please check each semester and make sure your course description matches the catalog description.
8. You can add a “Description Supplement” as a separate paragraph following the 280 characters of official description should you choose. The instructor can modify the supplemental description at any time.