

MEZCOPH EDUCATION COMMITTEE
“FINAL” MEETING MINUTES
NOVEMBER 5, 2008

Members Present: Nicky Teufel-Shone – Chair, Sylvan Green, Robin Harris, Mary Kay O’Rourke, Chris Tisch, Cecilia Rosales, Lisa Staten, Becky Corran, Kathleen Crist, Judy Goosherst, Selena Myers, and Sara Brinson-Soto

Voting Members Absent: Gary Hart, Doug Taren

October 15, 2008 Meeting Minutes:

The October 15, 2008 minutes were reviewed and approved. Kathleen Crist will post a copy of the final October 15, 2008 Education Committee minutes to the Wiki website*,

Topics from the Dean: (*Iman Hakim*)

Iman Hakim updated the Education Committee regarding the following:

- **Scholarships:** Iman reported that MEZCOPH has secured 1.2 million in endowment funding for scholarships, with a future goal of 3 million. In addition, Iman stated that MEZCOPH was able to secure an additional 100,000 a year, for the next 3 years, for full-tuition scholarship for students. Iman requested that the MEZCOPH Scholarship Committee develop a new plan to attract the best students to the College. Iman requested that all six section chairs sit on the MEZCOPH Scholarship Committee along with the Chair, Chris Tisch. Iman urged the section chairs to talk to their faculty and aggressively become involved in the recruitment process.* Section Chairs and faculty should give Iman an idea of what monies they will need to recruit the top students into their programs. Iman hopes that the scholarship endowment fund will increase in the future. Iman stated that the new plan should include a timeline of awarding scholarship money based on when students accept the admission offer. Time is of the essence. The question arose regarding whether it would be possible to bring potential students to campus for a recruiting visit. Iman stated that section chairs should speak with Chris Tisch, as we have a budget line for recruiting purposes. Several committee members stated that the Scholarship Committee needs to develop a strategic plan.

A motion was made and seconded to approve the following MEZCOPH Scholarship Committee structure and process:

1. MEZCOPH Scholarship Committee meets at the discretion of the Chair, Assistant Dean, Student Services and Alumni Affairs.
2. The Scholarship Committee is composed of the six section chairs, one student representative from each educational level, an alumni (rotating), and a MEZCOPH development representative (ex-officio).

The motion passed by a vote of 7-0.*

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- **FCH Section Request: Track Name Change:**

Iman stated that she supports the FCH section request to change the name of the International Health track name to Global Health. She stated that the association with the title of Global Health is seen as more of a partnership and that there is a demand for Global Health programs. After committee discussion, this issue was tabled pending submission of any curriculum course changes, from the FCH Section, associated with the Global Health Track name change.*

- **Phoenix MEZCOPH Generalist/Executive MPH Program:**

Iman stated that the Phoenix campus is moving quickly to develop an Executive MPH Program. Iman issued a charge to the Education Committee to seriously focus on moving the proposed MEZCOPH Phoenix Executive MPH Program forward to ABOR immediately. Iman reported that a concept paper, regarding the development plans for the MEZCOPH Phoenix Campus has been forwarded to the Provost, which includes plans for an Executive MPH degree and the Nation's first comprehensive MPH degree in Telehealth, starting fall 2009. In addition, a MEZCOPH Phoenix brochure has been developed, which provides information on the current and planned MEZCOPH educational and research programs at the Phoenix Biomedical Campus. This brochure has been sent to the Mayor of Phoenix and the U of A Provost, in order to establish the presence of MEZCOPH at the Phoenix Biomedical Campus. Iman stated that MEZCOPH's presence at the Phoenix Biomedical Campus has been strategically planned to complement the College's resources in Tucson; to strengthen the existing programs at the Phoenix campus, and to support the public health services in the State and specifically in the Phoenix area.

After Iman's Phoenix Biomedical Campus update, the following issues/concerns were presented by the Education Committee members:

- The MEZCOPH Executive MPH for Public Health Professionals and the MPH in Telehealth planned for Fall 2009 at the Phoenix Biomedical Campus, which are listed in the concept paper and brochure have not been approved by the MEZCOPH Education Committee.
- Committee has serious concerns that the MEZCOPH Administration is moving forward without planned programs being approved by the Education Committee.
- Will there be a new budget for the Phoenix MPH programs? Iman: Currently, no new budget; courses for the Phoenix MPH programs are currently offered on-line.
- Why not collaborate with ASU on a MPH Executive Degree? They have resources. Who is the ASU Group to contact? Instead of a competitive approach; we should have a collaborative approach. We have an accredited program.
- The Education Committee needs timelines for these MEZCOPH educational programs which are being planned for implementation at the Phoenix Biomedical Campus.

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A motion was made and seconded to amend the Internal Education Committee Action Plan to include: Submission of separate action plans from the offices of the Associate Dean for Academic Affairs and the Assistant Dean for Student Services and Alumni Affairs. The motion passed unanimously by a vote of 7-0.*

Accelerated Master’s Degree Program: *(Nicky Teufel-Shone for Doug Taren)*

Nicky Teufel Shone initiated discussion regarding Doug Taren’s email request to the committee to consider establishment and approval of the proposed MEZCOPH undergraduate degree program **and** an Accelerated Master’s Degree Program, as a one step proposed degree process, to be forwarded to the University Undergraduate Council for approval (see attachment 1).

A motion was made and seconded to **table** the request for approval of the establishment of a MEZCOPH accelerated master’s degree program **until** the new MEZCOPH Bachelor of Science degree in Public Health is in place. The motion passed by a vote of 5 – 0, 1 abstention.*

Undergraduate Degree Program: *(Education Committee Member):*

The following issues, comments and concerns were presented by the Education Committee members, regarding the newly proposed MEZCOPH undergraduate degree - BSHS Major in Public Health:

- Undergraduate program should be a College- wide program and not fall under a center (e.g. Canyon Ranch Center). The committee expressed grave concerns that administrative decisions relative to the undergraduate program have not been previously addressed by the Education Committee. The Education Committee’s charge is to oversee the educational programs of the College.
- Concerns regarding Iman Hakim’s reference that one of our new spousal hires may be appropriate for the new undergraduate program coordinator position.
- What is the timeline for the implementation of the new undergraduate degree program? Committee’s concern: The University Undergraduate Council meets on December 2, 2008 and then again on Feb. 3, 2009. Is this a sufficient timeline for program approval and admission of new students beginning in the fall of 2009?

Following a discussion,

A motion was made and seconded that the following charge from the Education Committee to the Undergraduate Workgroup Committee be made:

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1. Charge undergraduate workgroup committee to propose an operational structure and implementation plan for the new MEZCOPH undergraduate degree program including:
 - i. Timeline of Implementation
 - ii. Discussion of Scheduling of Course Sequencing (mapping of courses).

The motion passed by a vote of 5-0. 1 abstention.*

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Cumulative Policies & Procedures: (Mary Kay O’Rourke and Chris Tisch)

Mary Kay O’Rourke initiated committee review and discussion of the following academic policies and procedures: **1, 8, 9, 10, & 11-14.**
The committee’s approved changes and policy procedure adoption date are noted in [blue \(see below\).](#)*

Discussion List.....COLLEGE OF PUBLIC HEALTH DRAFT ACADEMIC POLICIES & PROCEDURES					
Abbreviations: Biostat = Biostatistics; Epi = Epidemiology; EOH = Environmental and Occupational Health; HBHP = Health Behavior and Health Promotion; GATO = Graduate Assistant Teaching Orientation; GRE = Graduate Record Exam; MEZCOPH = Mel and Enid Zuckerman College of Public Health; MPH = Master of Public health; OSSAA = Office of Student Services and Academic Affairs; PHPM = Public Health Policy and Management; TAs = Teaching Assistants					
Category	Topic	Policy/Procedure (Unchanged)	Rationale (Minor edits)	Comments	Date Policy Procedure Adopted
1. Academic	Establishment of Dual/Joint Degrees	The policy and procedures for establishment of a joint or dual degree program are similar to those of a new concentration. Additional information is required. In general, joint degrees should enable MPH students to take courses in the partner's department.	The purpose of this policy is to determine criteria and procedures to establish a joint or dual degree program. Courses will be shared between two academic programs.		11/05/08
2. Internship	Internship Advisor	Students select an internship advisor. A student's academic advisor may serve as the student's internship advisor. The student's internship advisor may not serve as the student's internship preceptor (site supervisor). The internship advisor must be from the concentration.	This policy was established to define the role of the internship advisor and prevent exploitation of students.	4 yes with added statement Must discuss added statement	
3. Internships	Internship Preparation	All MPH students must take the internship prep course; including IRB training and College project review, before starting their internship. All graduate students must complete IRB training and College project review prior to beginning research with human subjects or subject data.	Policy was needed to require students to participate in the internship preparation course.	1 Yes 2 Yes with modifications Discuss unclear	

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4. Academic	Internship	4a. Any student may start an internship after completing 3 core courses, identifying objectives and holding an initial committee meeting with their internship advisor, site supervisor and other committee member. The final culminating activity for the MPH program will be considered to be the internship presentation and report.* Combine with 4a. Each MPH student must complete 3 MPH core courses and any specific concentration area requirements prior to beginning his or her internship. These prerequisite courses may not be taken concurrently with the internship. Combine with 4a. Each MPH concentration will determine which concentration courses students must complete before starting their internships. This information is included in the Internship Manual. 4b. The presentation may not be conducted until the internship is completed and must include the final analyses and evaluation of the internship. Combine with 4b The internship presentation may occur at any Internship Conference after the student finishes the internship experience and before graduation. 4c. The report may not be turned in until the student has completed all five core courses. Combine with 4c The internship report may not be submitted until all courses have been	History of the program indicated that many students need to do their internship during the first summer that they are enrolled (after 2 semesters). We need to identify a culminating experience. Thus, the internship presentation and report and not the field experience will be considered the culminating experience. Reports need to be turned in after taking all the core courses allowing the student to incorporate all of the foundation courses into their discussion.	1. Is this policy new? 2. Students frequently present prior to final analysis 3. Graduation delay?	

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		taken or are being taken during the semester of graduation. This will allow the student the opportunity to integrate all of the knowledge gained in the MPH curriculum to the public health issue encountered in the internship setting. 4d. Each Concentration must document its specific requirements regarding the culminating experience in an appendix to the Internship Manual. 4e. A comprehensive draft of the internship report must be submitted to the readers at least four weeks prior to the last day of classes during the semester they wish to graduate. 4f. It is the advisor's responsibility to monitor the student's progress toward fulfilling the internship prerequisites. *EOH requires an internship (plus report) and a research project (plus report). Together they comprise the culminating experience			
5. Internship	Advisors	Faculty members from the Section to which the student was admitted may (must) serve as the student's primary or academic advisor.	The purpose of this policy is to identify which faculty may serve as a student's advisor.	No---may “must”? 4 yes with must....	

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6. Internship	Final Report Content	6a. The culminating experience was determined to be internship, the presentation and the report.* 6b. The format should be consistent, including a section that shows how public health is integrated into the report about the experience the student had in the community. 6c. Additionally, the three core functions and ten essential areas of public health should be included. *EOH defines the culminating experience as the internship plus report and the research project plus report.	A Policy was needed to standardize the MPH internship report across concentrations.	There is a need to discuss how the students address the program competencies in the internship report before October.	
7. Academic	Internships	All MPH students must complete an internship that is a required part of that concentration area curriculum. All MPH students must present at one of the three Internship Conferences held each year.	The purpose of this policy is to establish an internship for all concentrations.	3 yes 1 No-Revisit- IRB issues	

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8. Academic	Public Health Minor	Doctoral students who intend to have a minor in public health will be required to take at least 15 units. These units will consist of three of the five core MPH courses (Epi, Biostat, HBHP, PHPM, EOH), plus two other 3 unit courses in a concentration of their choosing. At least one MEZCOPH primary faculty member must serve as the Minor representative on the student's doctoral committee.	MEZCOPH policy consistent with Graduate College policy regarding doctoral minor curriculum and committee membership.		11/05/08
9. Academic	Program or Concentration Area Changes	Students wishing to change academic programs within the MEZCOPH or concentration areas within the MPH Program must have the permission of the Chair of the new Section/Concentration Area. To change concentration areas, a student must write a new personal statement and meet the same minimum qualifications as all applicants from the previous admissions cycle. The section Chair will review all the applicant materials and may choose to consult with section faculty to determine candidate acceptability. Courses and or examination may be required to determine a student's suitability for the new concentration or program. Requests for Change of Concentration/ Academic Program forms may be obtained from the Student Resources pages of the College's website.	This policy defines a process for students to change from one academic program or concentration to another. A student has determined his or her interest lies in a concentration other than the one currently admitted and wishes to leave one concentration pr program and enter another. Admission criteria should be equal to that of the preceding regular admission cycle.		11/05/08

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10. Admissions	Algebra prerequisite	Incoming MPH students are required to demonstrate that they have taken a college level algebra (or a more advanced math course) course with a grade of “C” or better, or to have taken a graduate level biostatistics course with a grade of “C” or better. This documentation can include their college transcripts, notice that they passed out of it during college, or if taken during secondary school, a high school record. A student who does not meet these criteria must score greater than 600 on the quantitative portion of the GRE or the student will be identified as having a efficiency..	We want to be sure that students have the minimal math skills to pass the core biostatistics course. According to Dr. Ranger-Moore, course director for biostatistics, very few students had real trouble taking the course. Thus, we want to make it possible for students with good quantitative skills to just take the course. We already have the policy that our biostatistics course meets the math requirement and undeclared graduate students who pass it do not have to show other documentation. The GRE score of 600 is a sufficient indicator that students will pass biostatistics.		11/05/08
11. Admissions	Course Deficiencies	Deficient coursework must be made up within the first year after admission to the program. These deficiencies are communicated to the applicant in the letter notifying him/her that he/she has been recommended for admission. A form indicating the course deficiency will be placed in the blue advising file at the time of admission. When the deficient course has been taken, the advisor will complete the form and submit it to the OSSAA for placement in the student's file.	A procedure was needed to track progress towards fulfilling an academic deficiency.		11/5/08
12. Admissions	Admissions Decisions	The MPH Admissions Committee, consisting of the section chairs of the Education Committee, will be the final arbiter on all MPH admissions decisions.			11/05/08
13. Admissions	Orientation	All students are expected to participate in MEZCOPH graduate orientation activities. A list of non-attendees will be distributed to the section faculty during an Education Committee Meeting.	The purpose of this policy is to provide a venue for providing consistent information to new MPH students. All students must receive consistent standardized information for completing the program.		11/05/08

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14. Curriculum	Core Course Instructor Meeting	The core course instructors will meet once a year, at a designated Education Committee for the purpose of coordinating core curriculum across the MPH program.	NOTE - this has never been implemented		11/05/08

The existing Internship Policies will be reviewed and discussed the MEZCOPH Internship Advising Workshop Scheduled for November 21, 2008 from 2:30 p.m. to 4:00 p.m.

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Other Business:

➤ **Student Annual Progress Reports and Survey:**

Lisa Staten stated that the Student Annual Progress Reports and Survey needs to be modified in order to incorporate data needed for the Education Committee’s Instructional Objectives. Lisa requested volunteers; Chris Tisch stated she will assemble a workgroup for this task.*

➤ **Education Committee Chairmanship:** (*Nicky Teufel-Shone*)

Regarding Committee chairmanship, a motion was made and seconded to nominate Gary Hart, as the next Committee Chair for the months of December 2008 and January 2009. Sylvan Green would then Chair for the months of April & May of 2009 (slots previously held by Alison Hughes). The motion was passed by a vote of 5-0.*

Unaddressed Items:

College-wide Internship Advising Workshop (*Chris Tisch and Nicky Teufel-Shone*)

Scheduled for November 21, 2008 from 2:30 p.m. – 4:00 p.m. in A116

(Tabled: Update from the Internship Advising Workshop at the December 3, 2008 Meeting)

Reports/Announcements: Section Action Plans for 2008-2009 Academic Year (*Nicky Teufel-Shone*)

(Tabled for the December Education Committee Meeting: Nicky proposing a template be developed, for consistency of section information).

Education Committee Action Item List: (*Kathleen Crist*)

(Tabled for discussion at the December Education Committee Meeting)

The meeting adjourned at 12:00 p.m. The next Education Committee Meeting is scheduled for **December 3, 2008**, 9:00 a.m. – 12:00 p.m. Drachman Hall, Room A326.*

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***Action Items:**

- Post the final October 15, 2008 Education Committee Minutes to the Wiki website and the Education Committee Intranet site. (*Kathleen Crist*)
- Implement newly approved MEZCOPH Scholarship Committee Structure and Process (*MEZCOPH Scholarship Committee*)
- Discuss student recruitment with section faculty and urge faculty to aggressively become involved in the recruitment process. (*Section Faculty*)
- Discuss curriculum course changes associated with the proposed Global Health track name change with FCH section faculty and submit any changes to the Education Committee for a future meeting agenda item. (*Nicky Teufel-Shone*)
- Amend internal Education Committee Action Plan to include: Submission of separate action plans from the offices of the Associate Dean for Academic Affairs and the Assistant Dean for Student Services and Alumni affairs. (*MEZCOPH Education Committee*)
- Notify undergraduate workgroup committee regarding the charge from the Education Committee to propose an operational structure and implementation plan for the new MEZCOPH undergraduate degree program, which includes a timeline of implementation and a discussion of scheduling of course sequencing (mapping of courses) (*Doug Taren*)
- Incorporate approved academic policies and procedures changes into the College of Public Health Academic Policies & Procedures Document (*Mary Kay O’Rourke and Chris Tisch*)
- Post approved academic policies and procedures document onto the Wiki and the College of Public Health Intranet Website (*Kathleen Crist*)
- Assemble workgroup to modify the Student Annual Progress Report and Survey to incorporate data needed for Instructional Objectives (*Chris Tisch*)
- Notify Gary Hart of committee approved nomination to Chair the Education Committee for December 2008 and January 2009 (*Doug Taren*)
- Carry forward items not discussed to the December 3, 2008 Education Committee Meeting Agenda (*Kathleen Crist*)