

MEZCOPH EDUCATION COMMITTEE
“FINAL” MEETING MINUTES
JANUARY 7, 2009

Members Present: Doug Taren – Chair, Robin Harris, Mary Kay O’Rourke, Denise Roe, Lisa Staten, Nicky Teufel-Shone, Chris Tisch, Alan Beaudrie, Kathleen Crist, Judy Goosherst, Salena Meyer, Sara Brinson-Soto and Nicole Wright.

1. Minutes Approval:

November 5, 2008 Meeting Minutes:

A motion to approve the November 5, 2008 minutes was passed by a vote of 4-0 and 2 abstentions, with a clarification to add Lisa Staten and Sylvan Green as members present.

December 3, 2008 Meeting Minutes:

A motion to approve the December 3, 2008 minutes was passed by a vote of 3-0 and 3 abstentions, with the clarification that the wording: “policy consolidations” be added to the motion regarding Consolidated, Existing Internship Policy Statements (see below):

“A motion was made and seconded to approve the MEZCOPH Internship Policies and Procedure statements with minor additions, verbiage changes, and policy consolidations. The motion was approved by a vote of 3-0. Chris Tisch will make these changes and additions to reflect the committee consensus.”

Kathleen Crist will make these changes to the November and December 2008 minutes and post a final copy of these minutes to the Wiki and Intranet websites.*

1. Announcements: (Doug Taren)

- a. Introductions: Doug Taren welcomed Denise Roe to the Education Committee as the Biostatistics Section Representative.
- b. Doug Taren discussed the need to set MEZCOPH Standards for our Distance Learning Courses.*
- c. T.A. Possibilities: Core Courses for spring 2009 have low enrollments.
- d. Nicky Teufel-Shone raised the following issue:
 - How is MEZCOPH addressing our student’s writing skills? Do students acquire writing skills in CPH 577 or are we assuming they already have good writing skills when they come into the College? Where do we want to focus? Faculty are seeing problems with students writing skills. The College needs to focus on writing skill building. This issue will be placed on a future Education Committee Meeting agenda for further discussion.*
 - Denise Roe suggested that the College offer a (1) unit on-line required writing skills course.
 - Doug Taren stated that this is also a mentoring/advising issue: students need to know what is expected of them.

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- e. Doug Taren announced that the College has administered the DrPH Qualifying Examination to three students on January 6, 2009. Each student was given a different question/scenario. This is a take home exam and students have one week to complete the exam. There are two more DrPH students scheduled to take the exam.

3. **New Business/Discussion Items:**

a. **New Required HBHP Section Course:** (*Lisa Staten*)

The new course approval forms and syllabi for CPH 6XX, Applied Public Health Theory, proposed by Peter Giacobbi were reviewed. The committee suggested that Peter Giacobbi double check that the readings listed for this course are not being used in CPH 577. The readings also look old; however Lisa Staten stated that she believes they are being used to provide a historical context. The committee suggested more contemporary readings be used for a 600 level course. Lisa Staten will convey the committee's suggestions to Peter Giacobbi.

Following discussion, **a motion was made and seconded that this new course, CPH 6XX, Applied Public Theory, effective fall 2009, be approved. The motion was passed by a vote of 7-0.***

b. **New FCH/Epi Section Course:** (*Robin Harris*)

The new course approval forms and syllabi for CPH 6XX, Changing Health Policy via Cultural Understanding and Epidemiological Analysis, proposed by Kacey Ernst and Duke Duncan were reviewed. The committee recommended that this be a 600 level course. It was also suggested that this course be cross-listed with Anthropology.*

Following discussion, **a motion was made and seconded that this new course, CPH 6XX, Changing Health Policy via Cultural Understanding and Epidemiological Analysis, effective fall 2009, be approved. The motion was passed by a vote of 7-0.***

c. **MPH HBHP Concentration Changes:** (*Lisa Staten*)

- i. Lisa Staten presented an outline of the proposed HBHP-MPH course resequencing and revisions (**see attachment 1**). Lisa stated that HBHP is proposing adding CPH 6XX, Applied Public Health Theory (3 units) as a required course, and also decreasing the electives units from 9 to 6. After committee review and discussion, **a motion was made and seconded to approve the HBHP MPH course resequencing and revisions. The motion was passed by a vote of 7-0.**
- ii. Lisa Staten presented the HBHP section's time change request for CPH 535 – Multi-cultural Health Beliefs Course from Thursday 9-11:50 to Wednesday 3-5:50. Reason - Conflicts with CPH 577, which will be a direct conflict as students need to be able to take both courses during the same semester. Course conflicts – EPID 615A – Nutritional Epi, EPID 685-Statistical Consulting (Roe), EPID 573A – (Epi core -not a conflict with our suggested sequencing), CPH 484/584 (Reynolds/Beamer), CPH 562 (Eng). None of these will be issues for our students. They can take the courses in their second year in the fall if they are interested. Right now 2/3 of the students for this course are from our concentration with some Phoenix students. Historically, it has not had many students from EPI, Biostats, or EOH.

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After committee review and discussion, a motion was made and seconded to approve the HBHP section's time change request for CPH 535 effective fall 2009. The motion was passed by a vote of 7-0.

d. PHPM Section Course Time & Offering Changes: (Doug Taren)

Doug Taren presented the following PHPM section course time and offering change requests, which were approved at the December 1, 2008 PHPM section meeting:

CPH 569, Fundamentals of Health Budgeting and Financial Management &
CPH 641, Advanced Health Care Administration (Instructor: Dr. Gail Barker):

- o Section requests the time of for these two courses to be changed to 3:00 p.m., in order to accommodate the medical students who would like to take them. This change would be effective fall 2009.

CPH 565, Public Health Advocacy (Instructors: Jill de Zapien and Maia Ingram):

- o The advocacy course has been requested by students to be offered more often. Right now this course is only offered every other year. Jill and Maia would like to offer it yearly and encourage this perhaps to becoming a mandatory course.
- o The section has approved the request to teach advocacy every year; one year Monday afternoon and the next year Wednesday morning.

After committee review and discussion, it was determined that the committee needed more documentation regarding course conflicts for CPH 569, 641 and 565*. These course time and offering change requests were tabled for the next Education Committee Meeting on February 4, 2009.*

2. Academic Program Reports/Updates: (Doug Taren)

- a. MEZCOPH Undergraduate Degree Program Proposal:
Bachelor of Science in Health Sciences – Public Health Major: Doug informed the committee that he is currently working on the final implementation plan for the new BSHS – Public Health Major, which needs to be submitted to Patti King with the University's Office of Academic Affairs by January 15, and then forwarded to the Undergraduate Council for review at the next meeting on February 3, 2009. Doug will send the committee a copy of the finalized document.*
- b. Phoenix MEZCOPH Generalist/Executive MPH Degree Program Proposal -
Doug informed the committee that the final implementation plan for the Phoenix MEZCOPH Generalist/Executive MPH Degree Program is currently pending.
- c. Sylvan Green's Courses for Spring 2009:
Doug informed the committee that EPID/CPH 652 and EPID/CPH 675 have been cancelled for spring 2009. Denise Roe commented that since the Grantsmanship Course, EPID/CPH 652, has been cancelled, she suggested that students take the two unit Pharmacology course, PHCL 595B,

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Scientific Writing Strategies, Skills and Ethics. Mary Kay asked if MEZCOPH could cross-list with PHCL 595B. Denise stated that PHCL 595B is already cross-listed with approximately 5 other departments. Pharmacology may not want to add another cross-listing. Denise Roe stated that EPID/CPH 675, Clinical Trials and Intervention Studies will not be offered in the future unless a new faculty member can be found to teach this course. Bonnie LaFleur has offered to teach as an independent study if a student needs to take this course. Nicole Wright expressed concerns, regarding EPID/CPH 675, as it is the only course in the College for students to take in order to be exposed to clinical trials. Denise also stated that the Biostatistics Seminar course, EPID 696S will co-convene with the Epidemiology seminar, EPID 696A, during the spring 2009 semester.

d. Other Academic Updates for Spring 2009:

Chris Tisch reported that the College currently has to date 250 graduate applications for Fall 2009. Last year, the College had approximately 306 total applications for fall 2008. Denise Roe stated that she needs the MEZCOPH timeline for review of applications for fall 2009. Doug Taren stated he would send the timeline for review of applications for Fall 2009 to Denise.*

1. **Instructional Objectives:** (*Lisa Staten*)

Lisa Staten initiated discussion regarding the evaluation data for the MEZCOPH instructional objectives. Lisa provided the instructional objectives' data report and feedback tracking form materials for committee review and discussion. Lisa stated that the committee needed to determine who will be responsible for filling out the objective tracking forms related to each of the 20 objectives. It was suggested that the twenty objectives be divided up between the Education Committee members. In addition, it was suggested that the feedback tracking forms be converted to fillable PDF forms (which will then populate to a spreadsheet). Lisa stated she would provide an updated copy of the instructional objectives' data report, with Chris Tisch's updated comments. In addition, Lisa will divide up the twenty objectives and email committee members their assigned objectives. Lisa requested committee members review their assigned objectives and complete the PDF feedback tracking form for each objective. Forms should be submitted to Lisa by Friday, January 16.*

2. **Consolidated Internship Policy Statements:** (*Chris Tisch*)

Chris Tisch distributed a copy of the updated MEZCOPH MPH Internship Policy Statements to committee members. These consolidated statements represent the current MPH internship policies in effect as of January 2009 (**see attachment 2**). After committee review and discussion, it was determined that sections chairs would inform their faculty of the updated policy statements for section information and discussion.

Nicky Teufel-Shone raised the issue of the need to develop an internship policy statement regarding disclosure of internship information publicly. Nicky stated that currently some students, who do their internships with an Indian tribe and industry, are not permitted to present their internship data/results publicly. This issue will be placed on the agenda at a future Education Committee Meeting.*

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3. **MEZCOPH Faculty Excellence in Teaching Award:** (*Doug Taren*)

Doug Taren initiated discussion regarding the revised draft of the MEZCOPH Faculty Excellence in Teaching Award criteria. After committee review and discussion, **a motion was made and seconded to approve the teaching award criteria with minor formatting and verbiage changes (see attachment 3).** The motion was approved by a vote of 6-0. Kathleen Crist will make the committee’s recommended changes to the MEZCOPH Faculty Excellence in Teaching Award criteria and send the call for nominations to the MEZCOPH listserv.*

4. **Other Business:** (*Doug Taren*)

a. **TRIF Call for Proposals:** “Anyplace Access for Arizonans Initiative”, December 2008:

Doug Taren announced the request for TRIF Proposals for funding to support the development of on-line and/or other distance-deliverable coursework programs at the University of Arizona. Doug and Iman have already received two project requests from Jill de Zapien and Jennie Mullins. Doug is requesting faculty send proposed MEZCOPH TRIF project requests to him and Iman, as soon as possible, as proposals are due by January 30, 2009 at 5:00 p.m.

The meeting adjourned at 12:15 p.m. The next Education Committee Meeting is scheduled for February 4, 2008, 9:00 a.m. – 12:00 p.m. in Drachman Hall, Room A326.*

Changes or corrections to the minutes should be submitted to:

Kathleen Crist
Program Coordinator, Senior

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*Action Items:

- Incorporate the approved changes into the November and December 2008 meeting minutes and post the final minutes to the Wiki and Intranet websites. (*Kathleen Crist*)
- Carry forward agenda item, Setting Standards for our Distance Learning Courses, for discussion to a future 2008-2009 Education Committee Meeting. (*Kathleen Crist*)
- Carry forward agenda item, Writing Skills Building Course for MEZCOPH Students, for discussion at a future 2008-2009 Education Committee Meeting. (*Kathleen Crist*)
- Route Peter Giacobbi's newly approved course, CPH 6XX, Applied Public Health Theory, through the University of Arizona Form Link curriculum system for University approval and add this course to the MEZCOPH Fall 2009 Schedule of Classes. (*Kathleen Crist*)
- Route Kacey Ernst and Duke Duncan's newly approved course, CPH 6XX, Changing Health Policy via Cultural Understanding and Epidemiological Analysis, through the University of Arizona Form Link curriculum system for University approval and add this course to the MEZCOPH Fall 2009 Schedule of Classes. (*Kathleen Crist*)
- Suggest to Anthropology that CPH 6XX, Changing Health Policy via Cultural Understanding and Epidemiological Analysis be cross-listed. (*Doug Taren*)
- Make the approved day and time changes to the MEZCOPH and University Fall 2009 Schedule of Classes for CPH 535. (*Kathleen Crist*)
- Inform the PHPM Section Faculty that the Education Committee needs course conflict documentation for CPH 569, 641 and 565 in order to approve PHPM section course time offering change requests. (*Doug Taren*)
- Carry forward agenda item, PHPH section course time offering change requests, for discussion at the February 4, 2009 Education Committee Meeting (*Kathleen Crist*)
- Send the timeline for review of applications for Fall 2009 to Denise Roe (*Doug Taren*)
- Review assigned instructional objectives and complete PDF instructional objectives feedback tracking forms and submit to Lisa Staten by January 16, 2009 (*Education Committee Members*)
- Make the approved changes to the MEZCOPH Faculty Excellence in Teaching Award criteria and send the call for nominations to the MEZCOPH listerv. (*Kathleen Crist*)
- Review the request for TRIF Proposals for funding to support the development of on-line and other distance-deliverable coursework programs; notify sections faculty; and send project requests to Doug Taren and Iman Hakim before the deadline of January 30, 2009. (*Section Chairs*)

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- Carry forward items not discussed to the February 4, 2009 Education Committee Meeting agenda
(*Kathleen Crist*)

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“ATTACHMENT 1”

**Education Committee Approval Requested for the following MPH HBHP Concentration Changes –
Submitted by Lisa Staten – December 15, 2008**

Outline of HBHP course sequencing changes, justification and feasibility

1. New required section course - CPH xxx - Applied Public Health Theory Course to be taught by Dr. Pete Giacobbi. – (see attached documents) –Revised sequencing of courses – Copies of current and proposed course sequencing are attached so that changes can be seen.
2. Revision of pre-requisites to reflect re-sequencing of courses. See bottom of 2009-2010 course sequencing.
3. Time change request for CPH 535 – Multi-cultural Health Beliefs Course from Thursday 9-11:50 to Wednesday 3-5:50. Reason - Conflicts with CPH 577 which will be a direct conflict as students need to be able to take both courses during the same semester. Course conflicts – EPID 615A – Nutritional Epi, EPID 685- Statistical Consulting (Roe), EPID 573A – (Epi core -not a conflict with our suggested sequencing), CPH 484/584 (Reynolds/Beamer), CPH 562 (Eng). None of these will be issues for our students. They can take the courses in their second year in the Fall if they are interested. Right now 2/3 of the students for this course are from our concentration with some Phoenix students. Historically it has not had many students from EPI, Biostats, or EOH.

Documentation

- I. The Social and Behavioral Discipline-specific competencies were mapped for the courses.

Social and Behavioral Sciences Competencies	Courses
1. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice	577, 532a, Applied Theory
2. Identify the causes of social and behavioral factors that affect health of individuals and populations.	577, 531, 535
3. Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.	532a
4. Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.	577,532a, 535
5. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.	532a, 574, Applied Theory
6. Describe the role of social and community factors in both the onset and solution of public health problems.	577, 535, 531
7. Describe the merits of social and behavioral science interventions and policies.	531, 577, 535
8. Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.	531, 532a, Applied Theory
9. Apply ethical principles to public health program planning, implementation and evaluation.	577, 531, 596e, 574
10. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.	532a, 577, Applied Theory

[Courses: #531 – Contemporary Health Issues and Research; 532a – Applied Aspects of Program Planning Implementation & Evaluation 1; #535 – Multicultural Health Beliefs; #577 – Sociocultural & Behavioral Aspects of Public Health; #596e – Health Education/Behavioral Sciences Leadership Seminar; #574 - Public Health Policy and Management]

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University of Arizona
Mel & Enid Zuckerman College of Public Health
MPH - Health Behavior and Health Promotion Concentration Curriculum and
PROPOSED Course Sequencing

MPH – HBHP Curriculum (Effective 6/08)

Required Core Courses for M.P.H.

CPH 573A Basic Principles of Epidemiology (3)
CPH 574 Public Health Policy and Management (3)
CPH 575 Environmental & Occupational Health (3)
CPH 576A Biostatistics in Public Health (3)
CPH 577 Sociocultural & Behavioral Aspects of
Public Health (3)
CPH 596N Internship Preparation (1)

Required Courses for the HBHP

CPH 531 Contemporary Health Issues &
Research (3)
CPH 532A Applied Aspects of Program
Planning, Implementation & Evaluation I
(4)*
CPH 535 Multi Cultural Health Beliefs (3) *
CPH 909 Master’s Report “Internship” (6) *
CPH 596E - Health Education/Behavioral
Leadership Seminar (2)
Electives (9)

Required Core Course Credits (16)

Required HBHP Major Credits (27)

Total Credit Hours: 43

Recommended Course Sequencing (Effective 6/08)

First Year

Fall Semester (9 credits)

CPH 531 Contemporary Health Issues &
Research (3)
CPH 576A Biostatistics in Public Health (3)
CPH 577 Sociocultural & Behavioral
Aspects of Public Health (3)

Spring Semester (13 credits)

CPH 532A Applied Aspects of Program
Planning, Implementation & Evaluation I
(4)*
CPH 573A Basic Principles of Epidemiology (3)
CPH 596E Health Education Leadership
Seminar (2)
CPH 596N Internship Preparation (1)
Elective (approved by Advisor) (3)

Second Year

Fall Semester (11 credits)

CPH 535 Multi Cultural Health Beliefs (3) *
Elective (approved by Advisor) (3)
CPH 574 Public Health Policy & Management
(3)
CPH 909 Master’s Report “Internship” (2)

Spring Semester (10 credits)

CPH 575 Environmental & Occupational Health (3)
Elective (approved by Advisor) (3)
*CPH 909 Master’s Report “Internship” (4)

*Prerequisites for: CPH 532A: CPH 531 and CPH 577
 CPH 535: CPH 532A, and CPH 577
 CPH 909: At least 3 Core Courses and CPH 532A

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University of Arizona
Mel & Enid Zuckerman College of Public Health
MPH - Health Behavior and Health Promotion Concentration Curriculum and

MPH – HBHP Curriculum (Effective 6/09)

Required Core Courses for M.P.H.

CPH 573A Basic Principles of Epidemiology (3)
CPH 574 Public Health Policy and Management (3)
CPH 575 Environmental & Occupational Health (3)
CPH 576A Biostatistics in Public Health (3)
CPH 577 Sociocultural & Behavioral Aspects of
Public Health (3)
CPH 596N Internship Preparation (1)

Required Courses for the HBHP

CPH 531 Contemporary Health Issues &
Research (3)
CPH 532A Applied Aspects of Program
Planning, Implementation & Evaluation I
(4)*
CPH 535 Multi Cultural Health Beliefs (3) *
CPH XXX Applied Public Health Theory (3)*
CPH 909 Master’s Report “Internship” (6) *
CPH 596E - Health Education/Behavioral
Leadership Seminar (2)
Electives (6)

Required Core Course Credits (16)

Required HBHP Major Credits (27)

Total Credit Hours: 43

Recommended Course Sequencing (Effective 6/09)

First Year

Fall Semester (12 credits)

CPH 531 Contemporary Health Issues & Research (3)
CPH 576A Biostatistics in Public Health (3)
CPH 577 Sociocultural & Behavioral Aspects of Public
Health (3)
CPH 535 Multi Cultural Health Beliefs (3)

Spring Semester (13 credits)

CPH 532A Applied Aspects of Program Planning,
Implementation & Evaluation I (4)*
CPH 573A Basic Principles of Epidemiology (3)
CPH 596E Health Education Leadership Seminar (2)
CPH 596N Internship Preparation (1)
Elective (approved by Advisor) (3)

Second Year

Fall Semester (11 credits)

CPH XXX Applied Public Health Theory* (3)
CPH 574 Public Health Policy & Management (3)
CPH 909 Master’s Report “Internship” (2)
Elective (approved by Advisor) (3)

Spring Semester (7 credits)

CPH 575 Environmental & Occupational Health (3)
*CPH 909 Master’s Report “Internship” (4)

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“ATTACHMENT 2”

Consolidated MPH Internship Policy Statements

The following list of MPH internship policies have been compiled through a comprehensive review of the minutes of MPH Program Committee meetings, MEZCOPH Education Committee minutes, and MPH Internship Workshops. These consolidated statements represent the current MPH internship policies in effect as of January 2009.

1. All MPH students must complete an internship that is a required part of that concentration area curriculum. The final culminating* activity for the MPH program will be considered to be the internship, the presentation and the report.
2. To prevent liability issues, students must enroll in a minimum of 1 credit hour of internship during any semester that they are involved in on-site internship related activity.
3. Students select an internship advisor from the same Section to which the student is admitted. 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 site supervisor. The second member of the student's committee, who generally provides content expertise and who serves as the second reader of the internship report, may be a faculty member from any department or college at the University of Arizona.
4. All MPH students must take the internship prep course; including IRS training and College project review, before starting their internship.
5. Students may not select an internship site that is under current US State Department travel advisory.
6. A student may conduct his or her internship at the worksite, provided that the student's direct supervisor or other person who is above the student in the line of supervision does not serve as the student's internship site supervisor. The student must be assigned to a new area of responsibility for the duration of the internship; i.e., students may not receive academic credit for performing their regular job.
7. The student is required to develop written internship objectives and hold an initial committee meeting with his or her internship advisor, site supervisor and other committee member prior to starting the internship.
8. Students may start an internship after completing 3 core courses and all specific concentration area internship requirements. Information about concentration specific requirements is included in the Internship Manual. These prerequisite courses may not be taken concurrently with the internship.
9. It is the advisor's responsibility to monitor the student's progress toward fulfilling the internship prerequisites.
10. Each Concentration must document its specific requirements regarding the culminating experience in an appendix to the Internship Manual.
11. All MPH students must present at one of the three Internship Conferences held each year. The presentation may occur at any scheduled Internship Conference after the internship is completed and before graduation.

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12. Prior to internship presentation at the internship conference, students must have a draft of the internship report and abstract approved by their advisor. The draft must include a discussion of analyses and results and all major sections of the report. The advisor's signature on the abstract indicates this preliminary approval has been provided.
13. Each semester the Office of Student Services will invite site supervisors of presenting students to the internship conference.
14. The internship report may not be submitted until all core courses have been 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.
15. A comprehensive draft of the internship report must be submitted to the committee at least four weeks prior to the last day of classes during the semester they wish to graduate.
16. The format should be consistent across all reports, including a section that shows how public health is integrated into the report about the experience the student had in the community.
17. Additionally, the three core functions and ten essential areas of public health should be addressed in the internship report.
18. The presentation must include the final analyses and evaluation of the internship.
19. A panel of faculty/AP judges will choose an outstanding presentation in each Internship Conference session.
20. Winners of the outstanding internship awards will be announced at the reception following each Internship Conference. Acknowledgement of Outstanding Internship Presentation winners will be made in the printed convocation program.

*EOH requires an internship (plus presentation and report) and a research project (plus defense and report). Together they comprise the culminating experience. Consolidated MPH Internship Policies Page 2 of 2

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“ATTACHMENT 3”



MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH
FACULTY EXCELLENCE IN TEACHING AWARD 2008
NOMINATION GUIDELINES

(Nomination Deadline: February 18, 2009)

WHAT IS THE AWARD?

The Mel and Enid Zuckerman College of Public Health (MEZCOPH) Faculty Excellence in Teaching Award was created to recognize and honor unusual dedication and outstanding performance by a member of the teaching faculty. The award is given annually, provided a suitable candidate is available. A plaque and a check for \$1,000 will be presented at the Annual University of Arizona Awards of Distinction reception and ceremony on April 15, 2009.

WHO CAN BE NOMINATED?

Any faculty member who meets the following eligibility requirements:

1. The nominee must be a member of the MEZCOPH primary faculty who is teaching formal courses. Appointment must consist of more than 20% teaching.
2. The nominee must have taught formal courses for a minimum of two (2) consecutive years.
3. The nominee cannot have won this award within the last three (3) years.
4. In addition to formal course instruction, the nominee must be or have been involved in two or more of the following activities:
 - Student counseling and advising
 - Directing graduate student internships, theses and dissertations
 - Serving as faculty advisor to student clubs and activities
 - Developing and/or introducing innovative teaching methods
 - Participating in and/or directing new course and curriculum development

WHO CAN NOMINATE? Nomination of candidates for this award may be made by any administrative head, faculty, appointed professional, staff or student in MEZCOPH. **SELECTION PROCEDURE: A committee will review all nominations and make their selection based on the materials submitted.**

Note: All non-winning nominees' applications will be held over and remain eligible for the following year. All nominees will be given the opportunity to update their application before review.

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MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH
FACULTY EXCELLENCE IN TEACHING AWARD 2008
NOMINATION GUIDELINES

(Nomination Deadline: February 18, 2009)

REQUIRED MATERIALS:

All materials submitted must be in the following order: (Incomplete packets will not be reviewed.)

1. Completed Nomination Form (see page 3).
2. Letter of Recommendation from any administrative head, faculty, appointed professional, staff or student in MEZCOPH (see page 4 for nomination letter instructions).

The deadline for the 2008 Faculty Excellence in Teaching Award will be 5:00 p.m. on Wednesday, February 18, 2009.

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MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH
FACULTY EXCELLENCE IN TEACHING AWARD 2008

NOMINATION FORM

(Nomination Deadline: February 18, 2009)

I. Please provide the following information:

- A. Today's Date
- B. Nominee's Name, Title, Division, Campus Address, Phone Number, E-mail Address
- C. Nominee's Degrees (include date and major)
- D. Nominator's Name, Title, Division, Campus Address, Phone Number, E-mail Address
- E. In addition to formal course instruction, the nominee must be or have been involved in two or more of the following activities (check all that apply):
 - ☐ Student counseling and advising
 - ☐ Directing graduate student internships, theses and dissertations
 - ☐ Serving as faculty advisor to student clubs and activities
 - ☐ Developing and/or introducing innovative teaching methods
 - ☐ Participating in and/or directing new course and curriculum development

II. Define Nominee's Appointment: (% instruction)

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MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH
FACULTY EXCELLENCE IN TEACHING AWARD 2008

(Nomination Deadline: February 18, 2009)

Instructions for Nomination Letters:

Nomination Letter should address two or more of the following:

- A. **Teaching Quality Assessment** - The degree to which the nominee clearly demonstrates both recent and sustained excellence in teaching, as indicated by formal student and peer evaluations. Include reference to any awards and honors related to teaching.
- B. **Service to the Teaching Profession** - The degree to which the nominee provides leadership in promoting outstanding teaching at the college, division, section, university, regional and national levels. Consideration will be given to committee activity, publication, grants received, presentation and recognition.
- C. **Service to Students: Research Education Academic Advising** - The degree to which the nominee has an exemplary record of student service through such activities as academic and career advising, mentoring, supervising internships, placement of graduates, sponsorship of student associations, graduate committee service, etc.

Send all required materials to:

Dr. Douglas Taren, Associate Dean, MEZCOPH, Office of Academic Affairs, P.O. BOX 245163, Drachman Hall, Rm. A317H Campus; taren@email.arizona.edu by 5:00 p.m. on Wednesday, February 18, 2009.

Questions regarding the nomination process or event may be directed to Kathleen Crist,
kcrist@email.arizona.edu;
Phone: 520-626-8808.
