

MEZCOPH EDUCATION COMMITTEE
“FINAL” MEETING MINUTES
FEBRUARY 4, 2009

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

Guests: Brittany Kaza, Latin American Studies; Darcy Roman-Felix, Mexican American Studies; Mimi Nichter, Anthropology; and Hal Strich, College of Medicine, Tucson.

1. **Dual Degree Programs** - MPH (*Doug Taren*)

- a. **Introductions:** Introductions by the MEZCOPH Education Committee members and invited Dual Degree Program representatives were made.
- b. **Questions, Comments, Thoughts regarding Dual Degree Programs: - Discussion Items:**
 - Darcy Roman-Felix stated that students need more time to complete the MPH/MS in Mexican-American Studies. Currently, the suggested dual degree program schedule allows a student to earn a Master of Science degree in Mexican American Studies (M.S.) and a Master of Public Health (M.P.H.) in 2.5 years. Darcy stated that it generally takes 3 years for a student to complete the dual degree.
 - Dual degree students need to be aware that MEZCOPH’s dual degree programs offer them the opportunity for interdisciplinary study by allowing a student to customize their dual degree by selecting any one of six MPH concentration areas.
 - It was suggested that Dual Degree advisors meet together with their students, periodically, each semester, to review the student’s progress and to discuss coursework and advising recommendations.
 - Students have been asking what are the career, job possibilities, and ramifications of getting a dual degree. We need to find this out, in order to market the dual degree programs. It was suggested that dual degree programs ask their students, “What do you want to do with this dual degree program?” This could be done during the admission application process, by possibly telephoning the student. It was also suggested that we ask each student why they want a degree in Public Health? What skills do you think you will acquire?” There is no right answer to this question. It just plants a seed in the student’s mind.
 - It was recommended that students be advised of the time obligations necessary to complete a dual degree program. There should be a face-to-face meeting after a student is admitted to a dual degree program where advisors of both programs meet with the student during the first semester in residence and a conversation need to take place regarding the expectations of the dual degree program.
 - Currently, we do not have a “joint” dual degree letter of admission. However, Doug Taren stated that there needs to be coordination of a dual degree admissions letters from both degree programs to the student. However, since admission deadlines vary

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between programs, and we need to communicate to the student who their dual degree advisors will be for each program, and that there will be a meeting with both advisors during the first semester in residence, the joint letter of admission could possibly be sent out during the middle of March, if both programs have accepted the student.*

- The following questions were raised: “Do we want more students jointly? Do we combine resources? How do we market the dual degrees? Where are dual degree seeking students coming from (undergraduates, workforce industry, Peace Corps, etc.)?”
- It was recommended that a MPH/MA dual degree with Anthropology be established in the near future, as there would be great interest and marketability in this dual degree program.* Mimi Nichter stated that we need to make both degrees “doable” for students. People are coming from all different types of backgrounds and experiences. However, there are two different dual degrees to consider:
 1. MPH/MA in Anthropology &
 2. MPH/PhD in Anthropology

Doug Taren stated that the MPH internship is the venue for the thesis option. Committee members suggested that we establish each of these two degrees separately; one degree at a time. Mimi Nichter commented that a MPH/PhD in Anthropology would be the most desirable right now. In addition, Anthropology has a graduate certificate program in medical anthropology. Requirements include 12 hours of coursework directly related to medical anthropology and a three credit research project resulting in a publishable paper or defensible grant proposal. Another possibility could be that Anthropology PhD’s could do a MEZCOPH certificate and vice versa. In addition, our new undergraduate degree major, B.S. in Public Health, could be a “stepping stone” for our students to do a dual degree with other graduate programs (ex. MAS, LAS, Anthropology, etc.)

- Doug Taren commented that there is a national movement to have all county, state, and federal health departments to become accredited (funding will be linked to accreditation). There is now a CPH (Certified in Public Health) exam for students who have completed a graduate level degree from a CEPH-accredited school or program of public health. Health departments will look for Certified Public Health status in their recruitment process, as it provides a consistent way of assuring that students have a basic understanding of public health concepts.
- It was suggested that current dual degree students meet with new dual degrees program admits, in order to discuss their experiences (positive and negative) within the MPH MEZCOPH program and with University wide dual degree programs students.

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2. **Minutes Approval:**

January 7, 2009 Meeting Minutes:

A motion to approve the January 7, 2009 minutes was passed by a vote of 7-0, with a clarification that the wording in bold be added to the following paragraph below:

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.*

Kathleen Crist will make these changes to the January 7, 2009 minutes and post a final copy of these minutes to the Wiki and Intranet websites.*

3. **Announcements:** (*Doug Taren*)

- a. **TRIF Grants:** Doug Taren reported that the College submitted four TRIF Grant Proposals for funding to support the development of on-line courses:

1. General Public Health Course
2. Health Preparation Course
3. Health Communities Environmental Safety Course
4. Public Health Informatics

It is expected that cash awards to academic units will not exceed \$100,000 per year for one or two years for each proposal submitted.

Doug asked the Education Committee members to think about the “vetting” process for proposals requests to support course development. Do we want a process to have these proposed courses “vetted” through and reviewed by the committee?

The following issues and comments were presented by committee members:

- Include proposed TRIF courses in annual section plan goals and submit to the Education Committee with section plans.
- The College needs to be careful about making commitments/resources. Should we focus on one proposal from the College or submit more than one.
- Each section should look at their goals for the next few years – see where TRIF proposals could “fit in” and be included. If funding is received, this would be a major shift for sections.
- Since TRIF Grants generally have a short timeline, and are announced at the end of each year, the Education Committee may want to have a discussion at the November yearly

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meeting to discuss and prepare for request for TRIF proposals, which are usually announced in December of that year. However, each year the request for TRIF proposals has a different emphasis. For example, last year it was Water Issues.

- How do proposals fit into the educational goals of each section? Do they give guidance to an investigator (s)? This is a division and section level discussion, if it involves a shift of education and teaching duties. The commitments to the College and coordination process need to be looked at. Also, the priorities of the College and within the divisions and sections need to be addressed.
- What about internal certificates? Do we want to “vet” internal certificates? What is the role of this committee? We need to look at the bigger picture; College programs. What areas do we want to develop within our educational programs?
- Doug Taren commented that we need to differentiate between “credit” certificate programs and “non-credit” certificate programs. For example, Doug’s stated that his RMPHEC certificate is NOT a U of A certificate. Even though his certificate students take University of AZ courses, the University’s name is not on the printed certificate. The standards and oversight of certificate programs needs to be looked at. Doug Taren stated that Htay Hla met with Sukon Kanchanaraksa, Director of the Center for Teaching and Learning with Technology at Johns Hopkins Bloomberg School of Public Health, in order to discuss components (e.g. D2L, exams, and quizzes), effectiveness, standards, and quality of online courses and programs. Doug stated that he is willing to draft a policy regarding MEZCOPH standards for on-line courses and programs for the Education Committee’s review, and then forward to the Faculty Assembly for review and approval.

b. **Admissions:** (*Becky Corran and Chris Tisch*)

Becky Corran reported that several sections, Biostatistics, Epidemiology, and EOH have completed the admission application reviews for the first admissions cycle (January 1, 2009 deadline). Admission letters and financial aid offers have gone out to some of the accepted students and advisors from these sections are making contact with these accepted students. The PHPM, FCH and HBHP sections will be meeting to complete their section’s admission application reviews by next week. Becky reported that approximately 240 applications were received and are being reviewed for the first admission cycle. The next admissions application deadline is March 1, 2009. In addition, Becky will be scheduling an admissions committee meeting, in order to review the MPH applicants who do not meet the minimum admissions requirements.

4. **Course Changes and Approvals:**

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

Doug Taren presented the following Public Health Policy and Management Section Request for Changes in Course Times:

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The change in time for the first two courses will allow working students and medical students in Phoenix and Tucson to have better access to the course since it will be at the end of the day.

CPH 569 Fundamentals of Health Budgeting and Financial Management

Currently Offered: Fall Tuesday 11:00am to 1:45pm

Request to Move to: Fall Tuesday 3:00pm to 5:50pm

CPH Conflicts: CPH 574, EPID 576A, CPH 478/578, CPH 636, CPH 489/589

The only required courses for students in PHPM that conflicts with this change are CPH 574 and CPH 576a. These are MPH core classes and would usually be taken the previous year before this class.

CPH 641 Advanced Health Care Administration

Currently Offered: Spring Tuesday 10:00 am to 12:50pm

Request to Move to: Spring Tuesday 3:00pm to 5:50pm

CPH Conflicts: CPH 583, CPH 616, CPH 645, CPH 433/533, CPH 652, CPH 563, CPH 573A

The PHPM courses that are in conflict with this class are CPH 563 and CPH 616. These courses are not required for the MPH. Students who will take CPH 616 can choose a different semester to take it. The MPH core class 573A can also be taken during a different semester. None of the other courses required for the PHPM degrees.

CPH 565 Public Health Advocacy

Currently Offered: Every other year

Request to Move to: Every year alternating on Monday afternoons (even years) and Wednesday mornings (odd years). This course is considered a popular course and having it 1X per year will help meet the schedules of more students.

CPH Conflicts: Monday afternoons - CPH 573A, CPH 484/584, CPH 562, CPH 573C. The only PHPM course in conflict is CPH 562 by Dr. Eng, but students who need this course can take CPH 565 on the opposite year. CPH 573A is an MPH core course but is offered more than once during each academic year. There is no conflict with the Wednesday as the course is already taught on Wednesday mornings.

After committee review and discussion, **a motion was made and seconded to approve the PHPM sections' request for course time changes for CPH 569, CPH 641, and CPH 565 as noted above. The motion was passed by a vote of 7-0.***

b. Epidemiology Course Time Change: (Robin Harris)

Robin Harris presented the Epidemiology section request for change of course time for **EPID/CPH 670**, Chronic Disease Epidemiology from Tuesdays, and 9:00 a.m. – 11:50 a.m. – fall semesters to Tuesdays from 1:00 p.m. – 3:50 p.m., fall semester.

Reason for the Change:

We are asking for this change so that 2nd semester Epi students who want to take the SAS course (EPID 576D) can take both courses. Currently, EPID576D meets from 11-12:15 on both Tuesdays and Thursdays. The SAS course is only planned for fall semester and the course is not typically appropriate for a 1st semester Epi student.

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Approval of the Section Chair: This has been reviewed by the Epidemiology Section. We all feel this is an appropriate change that allows Epi students to take both the required Chronic Disease Epi course and the SAS course (requested by many Epi students).

List of conflicting courses: None for the section/division.

The committee noted that this request for time change of EPID 670 (fall semesters) would conflict with Doug Taren’s course, CPH 578, Maternal & Child Health Nutrition. However, Doug Taren stated that this would not be an issue.

This schedule demonstrates that full-time MPH section students can make it through school in two years and one summer. This will have no change since we are still offering the EPID679 in the same semester.

After committee review and discussion, **a motion was made and seconded to approve the Epi section request for course time changes for EPID/CPH 670 The motion was passed by a vote of 7-0.***

Note: Several committee members recommended reminding MEZCOPH faculty regarding course scheduling rules and classroom space issues. This could be brought up as an agenda item each semester at a Faculty Assembly Meeting.*

5. **Academic Program Reports/Updates:** (*Doug Taren*)

a. **MEZCOPH Undergraduate Degree Program Proposal:**

Bachelor of Science in Health Sciences – Public Health Major:

Doug updated the committee regarding the positive, early feedback that he received from Patti King, from the University’s Office of Academic Affairs, regarding the “preliminary draft copy” of the implementation plan for the new BSHS – Public Health Major. Doug stated that he would like the committee’s feedback on the final draft proposal, in order for the proposal to be ready for the Undergraduate Council’s review at their next meeting, which is scheduled on February 17, 2009.

The following key issues, comments and concerns were presented by committee members:

- Do we want to change the degree name to B.S. in Public Health instead of the current request for the B.S.H.S. with a Major in Public Health?
- The Bachelor of Science in Health Sciences – too much “Science”
- Keeping the B.S.H.S. with a major in Public Health keeps the College open to developing new majors
- Required GPA for admission has been changed to 2.5 (was previously 2.25). Students admitted into the BSHS Public Health major must complete the requirements for a pre-health major with a GPA of 2.50 or greater.
- Do we want to offer an undergraduate degree minor? We should consider having a minor, however, some implications would be: the increased size of our classes; some

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courses would get filled, and with University budget cuts, would students be able to get into our courses?

- A minor would give us an opportunity to have our graduate students teach these courses; however Main Campus will need to provide the T.A. funding. This would be a good educational opportunity for our students.
- Concerns that the College does not have the faculty resources to teach these new undergraduate courses; current faculty
- A minor requires three specific courses; which are already included in one of the two tracks; CPH XXX Epidemiology, CPH 300, Public Health Sciences and Services a la Intro to Public Health) .
- Clarification: undergraduate minors require 18 units; not 9 units.
- Should we keep the minor in the new undergraduate degree proposal?
- A thematic minor may be a good option. Can we promote a thematic minor?
- Can we restrict what course student's take for a thematic minor? How do students choose course?
- Would a minor degrade the major?
- We should focus on the major; and look at a minor or thematic minor in the future.
- Do we have a certain number of course that student have to take to get honors credit?
- Currently, MEZCOPH undergraduate program does not have enough honors credits. Students take a course and then are give an “extra assignment” for the honors students.
- Chemistry 152, General Chemistry needs to be added to page 4 under:
 - C. Pre-Public Health Courses: (25 units) – correct units to read (29 units)

After committee review and discussion, a motion was made and seconded to approve the Bachelor of Science in Health Sciences with a Major in Public Health with the addition of Chem 152 and 29 units and to take out the wording: “These three course are required for the minor in Public Health.” on page 4, under Table 3. At this time the proposal will **NOT include a minor option**. The motion was passed by a vote of 6-0.*

After committee review and discussion, a motion was made and seconded to approve the Bachelor of Science with a Major in Public Health upon approval from Patti King, University Office of Academic Affairs. The motion was passed by a vote of 6-0.*

- b. Disestablishment of Undergraduate Health Education Program -
Doug Taren informed the committee that the current MEZCOPH Undergraduate Health Education Program needs to be officially disestablished. Doug explained that the current health education major would exist until August 2011 (**note: change typo in document from August 2010 to 2011** – under “Number of Students Affected Plans for Current Students). The committee reviewed the disestablishment of the Health Education Major document. There is an issue regarding grandfathering of students from the pre-health major into the new program, as some student will need to with advisors regarding new requirements and therefore file petitions in order to gain entrance into the new major (e.g. new required GPA for admission, course substitutions, etc.).

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After committee review and discussion, a motion was made and seconded to approve the disestablishment of the Health Education Major, with the minor change noted above. The motion was passed by a vote of 6-0.*

c. Section Plans: (*Lisa Staten*)

It was determined that the committee would review the EOH and HBHP Section Action Plans submitted for today’s meeting on-line, and the (4) remaining section plans should be submitted prior to the March 4 Education Committee. The committee will try to review all section plans at the March 4 meeting.

d. Other Academic Updates: (*Kathleen Crist*)

There were no new academic updates to report at this time.

6. **Evaluation Committee:**

a. Instructional Objectives Update/Feedback Tracking Forms: (*Lisa Staten*)

Lisa Staten reported that she has received some feedback tracking forms from Education Committee members regarding their assigned instructional objectives. Lisa asked committee members to please double-check to make sure their tracking forms have been submitted to her. Lisa will update the Committee at the March 4 meeting regarding the feedback she receives.

b. Internship Site & Data Presentation: (*Doug Taren*)

(this topic was deferred to the March 4, 2009 Education Committee Meeting)

7. **New Business/Discussion Items:** (*Nicky Teufel-Shone*)

a. Writing Skills Improvement Course for MEZCOPH Students:

Nicky Teufel-Shone expressed concerns regarding MEZCOPH student’s writing skills, as faculty are seeing problems with student’s writing skills. After committee discussion, it was determined that there should be a meeting scheduled with the core course instructors, section chairs, internship prep course instructors, and MEZCOPH students in order to discuss Writing Skills Improvement for MEZCOPH students. This meeting will tentatively be scheduled to take place during the month of April 2009*.

b. Core Function of Public Health and the 10 Essential Services of Public Health:

Nicky Teufel-Shone raised the issue regarding the core function of Public Health and the 10 essential services of public health. The concern is that this information is required for the internship proposal and students seem to be “floundering” with the task. Where are students getting the core functions of Public Health and the 10 essentials services of Public Health (e.g. which MEZCOPH courses, need for broader coverage, what issues are being covered)? After committee discussion, it was determined that there should be a meeting scheduled with the core course instructors, section chairs, and internship prep course instructors to discuss this issue further. In addition, Lisa Staten requested that there also be a discussion at this meeting regarding cross-cutting competencies. This meeting will tentatively be scheduled to take place during the month of April 2009.*

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The meeting adjourned at 12:00 p.m. The next Education Committee Meeting is scheduled for March 4, 2009, 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 January 2009 meeting minutes and post the final minutes to the Wiki and Intranet websites. (*Kathleen Crist*)
- Coordinate and draft a joint letter of admission between MEZCOPH, corresponding dual degree program, which will be sent to the dual degree seeking student at the time of admission (*Chris Tisch, Doug Taren, Becky Corran*)
- Establish a MPH/MA and/or MPH/PhD dual degree with Anthropology in the near future (*Doug Taren and Kathleen Crist*)
- Forward issue of “vetting” internal certificates and policy proposal for discussion at the February 20, 2009 Faculty Assembly Meeting (*Robin Harris*)
- Incorporate the approved PHPH course time offerings, for CPH 569, 641 and 565 into the MEZCOPH and University Fall 2009 and Spring 2010 Schedule of Classes (*Kathleen Crist*)
- Incorporate the approved changes for EPID/CPH 670 in to the MEZCOPH and University Fall 2009 Schedule of Classes (*Kathleen Crist*)
- Incorporate the approved changes to the MEZCOPH Undergraduate Degree proposal: BSHS Major in Public Health and forward to Patti King, University Office of Academic Affairs (*Doug Taren*)
- Schedule a meeting with core course instructors, section chairs, internship prep course instructors and MEZCOPH students, during the month of April 2009, to discuss writing skills improvement course.
Note: It was determined by Robin Harris and Doug Taren that this agenda item be carried forward for further discussion at the March 4, 2009 Education Meeting.
- Schedule a meeting with core course instructors, section chairs, internship prep course instructors, and MEZCOPH students, during the month of April 2009, to discuss the core functions of public health and the 10 essential services of public health, and cross-cutting competencies. **Note: It was determined by Robin Harris and Doug Taren that this agenda item be carried forward for further discussion at the March 4, 2009 Education Meeting.**
- Carry forward items not discussed to the March 4, 2009 Education Committee Meeting agenda (*Kathleen Crist*)