

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

Members Present: Denise Roe – Chair, Joe Gerald, Robin Harris, Mary Kay O’Rourke, Lisa Staten, Nicky Teufel-Shone, Chris Tisch, Becky Corran, Kathleen Crist, Judy Gooshert, and Nicole Wright

1. Minutes Approval:

September, 2009 Meeting Minutes:

A motion was made and seconded to approve the September 2, 2009 meeting minutes. The motion passed by a vote of 6-0. Kathleen Crist will post the final copy of the September 3, 2009 meeting minutes to the Wiki and Intranet websites.

2. Announcements and Immediate Business:

- a. MEZCOPH Academic Program Review: (*Kathleen Crist for Doug Taren*)
 - All MEZCOPH academic degree programs will be reviewed for the upcoming APR.
 - Please send the names of nominees for internal, external and community members for the APR self-study review committee to Doug as soon as possible.
- b. Internship Preceptors: (*Kathleen Crist*)

Please forward 3-5 attributes required for preceptors to Doug Taren.

Chris Tisch commented that she would be participating in a conference call today, with other schools of Public Health regarding what attributes they require of their internship preceptors.
- c. Internship Conference: (*Chris Tisch*)

Chris stated that the Fall MPH internship conference is scheduled for Friday, **November 13** at 1:00 p.m.
- d. 2009 Epidemiology Exchange/Epidemiology Forum (*Robin Harris*)

Robin announced that the 2009 Epidemiology Exchange/Epidemiology Forum will be held on Friday, October 23rd from 1:30 – 5:00 p.m. in Kiewit Auditorium at the Arizona Cancer Center. Details regarding the Epi exchange/forum have been distributed to the MEZCOPH community via email.
- e. Section Action Plans Due: (*Denise Roe and Kathleen Crist*)

Kathleen reported that she has received the section action plans for the following sections: HBHP, EHS, and Biostatistics. Denise asked Kathleen to send an email to the Education Committee when all plans have been submitted and posted on the Wiki website.*

3. Academic Program Reports/Updates:

- a. Admissions Update: (*Becky Corran and Chris Tisch*)
 - Second deadline of March 1: Becky asked committee members if they are ok with the second admissions deadline of March 1. The committee consensus was that this deadline is fine.
 - Accepting GMAT for GRE in MPH/MBA program:

The committee consensus was approval to accept GMAT for GRE in the MPH/MBA program.
 - Final approval of admissions criteria for this cycle – Becky distributed a handout to committee members, which listed the Fall 2010 admissions criteria for all MEZCOPH academic degree programs. It was suggested that the criteria for the B.S. in Public Health also be added to the criteria table. (**See Attachment 1**).

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- Tracking of students in the College – Change of Concentrations: Chris commented that Students Services is keeping a database of student’s change of concentrations.

b. DrPH Program: (*Nicky Teufel-Shone*)

Nicky initiated discussion regarding how the College is managing the DrPH process? Nicky has concerns. We need to address DrPH issues – both FCH & PHPM. Joint meetings are needed; more participation between both the sections. Also there is a structural issue: The College needs a DrPH Director. Denise recommended: Proposing that a model be created; –faculty from both sections meet in order to discuss DrPH issues between both sections. Recommended that meetings occur twice a semester, and there should be required attendance by all DrPH faculty.

Denise will recommend to Doug that a meeting be convened of all DrPH faculty; consider whether there should be a chair or establish a Director for program. Chris stated that there is a lack of faculty leadership in the PHPM area. Joe commented that there are PHPM faculty voices that are interested in the DrPH program, however leadership is needed at the top; a Director is needed. Decisions will be made by those who attend the DrPH faculty meetings. Mary Kay commented that the Education committee wrote a letter to the Dean and Associate Dean months ago, voicing their concerns/issues regarding the DrPH degree program. Lisa commented that potentially admissions could be stopped if these DrPH program issues are not addressed. Denise requested that discussion of the DrPH program structure be put on the agenda for the November 4, 2009 meeting.*

c. Undergraduate Degree Program – Bachelor of Science in Public Health: (*Joe Gerald*)

Joe stated that he did not have any major updates at this time, however he reported that Chris, Alan and Becky have been attending various campus recruiting events.

d. Evaluation Committee Report/Update: (*Lisa Staten*)

Tabled for November 4 meeting agenda.* Chris Tisch will send out 2008 instructional objectives results.*

4. Old Business:

a. Discussion of Internship & Capstone Experience: (*Denise Roe*)

1. **Division of Units: Practicum vs. Reports:**

Denise commented: Units may be difficult to split (e.g. – Biostatistics has 3 units: 2 vs. 1 – units vary across concentrations). Let each section decide how to break up the units at the MPH level. Precedent has already been set by the sections; Policy: require students to do both – practicum credits and internship credits – report. How units are split should be decided at the section level. Chris Tisch stated that she will look into the CPH 909 and Practicum course numbers issues (e.g. grading: if we split the report vs. practicum – seems there were previous ramifications regarding this issue. Mary Kay – we need to look at the ramifications across the MPH if we divide the units; practicum vs. report

2. **Internship Reports: Consistency vs. Autonomy: Discussion:**

Are sections comfortable with one format or section specific format?
Nicky commented: Issue: Required content vs. Format

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We need to avoid redundancy; FCH has updated their one page format in the internship handbook for 2009-2010 catalog/handbook.

Internship Formats: EOH, Epi, and HPS - these sections stated they currently do not have any changes to their internship report formats. Chris will send Kathleen the current one page formats for all sections;* Kathleen will post all six sections internship page formats on Wiki; then committee members can look at all sections formats.*

Length – there was discussion regarding whether the length should be section specific; section should set general guidelines. Variability across sections – writing; content vs. computer data output **Take back to sections regarding page length; get feedback from each section and have sections provide a grid of their internship report guidelines.***

Due Dates: Internship Report Deadlines:

There was committee discussion regarding the current internship report deadlines. Comments from Discussion:

Denise – proposed that the final draft to be submitted the last day of classes of the semester (with required signatures). The rationale: timeline between drafts – 1st draft to chair is the most time consuming to review.

After committee discussion of timeline and deadline issues, **a motion was made and seconded to approve the new internship report deadlines effective Spring 2010 and subsequent semesters. The motion was approved by a vote of 6-1 abstention. (see Attachment 2)**

In addition, Committee members asked Chris and Judy to send the new internship deadlines to all faculty and students.*

3. Summer Internships and Conference:

Section Recommendations: Consensus: Eliminate the Summer Internship Conference: Students can still graduate in the summer however there will not be a summer internship conference effective with Summer 2010 (committee determined that the Summer 2010 internship conference would be “scaled down” and will no longer coincide with the new graduate student orientation.

5. New Business:

a. New Course Approvals:

Why Education Committee reviews new courses: Following review standards:

1. Standards
2. Format
3. Conflict
4. Breadth Across College
5. Vetting Issues

Are we comfortable reviewing by email? All new course forms need to be submitted and circulated a week before the meeting.

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- **PHPM 4XX/5XX – Health Care Economics and Policy:** Instructor: Joe Gerald
Joe gave an overview of the proposed new course to committee members.
The course will be an elective for now; hopefully in the future this course will be part of the new “policy track”. Committee reviewed the proposed new course forms. **A motion was made and seconded to approve CPH 4XX/5XX – Health Care Economics and Policy course. The motion was approved by a vote of 7-0.**

- **PHPM CPH 5XX – Applied Aspects of Telemedicine and Telehealth –**
Instructors: Elizabeth Krupinski and Gail Barker
The committee reviewed and discussed the new proposed new course forms.
Issues for Instructors to address:
 1. Units of Credit – Variable?
 2. Which current students in the College is this course targeted? What degree program is this course being developed for?
 3. Chris: this course is targeted to the MD/MPH students; will run through Outreach and the Global Institute
 4. **Nov. Meeting Agenda:** Discussion; Plan for how courses being developed will fit into MEZCOPH degree programs.*
 5. Where does this telemedicine course fit? What specific degree program?
 6. If this telemedicine course is going to be a U of A numbered 500 level course, committee needs to see development of an academic curriculum.
 7. Is this course e-learning or e-training; seems like this course e-training; possibly a 1 unit course
 8. Are the minutes being sent to Iman? Issues conveyed to Iman?
 9. Regarding this telemedicine course syllabus: Where is the critical thinking? 3 credit course or 2 credit course; explain units of credit variable?
 10. What are the module exams?
 11. This course looks like the IRB course
 12. Where is the section review/oversight?
 13. Catalog description does not match course description?

- **PHPM CPH 6XX – Rural Health Research Methods –** Instructor: Howard Eng
The committee reviewed and discussed the new proposed new course forms.
Issues for Instructor to address:
 1. Is this new proposed course fulfilling the Evaluation requirement for the DrPH students or fulfilling the Methods requirements for the DrPH students?
 2. Nicky’s Concern: new course form indicates this course would be an option in the graduate curriculum; replaces CPH 580, Community Based Research Methods
 3. How is this proposed course different from CPH 580? What programmatic need does this course satisfy?
 4. How will this new course impact the DrPH core courses

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b. Marketing our Programs:

Introductions of Gerri Kelly & Yvonne Price (Gerri and Yvonne gave an overview of their backgrounds and plans to visit with all sections and faculty members to discuss marketing of their research and academic programs).

Committee comments:

Need to focus on each section/College: What makes us unique?

How to “market” our academic programs”

Invitations extended to Gerri and Yvonne to speak to section faculty at section meetings. (Also, invite Chris and Becky for recruiting plans).

c. Instructor Grading – (Lisa Staten)

Tabled for November Meeting Agenda (current policy at the graduate level – Instructor must assign at least 50% of the grades).*

The meeting adjourned at 12:15 p.m. The next Education Committee Meeting is scheduled for October 7, 2009 from 9:00 a.m. to 12:00 p.m. in Drachman Hall, Room A326.

Changes or corrections to the minutes should be submitted to: Kathleen Crist, Program Coordinator, Sr.

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***Action Items:**

- Post the final September 2, 2009 Education Committee Meeting Minutes to the Wiki website and the Education Committee Intranet site (*Kathleen Crist*)
- Send recommended names of nominees (internal and external self-study committee members) for the upcoming MEZCOPH academic program review to Doug Taren (*Section Chairs*)
- Send Education Committee an email when all section action plans have been received (*Kathleen Crist*)
- Post section action plans on the Wiki website (*Kathleen Crist*)
- Update the Education Committee regarding Evaluation Committee’s Review of 2008 at the November 2009 meeting. (*Lisa Staten*)
- Forward 3-5 attributes required for preceptors to Doug Taren. (*Section Chairs*)
- Carry forward agenda items not discussed to the November 4, 2009 Education Committee Agenda (*Kathleen Crist*)

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MEZCOPH Admissions Criteria Fall 2010

“Attachment 1”

Criteria	Undergraduate	MPH	MS Epi	MS/PhD Environmental Health Science	PhD Epi	PhD Bios	DrPH	Public Health Certificate
GPA*	2.5	3.0	3.2	3.0	3.2	3.2	3.2	3.0
Prior Degrees or Experience	Prerequisites: 24 Gen Ed credits 3 Math credits 29 Pre-PH credits	Bachelor's Degree	Bachelor's Degree	Bachelor's Degree (MS/PhD) or Master's Degree in Enviro Science or similar field (PhD)	Master's Degree in Epidemiology or similar field or health-related professional doctorate	Bachelor's Degree	Master's degree and 2 years of public health experience OR Bachelor's Degree and 5 years of public health experience	Bachelor's Degree
Coursework	(See above or see Alan for more specifics on required pre-reqs.)	Biology: 1 course in college biology Math: 1 course in college algebra, statistics, or a more advanced math course (such as calculus) Biostatistics: Calculus and/or linear algebra preferred EOH: Inorganic/ general chemistry required, organic chemistry highly recommended	- At least one year of biological sciences - At least one year of college level mathematics (algebra and above) Calculus is highly recommended, although not required	- Biology: 1 course in college biology - Math: 1 course in calculus - Chemistry: Organic and Inorganic	- At least one year of biological sciences - At least one year of college level mathematics (algebra and above) Calculus is highly recommended, but not required	- At least three semesters of college-level calculus through multivariable/ vector calculus - In addition, one semester of linear algebra is strongly recommended	MPH or 5 core courses	- Biology - Math

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Criteria (cont.)	Undergraduate	MPH	MS Epi	MS/PhD Environmental Health Science	PhD Epi	PhD Bios	DrPH	Certificate
GRE**	Not Required	1000	1200	1200	1200	1200	1200	Not required
GRE Waiver Qualifications (the GRE is required for all applicants, unless a waiver qualification applies)	▪ NA	▪ Applying to dual degree with other scores: MD/MPH- MCAT JD/MPH- LSAT MBA/MPH- GMAT ▪ Prior doctoral degree from a US Institution ▪ Foreign medical graduates who have passed all three steps of the USMLE	▪ Prior doctoral degree from a US Institution ▪ Foreign medical graduates who have passed all three steps of the USMLE	▪ Prior doctoral degree from a US Institution ▪ Foreign medical graduates who have passed all three steps of the USMLE ▪ MPH/MS from MEZCOPH ▪ MPH/MS from MEZCOPH, originally admitted with MCAT or GMAT scores ▪ MPH/MS from another accredited program, school, or college of public health	▪ Prior doctoral degree from a US Institution ▪ Foreign medical graduates who have passed all three steps of the USMLE ▪ MPH/MS from MEZCOPH ▪ MPH/MS from MEZCOPH, originally admitted with MCAT or GMAT scores ▪ MPH/MS from another accredited program, school, or college of public health	▪ Prior doctoral degree from a US Institution ▪ MPH/MS from MEZCOPH ▪ MPH/MS from MEZCOPH, originally admitted with MCAT or GMAT scores	▪ Foreign medical graduates who have passed all three steps of the USMLE ▪ MPH/MS from MEZCOPH ▪ MPH/MS from MEZCOPH, originally admitted with MCAT or GMAT scores ▪ MPH/MS from another accredited program, school, or college of public health ▪ Students with a masters' degree in a related field with invalid GRE scores would need to have 5 years of work experience in a health field. Note: change from differing criteria for PHPM and MCH	N/A

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Criteria (cont.)	Undergraduate	MPH	MS Epi	MS/PhD Environmental Health Science	PhD Epi	PhD Bios	DrPH	Certificate
Letters of Recommendation	2 letters required	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	3 letters from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability	1 letter from: academic advisors, professors, supervisors, mentors or anyone else familiar with his or her academic and/or professional ability
Personal Statement	- Required - Highlighting experiences and goals	- What are your current career objectives, and how do you expect your graduate education to enhance your career options? - Please describe your experience and training relevant to the pursuit of this degree.	The statement of purpose should include: - Why you are interested in epidemiology - Specific areas of interest in epidemiology - Reason for selection of this program - Academic and professional background, with an assessment of your quantitative and biological background and skills - Experience/ expertise with epidemiology related topics - Future goals	Clear presentation of personal goals and a clearly expressed understanding of and commitment to the field of environmental health or industrial hygiene.	The statement of purpose should include: - Why you are interested in epidemiology - Specific areas of interest in epidemiology - Reason for selection of this program - Academic and professional background, with an assessment of your quantitative and biological background and skills - Experience/ expertise with epidemiology related topics - Future goals and objectives	The statement of purpose should include: - Why you are interested in the PhD in Biostatistics program - Specific areas of interest in biostatistics - Reason for selection of this program - Academic and professional background, including experience/ expertise with statistics and public health related topics - Future goals and objectives	The statement of purpose should include: - Why you are interested in the DrPH program - Specific areas of interest in public health - Reason for selection of this program - Academic and professional background, including experience/ expertise with public health related topics - Future goals and objectives	What are your current career objectives, and how do you expect your graduate education to enhance your career options?

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Criteria (cont.)	Undergraduate	MPH	MS Epi	MS/PhD Environmental Health Science	PhD Epi	PhD Bios	DrPH	Certificate
Resume/CV	Required	Required	Required	Required	Required	Required	Required	Required
Writing Sample	Not required	Not required	Not required	Not required	Not required	Paper, article, or report from work or school that demonstrates the applicant's writing & research abilities	Paper, article, or report from work or school that demonstrates the applicant's writing & research abilities	Not required
Other Factors	▪ Must complete application. ▪ Deadlines: --Spring November 1 --Summer April 1 --Fall August 1	▪ Long range goals and commitment to public health ▪ Successful leadership experience or potential ▪ Work and volunteer experience related to the concentration's public health focus ▪ Demonstrated community service ▪ Public health experience or interest ▪ Documented experience and/or commitment to underserved areas and populations	Experience in a health related field, voluntary or paid, strengthens all applications.		Experience in a health related field, voluntary or paid, strengthens all applications.	Experience in a health related field, voluntary or paid, strengthens all applications.	▪ Long range goals and commitment to public health ▪ Successful leadership experience or potential ▪ Work and volunteer experience related to the track area of choice ▪ Demonstrated community service ▪ Public health experience ▪ Documented experience and/or commitment to underserved areas and populations	

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*GPA is calculated based on cumulative GPA or last 60 undergraduate units GPA or if the applicant has 12 or more graduate units, the GPA will be based on graduate units

**Combined verbal & quantitative GRE. Analytical writing portion also required.

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“Attachment 2”

	Ist Draft of REPORT to Chair	Draft of REPORT to all Committee Members	Internship Conference	Internship REPORT Final Approval of all Committee Members	Final Graduation Paperwork to OSSAA
Fall and Spring due dates	2 months prior to last day of classes (early March & October)	1 month prior to last day of classes (early April & November)	Mid April and November	Last day of classes (first week of May & December)	Tuesday of convocation week
Summer due dates	June 1st	July 1st	Mid August (2010 last)	August 1st	Tuesday of convocation week