



Curriculum Committee Meeting

November 21, 2023

8:30am-10:30am

Zoom:

<https://tulane.zoom.us/j/95434937094?pwd=ck9PL042MVVpS0dkUWZFNIh4bzZLUT09>

Minutes

Committee Members in Attendance: Dr. Felicia Rabito (FR), CC Chair; Dr. Yaozhong Liu (YZ), BIOS Rep; Dr. Stephen Murphy (SAM), ENHS Rep; Dr. Aaron Hoffman (AH), EPID rep; Dr. Dominique Meekers (DM), IHSD Rep; David Seal (DS), SBPS Rep; Dr. Sarah Michaels (SRM), TRMD Rep

Ex Officio and Advising Attendees:

Dr. Christine Arcari (CA), Sr. Associate Dean for Academic Affairs

Other Faculty in Attendance:

Julie Hernandez (JH), Nhu Ngoc Phan (NNP), Lizheng Shi (LS) on behalf of Mark Diana, HPAM rep

Not in Attendance:

Dr. Mark Diana, Emma Holsberg/Akilesh Kandregula, Dr. Katherine Andrinopoulos, Susan Cantrell, Patricia Scaraffia

I. **October 17, 2023, Curriculum Committee Meeting Minutes.** DM moved to approve; SRM seconded the motion. Motion carried by majority quorum (DS was not present in October CC meeting to vote).

II. **Curriculum Review**

A. **Course Reviews**

a. **TRMD 7800: Advanced Medical Entomology (tabled at October CC meeting)**

submitted by Patricia Scaraffia for standard review. The course review contains significant modifications effective for Spring 2024. The peer reviewers are **Dominique Meekers and Aaron Hoffman**.

- i. DM noted all previous feedback from the October CC meeting was addressed. FR noted, on the syllabus, update "Prerequisites" as "Concurrent Prerequisites".
- ii. AH suggested reviewing LOs and updating using the CC's standard Bloom's Taxonomy spreadsheet (found on CC Intranet).

DM made a motion to approve with minor changes, AH seconded the motion. Motion carried by majority quorum (SAM was not present to vote).



- b. **IHSD 7200: Sustainable Human Development: Theory and Practice** submitted by Julie Hernandez for final course review. The initial offering of this course was in Spring 2023. The peer reviewers are **Yaozhong Liu and Stephen Murphy**.
- i. YZ commended JH on the course for being well designed and structured, with great student evaluations from the first offering in Spring 2023. There were minor issues that needed to be addressed. In course review form, YZ suggested modifying the abbreviated title to less than 30 characters for Banner. On page 3, YZ noted in the *hours per laboratory meeting*, there is a typo as "N/1", which should be corrected to "N/A". In *Final Grade Components* YZ suggested that the "Actual distribution of grades for spring 2023" be removed. In course syllabus, YZ suggested revising LO3 verb "contrast" to "compare" and LO4 verb "mobilize" to "apply".
 - ii. CA noted "mobilize" was ok. CA added LO2 verb "summarize" needed to be updated using Bloom's Taxonomy.
 - iii. YZ noted all revisions should be updated on the CC approved Standard Syllabus Template (found on the CC Intranet).

YZ made a motion to approve with minor changes; SAM seconded the motion. Motion carried unanimously.

- c. **IHSD 7340: Population Mobility and Health (tabled at October CC meeting)** submitted by Nhu Ngoc Pham for standard review. The course review contains significant modifications effective for Fall 2024. The peer reviewers are **David Seal and Sarah Michaels**.
- i. SRM noted all comments from the previous meeting were addressed. Initially the course was resubmitted with the old LOs, but this has since been updated. SRM made a minor suggestion to add point allocations to the *Exceed Expectations* and *Needs Improvement* columns.
 - ii. DM noted that all comments were addressed. However, the Standard Syllabus template was not used for this course review and should be updated.

DS moved to approve with minor revisions. SRM seconded the motion. All in favor; motion carried unanimously.



B. Program Reviews

- a. **Minor in Public Health Nutrition** (Undergraduate PH program) submitted by Lauren Dunaway for Fall 2024 initial offering. The peer reviewers are **Yaozhong Liu and Mark Diana**.
 - i. FR noted that the CC has not previously completed UG minor reviews and requested guidance from CA (if anything in particular is required). CA noted the only requirement, according to the Registrar is that the minors are at least 18 credit hours.
 - ii. YZ noted the submission is good, but the selective courses include an Internship and Independent Study. CA will follow up on the policy regarding this.
 - iii. LS (on behalf of MD) had no additional feedback.
 - iv. FR noted there are required courses that are not yet approved for this program. Due to this, the program will be tabled until the courses are reviewed and approved. The CC will not rereview this program in December. However, they will take a vote on this only since it was reviewed in November.
- b. **Minor in Health Administration** (Undergraduate PH program) submitted by Lizheng Shi and Joseph Keating for initial offering in Fall 2024. The peer reviewers are **David Seal and Sarah Michaels**.
 - i. SRM noted there was no course mapping submitted with this. There is no assessment plan and there are required courses that need to be submitted before this can be approved.
 - ii. FR moved to table the program until additional materials are provided and required courses are submitted to the CC for review and approval.

III. New Business

- a. Areas of Specialization Form
 - i. FR requested to define "Areas of Specialization" on the form and include information regarding the minimum number of credits and any additional information that can be provided.
 - ii. FR added to notate that an area of specialization can be across multiple departments.
 - iii. CC requested to remove *Enrollment and Recruitment* and add *Rationale for Area of Specialization*. FR requested to remove *Previous Curriculum Development* from Faculty area.



- b.** New rules on the required use of Canvas
 - i. FR updated an upset student contacted her regarding the new setup in Canvas.
 - ii. CA advised that the update will not be supported by everyone, but it is transparent and will benefit everyone overall.
- c.** CC deadlines
 - i. Beginning in the Spring, the CC will now require a one month notice of any submissions to the Curriculum Committee. Deadlines will be set and updated soon.

Meeting Adjourned. Next meeting scheduled Tuesday, December 19, 2023, 8:30am-10:30am