



Curriculum Committee Meeting

February 20, 2024

10:30am-12:30pm

Zoom:

<https://tulane.zoom.us/j/95434937094?pwd=ck9PL042MVVpS0dkUWZFNlh4bzZLUT09>

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; Dr. Sarah Michaels (SRM), TRMD Rep

Ex Officio and Advising Attendees:

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

Other Faculty in Attendance:

Charles Stoecker (CS) on behalf of Mark Diana (HPAM rep), Gene Beyt

Not in Attendance:

Dr. Mark Diana (HPAM Rep); Susan Cantrell

Minutes

I. January 23, 2024, Curriculum Committee Meeting Minutes

- a) SRM made a motion to approve, AH seconded the motion, DS abstained (absent for January meeting), SAM was not present to vote. Motion carried by majority quorum.

II. Curriculum Review

A. Course Reviews

- a) **SPHU 4310: Nutrition Education and Communication** submitted by Lauren Dunaway for initial offering in Fall 2024. This is a required course for the Undergraduate PH Nutrition Minor that will be reviewed today. The peer reviewers are **Yaozhong Liu** and **Stephen Murphy**.
 - i. YZ comments: Although specific rubrics tables were provided, the general information and descriptions for Mass Communication Opinion Piece, Mass Communication SM Post, Mass Communication Media Interview were not provided in the syllabus. In the final grade breakdown (page 23), the Mass Communication Project contributes to 25% of the overall grade. However, there are three rubrics tables related to the Mass Communication Project, which are Mass Communication



Opinion Piece, Mass Communication SM Post and Mass Communication Media Interview. It is unclear how the grades from the three components for the Mass Communication Project are combined into the 25%. YZ asked Lauren to provide that information in the syllabus. In the final grade breakdown, the Nutrition Education Curriculum contributes to 40% of the overall grade. However, there are two rubrics tables related to the Nutrition Curriculum, which are Nutrition Education Written Curriculum and Nutrition Curriculum Presentation. It is unclear how the grades from the two components are combined into the 40% for the Nutrition Education Curriculum grading. YZ asked Lauren to provide that information in the syllabus. Because there are so many assignments, YZ asked Lauren to add assignment dates and due dates on the tasks in the Course Schedule so that the students may plan accordingly. A revised syllabus was submitted but the three components combined into the 25% for the Mass Commun. Project grading is still unclear.

- ii. FR comments: Agreed, the grading component is unclear. The weight percent is missing. The formula includes the weighted percent but there is no statement regarding the weighted percent.
- iii. CA comments: All 3 rubrics are equal to 100 points which implies they are weighted equally but there is a weighted percentage within each section that has a certain number of points. There needs to be a clear breakdown of the three grading components. CA noted "Class participation" must be removed from LO2. More details are needed for the signature assessments, this should list assignments that are graded. Also, the Competency Addressed is not listed in the table, this needs to be updated.
- iv. SAM comments: LO3 uses the verb "analyze" which is level 4 and it was suggested to use level 1-2 for the undergraduate course.
 - i. CS comments: There are no details in the assessments. SPHU 4310 course, LO2 (Summarize factors influencing behavioral change) the assessment is "In Class Participation." That is graded



complete/incomplete, and it is unclear how a complete/incomplete grade would lead to showing that you can summarize these things.

YZ made a motion to approve with revisions, SAM seconded the motion. CS did not approve, DM abstained. Motion carried by majority quorum.

b) SPHL 8020: Leadership & Strategic Management submitted by Gene Beyt for initial offering in Fall 2024. The peer reviewers are **Aaron Hoffman** and **David Seal**.

- i. AH comments: The language for the catalog/course description in the syllabus and CIM submission are different and should be updated to match (not exceeding 120 words). The CIM submission does not list prerequisites but there is one prereq listed in the syllabus, this needs to be updated. The LOs are lengthy, and it may be a good idea to simplify so the assessment that directly addresses it is easily identified. AH questioned if LO1 assessment was aligned with the objective. Also, the signature assessments could be summarized better. There are short titles in the calendar that AH proposed would work better for the table. It was unclear how the signature assessment grading rubric would be utilized. For the rubrics, it was suggested to include ranges for points earned, rather than a single number. AH recommended Dr. Beyt to provide separate rubrics for the asynchronous activities and online participation since they have different assignments.
- ii. DS comments: Agreed with AH's comments. DS noted LO3 uses the verb "analyze", which is a level 3 verb and should be replaced with level 5-6. In the attendance policy, there is a statement regarding "Repeat offenders"—DS suggested modifying this language because it can have a negative connotation.
- iii. FR comments: Agreed with AH's comments with simplifying the language.



- iv. CA comments: Regarding the competency mapping table, everything that is not in bold is unnecessary as it relates to the LOs. For the signature assessments, more detail is needed. CA recommended reviewing the *Assessment of Learning and Grading Policy* and pulling material from here for the detail of the signature assessment.
- v. FR asked the CC reps to review materials with faculty in the department and how to properly complete the LO table for CEPH review. CA will work on developing guidelines for reviewing and rubrics.

FR tabled the course.

B. Program Reviews

- a) **Minor in Public Health Nutrition** (Undergraduate PH program) submitted by Lauren Dunaway for Fall 2024 initial offering. This was last reviewed at the November CC meeting and approved with minor revisions. Lauren Dunaway submitted an update to the Program Learning Outcomes, requiring a full re-review. The peer reviewers are **Yaozhong Liu and Mark Diana**.
 - i. YZ comments: Course numbers of recently submitted and approved courses need to be updated in the program review. YZ questioned that Dr. O'Malley will be taking the RD exam in Fall 2023, and if there were any updates on the results. Regarding the Assessment Plan, SPHU 1010 and SPHU 1020 are not included, but are required, and should be included.
 - ii. CS comments: There are only 3 PLOs (competencies) listed in the CIM submission (CA will verify the minimum required for undergraduate programs, typically 5 is required). In the Assessment Plan, the LO table is not mapped to any competencies, courses, or gradable assessments. SPHU 4310 assessments on the Minor Assessment Plan do not match what's listed on the course description for SPHU 4310.
 - iii. AH comments: The primary instructor is proposed to teach 9 of these courses. Also, Jeanette Gustat is listed as an instructor, but she is not an instructor of these courses.



- iv. SRM asked if there was a limit of classes that can be double counted for a major and minor? CA replied courses cannot be double counted in a minor.

CS made a motion to table, AH seconded the motion, SAM abstained. Motion carried by majority.

III. CC Discussion

- a) For residential syllabi there is certain required University language that does not apply to the Online syllabi template. DS discussed modifying the existing template. FR requested DS to send an email with notes from SBPS faculty and she will work on this.
- b) A May meeting poll will be sent by the end of the month.