

Tulane University School of Public Health and Tropical Medicine

Curriculum Committee Meeting- Room 2401

November 8, 2021

1:00pm- 3:00pm

Zoom: <https://tulane.zoom.us/j/93697531088>

Committee Members in Attendance:

Dr. Dominique Meekers (DM), IHSD Rep
Dr. Amanda Anderson (AA), EPID Rep
Dr. Assafa Abdelghani (AG), ENHS, Rep
Dr. Maya Begaliev (MB), GCHB Rep
Dr. Yaozhong Liu (YZ), BIOS Rep
Dr. Charles Stoecker (CS), HPM Rep
Dr. Latha Rajan (LR), TRMD Rep
Mya Willis, SGA Representative

Other Faculty in Attendance:

Dr. Diego Rose
Dr. Karis Schoellman
Dr. Carl Kendall
Dr. Shokufeh Ramirez
Dr. Katherine Theall
Dr. Lina Moses
Dr. John Lefante

Not Present for Meeting:

Dr. Nancy Mock
Dr. Alicia Battle

Ex Officio and Advising Attendees:

Dr. Felicia Rabito (FR), Associate Professor, Chair
Dr. Christine Arcari (CA), Sr. Associate Dean
Dr. Angela Breckenridge (AB), Curr. Dev & Assessment
Dr. Katherine Andrinopoulos (KA), Director of Doctoral Programs
Susan Cantrell (SC), Enrollment Manager

Minutes

- I. **October 11, 2021, Curriculum Committee Meeting Minutes** – FR asked the CC (Curriculum Committee) if there were any comments regarding the October minutes. AG moved to approved. MB seconded the motion. MB retracted her motion to give the CC time to review. LR seconded the motion. All in favor.

FR introduced and welcomed new SGA representative, Mya Willis, to the CC.

II. **Curriculum Review**

A. Course Review

- a. **SBPS 7260- Social Marketing (Faculty, Karis Schoellmann, the peer reviewers are Latha Rajan and Dominique Meekers) submitted for standard course review—Spring 2022.**

Dr. Schoellmann submitted revised materials today and LR was not able to review them.

FR asked Dr. Schoellmann to describe the revisions made. DM commented the course was well-laid out and he had a few small editorial suggestions. DM stated there was

confusion on whether instructor permission was needed to sign up for the course. It was

confirmed instructor permission is not required. There was a question as to whether pre-requisites are required or can be taken concurrently. Dr. Schoellmann stated her preference that they be pre-requisites but that due to scheduling issues sometimes they are taken concurrently. FR added it is best to list as concurrent if that is allowed to ensure consistency. Dr. Schoellmann agreed to make changes. DM suggested splitting up the four separate learning objectives instead of listing one learning objective. Dr. Schoellmann's responded that AB approved the one learning objective since the students are learning how to develop a plan. LR suggested the learning objectives be separated. Dr. Schoellman responded she can separate the learning objectives but the students will not get experience on how to implement this. FR asked CA for input. CA agreed one learning objective was fine. LR commented the assessment needs a rubric is not clear if it is for one or multiple assignments. Dr. Schoellmann added most assignments are graded in a group. Some are individual but not related to the plan and most assignments that are turned in by a group are building block assignments to the plan to break it down, step-by-step, for learning purposes. LR commented the rubric did not appear to be guidance for all the assignments. LR added the student's evaluations has been addressed; the assignment guidelines were clearer for the students. LR asked about the spacing of the assignments that were mentioned in the evaluations. Dr. Schoellman added this was done. FR commented that the course review form under prerequisites states "SPHL 6080 can be taken concurrently, helpful to have taken SPHL 6030". SPHL 6080 should be listed as concurrent and removed from the prerequisite box. **LR made a motion to approve with revisions, DM seconded the motion, all in favor, motion carried unanimously.**

- b. **SBPS 7290- Qualitative Methods II: Theory and Methods (Faculty, Carl Kendall, the peer reviewers are Assafa Abdelghani and Yaozhong Liu) submitted for standard course review—Spring 2022.** AG commented he and Dr. Kendall communicated and most questions were answered. AG questioned this being a 7000-level course since it is listed as required for doctoral students and open to master's students. FR noted that the course is not required for PhD students and the form should be corrected. Dr. Andrinopoulos added that either Qualitative Methods I (SBPS 7280) or II (SBPS 7290) is

required. Dr. Kendall added being that it is either 7280 or 7290 it is difficult to list this course as a requirement.

CA added 7280 or 7290 are required for the PhD program, if this is listed as an advanced doctoral level course it should reflect on the course level program; but it is ok that masters' students take the course. FR asked Dr. Kendall to add in parentheses “or 7280” in the program requirement box. Dr. Kendall agreed to make the change. AG suggested #2 be changed to “yes” to permission from instructor. AG continued with questions about the number of contact hours. The meetings are 2 times per week as a class without a lab, the lab starts on week 8. Do the class meetings continue till session 26 along with additional 2 hours lab per week? This means that starting week 8, you are going to meet 4.5 hours per week. If so, then the meeting hours per semester for a 3-credit hour course is fulfilled. AG reminded Dr. Kendall that 3 lab hour meeting is equivalent to one hour class meeting. Dr. Kendall responded currently this course is listed as a 2-credit hour course but will be changed to a 3-credit hour course, once approved. AG commented in this case, the hours are fine as it stands.

YZ asked the lab meetings components are not included in the syllabus schedule. CK added in the course review form, the labs are listed as course time with training and initiation of work on a data set that he will be providing for the students to work on. Dr. Kendall added they are called “workshops” but will all have substantial didactic components. FR added the word “lab” is not listed in the course schedule. Dr. Kendall confirmed labs are not mentioned in the course review form and understands this must be added for this to be approved as a 3-credit hour course. FR added the labs should be listed on the syllabus because the committee is reviewing the 3-credit hour course. **AG made a motion to approve with revisions. FR recommended to table due to significant revisions.** AA agreed there were not enough differences between the 2-credit vs the 3-credit hour course to approve the course. FR commented to Dr. Kendall that the committee would like to see the revised course before moving to approve. Dr. Kendall stated the course will be offered in Spring 2023 and he will submit changes. AG stated it should not be tabled because there was not a lot of changes required. FR added the significant changes include moving from 2 to 3 credits, need for rubrics, and expected changes in the syllabus. **The course was tabled.**

c. **SBPS 6140- Development of Leadership and Communication Skills in Public Health (Faculty, Shokufeh Ramirez, the peer reviewers are Latha Rajan and Amanda Anderson) submitted for standard course review—Fall 2022.** LR added the agenda should reflect this is a standard review and not an initial review. Page 1 of the course review the “Degree or Program Requiring Course” box reads “None, through expected of Scholars of the Center of Excellence in Maternal and Child Health and the Nutrition Leadership Training program (select MPH students in MCH and Nutrition programs, respectively)” but this is not clear. FR asked Dr. Moses if there should be a degree or program listed. CA added this is a matter of advising and not a matter of what is listed on the course review or syllabus. FR agreed this can be a minor change to be an elective. Dr. Ramirez added, from an academic standpoint, the students in the Scholars of the Center of Excellence are not in a degree or program technically. The students are in the MCH program but not all MCH program students are required to take this course. Dr. Moses asked if this was required for the funding for the program. Dr. Ramirez confirmed, adding this as part of the scholar program but not part of the academic program. LR asked Dr. Ramirez about the permission from instructor listed as “beyond 12’. Dr. Ramirez answered this must be limited since some students are required to take the course before it is full.

LR added the evals said the course was not challenging enough and there was a disturbing comment, “group project... some of the current topics may make some students feel uncomfortable. while these topics are important, the climate of the class must be evaluated before assigning topics to prevent events like those that took place this semester. This was an uncomfortable situation for all classmates - not just those who were presenting”. Dr. Ramirez commented this is from the Fall 2019 semester and believes it may be due to the change in the social environment. The students come in prepared to discuss certain topics but are not prepared to discuss the sensitive topics especially when working with others from diverse backgrounds. LR asked if it would be helpful to provide guidelines. FR asked if this was a topic that was discussed that may have made another student uncomfortable. Dr. Ramirez commented she realized she needs to broaden the topics and build the students sensitivity where it challenges the students without making them feel marginalized or traumatized. FR asked Dr. Ramirez how was this addressed in the revised course review. Dr. Ramirez added part of it is

recognizing when a student is prepared to lecture that is inclusive to everyone, adding more screening is needed and guidelines. LR suggested before the topics are discussed to review them, make suggestions with students, and approve or disapprove topics. LR asked if requiring to share the students LinkedIn profile with all the other students in the classroom would be considered an infringement of privacy. Dr. Ramirez replied she did not think of this that way but it is the intent of the course is to prepare the student for when they leave. Dr. Ramirez added she does not have to add this as a requirement but want them to connect with other professionals to build their network. DM asked if it was concerning what was in the student's profile or linking with other students. LR replied linking with the students. FR commented she feels this is a good thing to link with others and build their profile.

AA commented the students had wonderful things to say about Dr. Ramirez as the TA but there were more substantive comments. AA discussed 30-40% of students' comments included the rigor of the course was not at the graduate level, and would not recommend it to other people; some students felt it was an easy A. AA noted Dr. Ramirez listed on the course review that she responded to the course evaluations by removing the briefing paper and providing more guidance earlier in the semester on some of the group projects. FR commented if 30-40% of the students are commenting on the rigor then the CC will look for adjustments in the rigor. FR asked Dr. Ramirez to put together a document together that directly addresses the questions about the rigor and submit to the CC. Adding, reviewing a resume should be discussed with the career center. LR suggested to have guest speakers that are leaders, based on the student's evaluations. AA added the other substantive thing is there was a difference in the learning objective from the course review form for the syllabus; the number and language was different and Dr. Ramirez submitted an updated syllabus.

FR added when a course is offered and it seems redundant to another course in another department to send that information to the pre reviewers (since every department rep should know their courses in their department). **AA made motion to table this topic to review the response to the rigor. LR agreed adding to Dr. Ramirez to address the comments about the social environment in the evaluations.**

- d. **IHSD 6310- Public Nutrition and Health in Complex Emergencies** (Faculty, Nancy Mock, the peer reviewers are Maya Begalieva and Charles Stoecker) submitted for standard review—Summer 2022 Intercession. MB commented that the course is well established. Upon initial review, the course contained many different assignments and was not organized. MB added there were a few problems with the signature assessments. Dr. Mock made some changes. MB added the Summer 21 evals were problematic. Per MB, Dr. Mock commented this was a challenging time because the course was via Zoom. Dr. Mock accepted the suggestions via email but did not specify when she would submit the revisions. CS commented the course was not well received. 9 out of 15 students commented they would not recommend the course due to disorganization. CS added rubrics may help with the review. **CS made a motion to disapprove because the fundamentals of the course are not minor and rubrics are not included. MS seconded the motion. Motion carried by majority Quorum. (AG did not agree with disapproving the course)**

B. Certificate Review

- a. **Graduate Certificate: Social Epidemiology, (Lead Faculty, Katherine Theall, the peer reviewers are Yaozhong Liu and Assafa Abdelghani) submitted for initial offering.** AG asked if this was an option for current MPH or MSPH students/degree seeking students. Dr. Theall responded, it is for degree seeking students only. FR asked CA to verify the requirement that you cannot advertise a specialty area (ex: Social Epidemiology) unless a certificate is offered. AG asked if students taking the certificate would graduate with 60 hours? KT responded no.
- Dr. Moses added one of the visions of the certificate program is to offer them across departments. The main concern is preventing course overlap or double dipping as both a degree requirement and certificate requirement. FR suggested to Dr. Theall, the number of credits can be listed as 12 out of a list of required courses. FR added we do not have clarity today on whether 7120 can count for both a required course and a certificate requirement. Susan Cantrell commented there must be a list of courses for selection for the degree audit.
- Dr. Moses clarified the university's requirements for certificates is 12 hours. Dr. Moses deferred to CA. CA commented the Tulane's guidelines are 12, but she recalls seeing the

SPHTM written rule about the certificate programs being 15 hours. FR responded today we will review the certificate programs as 15 credit hours since that is how it was submitted to the Committee. SC confirmed this type of certificate must be earned with the degree, the student will graduate with their degree and certificate. **FR responded to Dr. Theall that the CC would like to see her add one or two more courses to the list to maximize the number of students who can participate.** AG questioned if the courses should be linked to the competencies to understand why we are requiring these courses. LR commented the competencies are linked. AA requested a learning objective table mapped to the courses. YZ agreed. CA responded that this is not necessary. CA noted some of the MPHs do not have the 15 credit hours of electives, they can do the certificate but they may be over the 45-hours. FR added this is a matter of advising. **LR made a motion to approve with minor revisions. DM seconded the motion. Motion carried by majority quorum (AG abstained).** FR commented to Dr. Theall that this certificate was approved with the modification that a list of courses is provided to the CC; in addition to a small explanation for the selection of courses. Dr. Theall asked if the learning objectives need to be more specifically mapped. FR commented, no.

- b. Graduate Certificate: Violence Prevention, (Lead Faculty, Katherine Theall, Julia Fleckman, the peer reviewers are Amanda Anderson and Dominique Meekers) submitted for initial offering.** DM commented the same comments from Graduate Certificate: Social Epidemiology courses applies to this one. This is listed as 14 credit and need to be 15 credits. The other departments should be listed in the certificate as well. **DM made motion to approve, AA seconded. Motion carried by majority quorum. (AG abstained.)**

C. Course Review (continued)

- a. SBPS 6750- Population Nutrition Assessment (Faculty, Diego Rose, the peer reviewers are Amanda Anderson and Dominique Meekers) submitted for standard course review- Fall 2021.** AA commented this is a successful course and the evaluations are positive. AA had a few comments for consideration, the feedback was provided and Dr. Rose responded. There was one learning objective that contained four different verbs. Revisions have been provided. There was a minor point regarding the number of points

for quizzes that has been clarified now on the forms. AA compared the current syllabus to the syllabus template and provided a few suggestions for Dr. Rose to consider. Now, a mapping of each learning objective to the signature assignments or assessments in the program competencies has been copied in from the course review form. Dr. Rose clarified there are no prerequisites. The final letter grade distribution has been added to the syllabus. A description of value components including participation has better descriptions. There are handouts for each of the other component and were provided as attachments. The syllabus course schedule table was revised to show the learning objectives are being met in each of the sessions. AA added she received the updated course review form, syllabus and homework guide submitted by Dr. Rose. **DM had no additional comments. AA made a motion to approve, DM seconded the motion, All in favor. Motion carried unanimously.**

- b. SBPS 6770- Food and Nutrition Policy (Faculty, Diego Rose, the peer reviewers are Charles Stoecker and Yaozhong Liu) submitted for standard course review- Fall 2022.**
- YZ commented this is a great course and the student evaluations are highly positive. Dr. Rose responded to most of YZ's comments quickly regarding the course review. YZ emailed Dr. Rose with new notes including two columns were missing from the syllabus schedule (assignment assessments in class activities and learning objectives addressed) and the in-class exercises were missing. CS commented to YZ that the learning objectives are in the syllabus under the date. CS noted there are three learning objectives and all three learning objectives are listed on all days. YZ responded Dr. Rose did not use the most recent syllabus format. FR suggested to Dr. Rose to redo the syllabus using the new template. Dr. Rose responded this course depends on the class participation. The in-class activities and assignments are decided by the students. The due dates for the assignments are on the assignments when they are issued.
- FR asked CA if assessment activities are necessary. CA responded, the question is that there are three learning objectives in the course and they are covered for every course period. CA added this is unusual but the way this course is structured the learning objectives are general and included in every meeting of the course. Dr. Rose commented this is a course where the objectives are carried throughout the course but they are discussed and addressed in all the sections. CS asked what about YZ comments

on not including the assignments on the class schedule. CA responded this is more problematic on the student's perspective. Students should have the opportunity to look at their semester and know when assignments are due. But this does not mean you have to give the details of the assignment; Dr. Rose can present as he goes through the course. But for students that like to plan their semester load, it is important to show when assignments are due. FR agreed. FR recommended Dr. Rose add "subject to change". FR asked Dr. Rose if he would object to adding the dates for the main assignments when they are due to the syllabus. Dr. Rose agrees to make the revisions. **CS made a motion to approve with minor changes, the two minor changes are adding the dates and adding a grading scale. AG seconded the motion. All in favor. Motion carried unanimously.**

III. New Business

- a. Spring Meeting Dates- FR confirmed CC vote results from the October 26, 2021 poll, the Spring 22 meetings will be held every 2nd Tuesday of each month, beginning January 11, 2022, 10am-12pm. The Spring 2022 calendar invites were sent to the CC. (Please Note: It was decided, at a later date, to move January CC meeting to the 3rd Tuesday, January 18, 2022, due to holiday schedule).

IV. Old Business

- b. SPHL 6050- Biostatistics for Public Health (John Lefante)- Due to time restraints, this was tabled.

V. For the Good of the Order- Dr. Rabito requests that the department representative monitor their faculty's submission for review for the December CC meeting. She would like to reserve the last 30 minutes of the meeting to discuss CC business.

VI. Meeting Adjourned- Next Curriculum Meeting: December 13, 2021, Reynolds Conference Room, 1pm-3pm