

Curriculum Committee Meeting
Reynolds Conference Room-2401
December 7, 2022
9:00am- 11:00am
Zoom: <https://tulane.zoom.us/j/95434937094>

Minutes

Committee Members in Attendance:

Dr. Yaozhong Liu (YZ), BIOS Rep
Dr. Assafa Abdelghani (AG), ENHS Rep
Dr. Amanda Anderson (AA), EPID
Dr. Felicia Rabito, CC Chair
Dr. Charles Stoecker (CS), HPAM Rep
Dr. Dominique Meekers (DM), IHSD Rep
Dr. Latha Rajan (LR), TRMD Rep
Kimberly Wallace, SGA Rep

Ex Officio and Advising Attendees:

Katherine Andrinopoulos (KA), Director of Doctoral Programs

Committee Members Not in Attendance:

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

Other Faculty in Attendance:

Jeni Stolow
Tewodros Godebo

I. November 2, 2022, Curriculum Committee Meeting Minutes.

CS made a motion to approve, DM seconded the motion. All in favor. Motion carried unanimously.

II. Course Reviews

A. SPHU 3100

- a. LR comments included: The summary of revisions made by Dr. Godebo included adding a rubric to address students requesting guidelines on assignment expectations. Page 3 of the course review form, item 6, the question asks about diversity in course content. Dr. Rajan requested this to be removed; it is not necessary to show that a course addresses diversity. LOs 1, 3 and 5 have words in italics; it is unnecessary and can be a regular font. LO3 was requested to be reviewed and modified because it did not read well. Dr. Rajan asked how LO4 is assessed—questioning if the knowledge is gained through lectures too. Page 4 of the course review, item 10, the first book listed is from 2005. As a suggestion, Dr. Rajan added there is a newer version

of Books 1 and 2. "Course Review Form Page 5 Item 11 Dr. Rajan requested Dr. Godebo to identify which parts of the book students are supposed to read for each class session. Course Review Form Page 7 Item 12 does not need to be filled out since the course is an elective and not a required course. All comments were addressed except the question of diversity. LR questioned the restriction of the 30 characters for the title for undergraduate courses. LR also questioned why the undergraduate forms are different from the graduate forms.

- b. DS agreed that the grading rubric was helpful. There were grammatical issues that could be reviewed. Also, the question of diversity should be removed since the course does not address diversity.
- c. FR added that the choices for diversity are "does address diversity" or "does not address diversity". It is ok if the course does not address diversity, but the box should be filled in as "does not address diversity" and should not be left blank.
- d. Dr. Godebo added that the course does not address diversity. FR asked Avery to modify this on page3.

LR made a motion to approve, DS seconded the motion. All in favor; motion carried unanimously.

B. SPHL 8080

- a. AA added by saying that this is a course that is offered online and on-ground. AA was advised to review the courses side-by-side, the competencies should be the same, but the assignments can vary. AA notified Jeni that she needed to add that the courses are offered online and on-ground to the course review.
- b. FR asked Jeni when the courses are offered. The on-ground is required for the PhD program and offered in the Fall. The online is for DrPH program and offered in the Spring. FR suggested this to be noted on the course review forms.
- c. AA asked Jeni to make sure the LOs are mapped to the program competencies on the DrPH syllabus and the same for the PhD syllabus since these are required courses. AA asked Jeni to map the LOs in the course scheduling table

to the session or the week (online version); this is done for the online version but not for the on-ground version. AA requested rubrics; this was provided. AA asked Jeni to provide more details on the Teaching and Learning Journals assessment so students can understand the breakdown. Section 4 'Evaluation Methods' was a sentence and AA asked more details to be added here. There was a minor edit to one of the rubrics. AA added all was revised.

What is still needed—an updated on-ground syllabus that maps the LOs to the program competencies and learning objectives. Also, an updated course review form that reflects both sections and a minor update to the rubric.

- d. AG added part of the on-ground course requires students to complete course observations. Students are required to do one with their department and one outside of their department. Students must ask the instructor about their teaching philosophy. How long should this conversation take? Jeni added this should be between five minutes until however long the instructor takes to answer the student's questions. AG asked how this will be applied to the online class. Jeni answered for the online class there is no formal classroom observation exercise. Instead, it is an in-class activity where students reflect on their experiences.
- e. AG questioned who will advise the 45-50 DrPH students since PhD students are a full-time job for faculty and can only handle 2-3 students. KA added the microteaching is the signature assignment that is linked to the competency for all the PhD programs fulfilled by the SPHL 8080 course.
- f. LR asked attendance is not required but there is a grade for participation. AA asked for a participation rubric, and it was sent for review.

AA made a motion to approve with revision, AG seconded the motion. All in favor; motion carried unanimously.

C. SBPS 6190

- a. CS added 13 sessions were in the original review and the hours were not met. This was revised and 2 more topics were added to the class. CS was happy with the revisions.
- b. LR asked why is this a free elective but mapped to program competencies?
- c. CS added the table in the syllabus does not match the match the table in the course review form.

- d. Dr. Chae needs to remove the 3rd column in the learning objective table from Step 2 form.

CS made a motion to approve; YZ seconded the motion. All in favor; motion carried unanimously.

III. For the Good of the Order

- A. The Spring 2023 Committee meetings will be held on the 1st Wednesday of each month 10am-12pm
- B. FR asked anyone who sees a CC link with old forms to report it to her.
- C. LR recommended when the CC approves minor revisions, a deadline should be met to return materials within 1 week of the review. (Pending statement TBD: If review is not submitted within 1 week the course may not be offered)

Next CC meeting will be held Wednesday, January 4th 10am-12pm in Reynolds Board Room