

Curriculum Committee Meeting
 Reynolds Conference Room-2401
 March 1, 2023
 10:00am- 12:00pm
 Zoom: <https://tulane.zoom.us/j/95434937094>

Minutes

Committee Members in Attendance: Dr. Felicia Rabito, CC Chair; Dr. Yaozhong Liu (YZ), BIOS Rep; Dr. Assafa Abdelghani (AG), ENHS Rep; Dr. Amanda Anderson (AA), EPID Rep; Dr. Charles Stoecker (CS), HPAM Rep; Dr. Dominique Meekers (DM), IHSD Rep; Dr. David Seal (DS), SBPS Rep; Dr. Latha Rajan (LR), TRMD Rep

Ex Officio and Advising Attendees: Dr. Christine Arcari (CA), Sr. Associate Dean for Academic Affairs; Susan Cantrell (SC), Sr. Academic Records Administrator

Committee Members Not in Attendance: SGA Representative

Other Faculty in Attendance: Katherine Andrinopoulos, Director of Doctoral Programs; Dr. W. Susan Cheng, Associate Dean for PH Practice & EDI

- I. **February 1, 2023, Curriculum Committee Meeting Minutes.** CS made a motion to approve, DM seconded the motion. All in favor; motion carried unanimously.

II. **Curriculum Review**

A. **Certificate Review**

<u>Certificate Name</u>	<u>Peer Reviewers</u>	<u>Discussion</u>	<u>Action Items</u>
Public Health Graduate Certificate submitted for initial offering—Fall 2023. The responsible faculty is Christine Arcari. (Tabled from Feb CC meeting)	Amanda Anderson, Dominique Meekers	-AA raised the question of whether undergraduate students other than BSPH students should be specified in guidelines. -Combined degree MPH students are not eligible for this certificate. -If a student has taken 3/5 courses for their program of study, they are not eligible for this certificate. -Should there be a list of acceptable replacement courses or examples of classes for students waived from SPHL 6020 added to this certificate for students from another institution?	-The target audience is students that have applied to a SPHTM program and have not been accepted and/or students outside TU that have not committed to a program of study. -Additional guidelines will be added to the certificate application about the retroactive applying of no more than 3 credits towards the certificate; target audience; waiver of SPHL 6020 and the replacement of 3 credit hours for BSPH students.

		<p>-CA would like to select 1 faculty to advise the PH certificate students.</p> <p>-GPA standards are the same as academic standards.</p>	<p>-FR suggested adding the above guidelines to the certificate review form under “Admissions”.</p> <p>-LR suggested adding a note for current MPH students about their foundational courses cannot count towards the PH certificate.</p>
AA made a motion to approve with revisions. DM seconded the motion. All in favor; motion carried unanimously.			

B. Course Review

<u>Course Information</u>	<u>Peer Reviewers</u>	<u>Discussion</u>	<u>Action Items</u>
<p>SPHU 2420: Climate Change and Health</p> <p>submitted for initial offering for Fall 2023. The responsible faculty is Lorelei Cropley.</p>	<p>Charles Stoecker, Latha Rajan</p>	<p>-AA mentioned there is an ENHS course with the same title (ENHS 6450).</p> <p>-The CC reviewed ENHS 6450 syllabi against SPUH 2420 and agreed there was a lot of overlap.</p> <p>-CA confirmed the UG course can have the same title as a graduate level course.</p> <p>-Lorelei added ENHS 6450 is more in depth in terms of a research project presentation while her course is a survey course.</p>	<p>-AG agreed to meet with Lorelei to discuss the overlap of the 2 courses.</p> <p>-LR suggested when resubmitting this review, to create a table with a list of differences in revised materials.</p> <p>-FR suggested adding a cover letter and listing the courses covering climate change.</p> <p>-FR will discuss with Joe Keating about reviewing UG next to GR level courses before submitting to the CC.</p>
FR tabled the course.			

<u>Course Information</u>	<u>Peer Reviewers</u>	<u>Discussion</u>	<u>Action Items</u>
<p>SPHL 7250: Methods of Research in Public Health (DrPH)</p> <p>submitted for initial offering for Summer 2023. The responsible faculty is Susan Cheng.</p>	<p>Yaozhong Liu, Assaf Abdelghani</p>	<p>-YZ comments included there is no faculty of record listed in the Step 1. In Step 2, the form is missing ‘Permission from Instructor’, Frequency offered, class meeting per week, In LO’s 1,3, and 4, the Bloom’s taxonomy verbs are not correct. Step 2 is missing the faculty of record. The standard syllabus template is not used, there are no meeting times and class dates, the instructor’s name is missing and the course LOs are not consistent with</p>	<p>-Update Instructor information in Step 1, Step 2, and Syllabus, once confirmed.</p> <p>-Revise syllabus using CC approved syllabus, found on CC intranet.</p> <p>-Use level 5-6 verbs from Bloom’s taxonomy for doctoral programs; There are 3 verbs in LO1—use only 1-Revise LOs in Step 2 using Bloom’s taxonomy and add these LOs to the Syllabus. For example, “explain” versus “know”.</p>

		<p>the Step 2 form. The letter grades are not mapped to overall percentage score, and rubrics for homework and final IRB proposal/application.</p> <p>-CS added the first LOs have 3 verbs, the signature assessments are not described enough to know if they are testing the LOs. In the syllabus the activities are not mapped to the LOs.</p> <p>-CA added that 2 new faculty are being identified to teach this course.</p> <p>-AA questioned all the methods used due to the broadness of the course.</p> <p>-FR was concerned about the protocol project. It requires an appropriate design and statistical analysis, but the course covers many different analytic approaches. She questions whether the student will have the depth of knowledge to develop a protocol.</p> <p>-FR added the foundational competencies contain “explaining” and “designing” and there’s a big step between these two.</p>	<p>-Signature assessments need to be mapped to the LOs in syllabus.</p> <p>-FR encouraged the CC to review this course against their departmental research courses for any potential overlap.</p> <p>-CA suggested reducing the number of learning objectives or deciding what the focus is and cutting out some of the extras to go more in depth on the focus of the course.</p> <p>-The CC agreed the different research methods covered in the course is a lot for one professor. Course seems to be too broad of a survey course. Needs more in-depth on specific content (e.g., more programs grant oriented: logic models, M & E, community organization, advanced program planning, advanced M&E)</p> <p>-The CC agreed this should be an 8000-level course and changing the name of the course to reflect a higher-level course.</p> <p>-FR requested adding a cover letter to address no overlap with existing courses, as well as describing how this is a progression from MPH course.</p> <p>-FR suggested modifying the grant project so that it is not an RO1 type grant application.</p>
<p>AA made a motion to approve with revisions, LR seconded the motion. All in favor; motion carried unanimously.</p>			

III. New Business

- a) Course Evaluations: The CC discussed new questions being generated for the existing University course evaluations. CA added new topics can be added, but nothing can be removed. The CC discussed courses that are offering students extra credit for completing the University's course evaluations. It was determined that the instructors can retrieve student names that have completed the evals and apply credit at the end of the semester.
- b) AG questioned if SPHTM can open 6000-level elective courses to seniors uptown and if this can be applied to TU graduate programs, such as a master's program in which the course is required. CA added this topic as things to discuss with the Academic Standards Committee.

IV. New Guidelines

- a) **No grading of any sort can be tied to the University's course evaluations.** CA discussed sending a memo to faculty and staff to notify them of the dissolving of these practices before the Spring 2023 semester ends. Update 4/5/2023: CA to discuss at upcoming General Faculty meeting.

Meeting Adjourned

Next CC meeting will be held Wednesday, April 5, 2023, 10am-12pm in Reynolds Board Room.