Education Committee Meeting Minutes  
February 28, 2019

Attendance: Carol Dolan, Anne Fidler, Chris Gill, Sophie Godley (by phone), Michael Lavalley, Nikki Longe, Taylor Mahoney, Meera Ruparelia (staff), Lisa Sullivan, Amanda Velez

1. Phase 1 Proposal – Conducting Research in the Era of Open Science (4 credits) 
   a. Committee thinks that it looks interesting/would be of value to students 
      i. Great fit for MS and PhD students 
         1. Will bring to Dean’s Task Force to see if they’re on board with it 
   b. Concerns 
      i. How does this fit into the MPH? How will students work this into their programs? 
         1. Fits well into Epi/Biostats certificate 
         2. Would be easier to fit into the curriculum as a 2 credit course but there’s a lot of material 
   c. Potential to make this a special topics course

2. New course proposal deadlines/special topics courses (continuing discussion) 
   a. Course proposal deadlines change to only the Fall (no review in the Spring) 
      i. Phase 1: September 1 
      ii. Phase 2: November 1 
      iii. Revisions: December 1 
      iv. Example: spring semester course proposed in Fall 2019 would be taught in Spring 2021 
   b. Special Topics Courses 
      i. 1 per department per semester (spring, summer, fall) 
      ii. Typically courses would only run once 
      iii. Amanda and Nikki will put together some guidelines

3. Evaluating teaching (continuing discussion) 
   a. Goal: merge together new teaching evaluation from the BUSPH working group and the University 
      i. Goal: want a new evaluation tool and want to encourage people to do midcourse evaluations and add questions that are specific to their courses 
         1. Do it on Blackboard or using another tool -> not public 
      ii. Discuss peer review process as part of the evaluation and what happens with those results 
      iii. Creating teaching portfolios  
   b. Teaching mentoring program 
      i. Came from comments from Faculty Senate at the last school assembly 
      ii. Add this as a part of the new faculty member’s mentoring program where it’s relevant  
      iii. Education Office created an onboarding guide for basic items -> Amanda will send around to Committee for edits/additions 
   c. Will continue this conversation at the next meeting
4. **Standards of Academic Honesty and Disciplinary Procedures**
   a. Originally updated in 2008
   b. Some of these procedures are still happening, some aren’t
   c. Syllabi will include a short paragraph and a link to this
   d. Consequences
      i. Up to the discretion of the faculty until it comes to Lisa
      ii. Range from expulsion, failing the assignment, failing the course, etc.
   e. At end of faculty paragraph
      i. If the faculty member feels it should be escalated, it will go to Lisa
      ii. There needs to be some documentation of what happened/how it was handled
         and this should be included in the student’s file
   f. Run a faculty training on the topic

5. **End of the Year Awards**
   a. Teaching Awards
      i. Please forward the message from SPH Today
   b. Educational Innovation Award (presented at McCahan Day)
   c. Student Speaker at Commencement
      i. Students can nominate themselves and others
      ii. Lisa will ask Mary about how this usually works

6. **TAs**
   a. We have guidelines for how TAs are allocated
      i. Ranges by enrollment but the exact allocation numbers are based on a variety of factors
      ii. 2018: 98% of requests were approved
   b. Faculty Senate feedback
      i. 1 department said that they never requested TAs in the past because their enrollment numbers were less than 20 -> they weren’t aware that other circumstances go into approvals and denials
      ii. Some people want specific rules, others appreciate the subjectivity
   c. Lisa will try to put a memo together and send to the Committee for feedback
      i. Motivation for creating guidelines in the first place
      ii. What the end goal is