Education Committee Meeting Minutes  
May 16, 2019

Attendance: Carol Dolan, Gene Declercq, Anne Fidler, Chris Gill, Megan Healey, Mike LaValley, Nikki Longe, Chris Louis, Taylor Mahoney, Lois McCloskey, Meera Ruparelia, Lisa Sullivan, Leslie Tellalian, Michael Ulrich, Amanda Velez

1. Phase 1 Proposal – Advanced Reproductive Epidemiology  
   a. Bring together a more advanced topical course ≠ nothing like this in the Epi department currently  
   b. Dives deeper into issues with sophisticated analytic techniques  
   c. Target audience: mainly doctoral students  
   d. Prerequisite: EP759  
   e. Committee agrees that this should be put this on hold until there’s room to bring more courses on

2. Course Audit and Scheduling  
   a. Document displays enrollment data for the past 5 years  
      i. Red: cancelled for low enrollment  
      ii. Yellow: max enrollment was less than 15  
   b. Committee will look at their respective departments and see if there are courses that should come off  
   c. Highlighted issues  
      i. Small classes (may or may not be problems depending on which students are targeted)  
         1. New MS degrees will be more prescriptive so courses that list MS on this document are for the old degree ≠ will likely not be an option for new MS students going forward  
      ii. Abundance of options for certain MPH certificates and enrollment in each class  
         1. If courses are listed as options, they have to be run every semester  
      iii. Uncleared waitlists  
         1. Biostats and Health Policy seem to struggle with this the most  
         2. This means there’s always students waiting to get into these courses  
         3. Solutions: adding a section if courses have that much demand, increasing the cap, etc.  
      iv. Consider having minimum caps for required courses for functional certificates  
   d. Goal: a more manageable curriculum  
   e. Process for removing courses  
      i. There isn’t a standardized process in place at this time  
      ii. Moving forward  
         1. Let Nikki know what courses should come off and they’ll be phased out  
         2. Talk to certificate directors about what courses are necessary  
         3. Looking at curriculum working groups in each department to go through their courses  
      iii. Additional data that would be useful  
         1. Certificate enrollment  
         2. Spreadsheet that lays out required courses and electives
3. Core Courses
   a. Leadership & Management
      i. Fall 2018 was particularly difficult
         1. Faculty who developed the course and had expertise had left BUSPH
         2. Lots of new faculty and adjuncts teaching the class at that time
      ii. Goal of the course should be to teach students how to work together with
          people who are different than them
      iii. Reconstructing the course
          1. Teaching skills that are used in real time during the other core courses
          2. Getting a set team in place to teach the course going forward
          3. Consult the other schools who are running a similar course and apply
             some of their success strategies to L&M in a collaborative process with
             the teaching group
             a. Working group can offer advice and support to instructors to
                help make this course better
                i. Look at the first syllabi compared to where the course is
                   now and see how the deviation began

4. Ed Strategy Feedback
   a. Encourage attendance at Education Town Halls for more feedback
      i. May 28 (2-3:30pm in CT 305)
      ii. June 3 (2-3:30pm in L112)