Education Committee Meeting Minutes
April 16, 2020

Attendance: Sophie Godley, Trish Elliott, Chris Gill, Megan Healey, Mike LaValley, Nikki Longe, Chris Louis, Taylor Mahoney, Junenette Peters, Meera Ruparelia, Lisa Sullivan, Leslie Tellalian, Amanda Velez

1. Spring teaching feedback/grading wrap-up
   a. Incompletes: will work fine for students not graduating in May
      i. Should utilize incomplete contracts to hold students accountable and the Registrar’s Office can takeover if the student is not doing what was agreed upon
      ii. Up to 1 year to complete
   b. ILE students: are graduating in May
      i. Many of them are behind and there’s a concern with completion
   c. Mechanics of choosing credit/no credit
      i. Faculty grade as normal
      ii. Students see grades and choose credit/no credit option
         1. Neutral GPA option
      iii. Failing grade: get a no credit but don’t have a F weighing down their GPA
      iv. D or higher for most courses: can choose for credit or grade option
         1. Grade affects GPA
         2. For credit does not affect GPA

2. Summer 1 and 2 remote teaching/grading
   a. Classes will be held remotely
   b. Introductory meeting next week with all faculty teaching during the summer
      i. Some have been teaching in spring so they’ll know what it’s like but for others, remote teaching is brand new
      ii. Hear what support and training they need (Center for Teaching and Learning)
   c. Grading system for summer is still unclear at this time
   d. Dual degree students (and probably all students)
      i. All are forced to take classes online and questions have come up around tuition dollars
      ii. Summer courses should be termed “remote courses”
      iii. Tuition isn’t different for how courses are offered, it just varies by credit

3. Fall teaching update
   a. The goal is to return in the fall but we are planning for different options
      i. There may be some restrictions with class sizes being capped, only a certain number of people allowed per square foot, etc.
      ii. Some international students may have issues getting their visas
      iii. Some students/faculty may not be comfortable meeting in person even if we can return to normalcy
   b. Working with Ed Media to figure out how someone can teach in a classroom and livestream at the same time
      i. Looking at how to use Zoom with some people in person and some people online
      ii. Will need a TA to monitor questions, Ed Technology in the room, microphones, etc.
c. MPH core courses
   i. Already have online offerings so some students may elect that option to begin with
   ii. Will see how students end up registering

4. Virtual town hall on April 22 from 3-4pm
   a. Sharing what’s been working, what hasn’t
   b. Allows faculty and TAs to connect
   c. Register for Zoom details

5. Spring 2020 course evaluations
   a. Many faculty members are happy that course evaluations won’t be made public
   b. Will be conducted online as usual
      i. Results will be given to faculty to review
   c. Letter will be drafted to the Chairs from the Education Committee saying that circumstances were different this semester, please consider that for the AFRs, etc.
   d. Will add language to the email sent out about reviewing online teaching

6. Program Management title
   a. Sent feedback about making the title more concise, more exciting for students, etc.
      i. Goal: want it to be clear to students that program management can be in global and domestic settings
      ii. Keeping program management in the title because it’s a specific skill
      iii. Using the word diverse may confuse students
   b. Would like to propose “Program Management in Global and Domestic Settings”
      i. Wouldn’t be updated in any of the University systems because that deadline has passed
      ii. Would be used in internal marketing
         1. Certificate roadmaps, marketing materials, our website, their events, etc.
         2. Would like to pilot it this year and then submit an official proposal to change it in the University systems in the fall
   c. Feedback from the committee
      i. Be mindful of where this is actually written
         1. Putting it on the website can be a little dicey
      ii. Changing the name without going through the process
         1. Name changed from what students thought they would matriculate into
         2. Title changes should go through several other channels (speaking with students, alumni, Admissions, Career Services, etc.)
      iii. Opens up the door for other certificates who want to do the same thing
         1. Can make the process confusing and messy moving forward
      iv. Amanda will let them know that the committee isn’t comfortable with piloting it this way
      v. Consider adding a tagline about it being in global and domestic settings without actually changing the title
         1. There are descriptions and there has been some language added
         2. Think about working with Danielle to highlight that specific part in the description
d. Next meeting: put 4 confusing certificate descriptions and rosters up
   i. Ask certificate directors to join that discussion

7. Faculty senate proposal about cancelling courses
   a. Original recommendation: committee discussed that they weren’t practical due to timing
      i. 12 month review window
      ii. Need to think about how to include people in the review
      iii. Goal: create a policy with transparency for how a class is taken off the schedule
   b. Current process
      i. Registrar’s Office monitors and flags any courses that have less than 10 students enrolled
      ii. Course cancellations occur no later than 4 weeks prior to the start of the semester
         1. Fall courses: this happens towards the end of July
      iii. Things to consider
         1. Group of students who haven’t registered yet
         2. Waiting for certain processes to occur so that a whole group of students who would’ve otherwise registered aren’t missed
         3. See if students enrolled in the class have other options, similar classes that fit the same time, is the course required, etc.
   c. Feedback from the committee
      i. 12 month review doesn’t give flexibility to react to jumps up and down in student enrollment
         1. Agree that the timeline doesn’t seem feasible
      ii. Consider how to consider the coverage part of it while also keeping in mind operational needs
      iii. Lisa will send what the faculty senate submitted and what is currently in the faculty handbook for review
      iv. Committee wants to work together with the faculty senate to figure out these issues together
         1. Consider involving certificate leads as well

8. Infectious Disease faculty have been thinking about teaching a course on COVID-19
   a. Wonder if there’d be any interest on a course (likely 2-credit)
   b. Held during spring 2021
      i. Possible to expedite a proposal?
   c. Committee feedback
      i. Could be a good use of a special topics course (PH course numbers)
         1. Committee wants more information on what they’d like to do
         2. Recognize potential overlap in other courses
      ii. Consider doing a COVID-19 course that’s multidisciplinary
         1. Include emergency management, supplies, and health disparities
      iii. Course topics could also be fit into the courses that are already being run
         1. Being mindful of the fact that students may want to select courses that are specifically related to this because of their own personal connections with COVID-19 and whether or not that’s something they want to study