

**The Graduate Curriculum Committee (GCC)**  
Meeting Minutes  
Wednesday, September 4, 2013

**Regular Members Present:**

Jim Decker (Chair)  
Bob Thompson (Vice Chair)  
Carol Brown  
Amy Carr-Richardson  
Hamid Fonooni  
Rich Franklin  
Linda Mayne  
Ravi Paul  
Leonard Trujillo  
Ginger Woodard

**Regular Members Excused:**

None

**Ex-Officio Members Present:**

Rita Reaves and Diana Wright

**Ex-Officio Members Excused:**

None

**Academic Program Planning and Development:**

Kimberly Nicholson - excused

**Graduate School:**

Amy Tripp

**Guests:**

Brody School of Medicine: Marysia Grzybowski, Juhee Kim, and Suzanne Lea  
Diane Coltraine, Office of the Registrar

**Actions of Committee:**

**I. Call to Order**

**1. Report on Graduate Council (GC) Actions**

The 08-21-13 GCC minutes were approved electronically and forwarded to the Graduate Council for agenda placement.

Discussion of upcoming curriculum packages expected in the future

**II. GCC Membership**

**1. Welcome was extended to Professor Leonard Trujillo, who serves as the College of Allied Health Sciences representative (2013-2016).**

### **III. Brody School of Medicine, Department of Public Health**

#### **Proposal of New Course: MPH 7202**

Approved as amended

- (1.) Revise requested action
- (2.) Revise justification
- (3.) Revise course description
- (4.) Revise affected degrees or academic programs, other than your programs
- (5.) Revise course information (textbooks)
- (6.) Revise course assignments
- (7.) Revise marked catalog copy

### **IV. Brody School of Medicine, Department of Public Health**

#### **Proposal of New Course: MPH 7205**

Approved as amended

- (1) Revise justification
- (2) Revise affected degrees or academic programs, other than your programs
- (3) Revise course information (textbook)
- (4) Revise marked catalog copy

### **V. Old Business**

#### **1. 5000-level SOP**

- The Chancellor asked the GCC to review the 5000 level policy and the proposed 5000-level Course Standard Operating Procedure
- Do to Faculty Senate Resolution #13-31, there presently is no definitive procedure for approving 5000 level course proposals which allow undergraduate student enrolment.
- Conflict involves interpretation of SACS direction and if there should be separate objectives for 5000 level courses open to graduates and undergraduates.
- As a result of the above, Decker presented a revised 5000-Level Course Standard Operating Procedure. After discussion, the revised SOP was approved with revisions.

#### **2. Annual Graduate Banked Courses Catalog Cleanup (courses sent to Dean Gemperline)** Courses have been sent to Dean Gemperline for follow up.

#### **3. 08-28-13 GCC Resource Person Orientation**

This was very successful thanks, in part, to the active participation of GCC members and resource persons. Thank you!

#### **4. 09-06-13 Academic Program Development Workshop**

All encouraged to attend.

#### **5. 09-27-13 Curriculum Development Workshop: *Connections for Success***

All encouraged to attend. Thank you to those who have agreed to serve as clinicians for this workshop.

## VI. New Business

### 1. Courses Affected by the Catalog Transition

- Diane Coltraine will make editorial catalog revisions and keep a list of revisions to share with the committee
- Assign designee at the undergraduate and graduate level reviewing for revisions

### 2. Samples of letter sent to chairs and directors by the Office of the Registrar

#### Curricular Actions Reviewed at this Meeting:

New courses	4
Revised courses (title, description, content, prereq., prefix, unbanking, etc.)	0
Renumbered courses (same or different level)	0
Banked courses	0
Deleted active courses	0
Deleted banked courses	0
New degrees (RAP – Phase I)	0
New degrees (RAE – Phase II)	0
New degrees (RAE – Phase III curriculum approval)	0
Deleted degrees	0
Revised degrees (admission text, core text, concentration text, dept. text, etc.)	0
New concentrations	0
Deleted concentrations	0
New certificates	0
Deleted certificates	0
Revised certificates	0
New minors	0
Deleted minors	0
Revised minors	0

#### Curricular Actions Reviewed to Date (to include this meeting):

New courses	2
Revised courses (title, description, content, prereq., prefix, unbanking, etc.)	0
Renumbered courses (same or different level)	0
Banked courses	0
Deleted active courses	0
Deleted banked courses	0
New degrees (RAP – Phase I)	0
New degrees (RAE – Phase II)	1
New degrees (RAE – Phase III curriculum approval)	0
Deleted degrees	0
Revised degrees (admission text, core text, concentration text, dept. text, etc.)	0

New concentrations	0
Deleted concentrations	0
New certificates	0
Deleted certificates	0
Revised certificates	0
New minors	0
Deleted minors	0
Revised minors	0

## MEMORANDUM

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**TO** Graduate Curriculum Committee  
**FROM** Jim Decker  
**DATE** 08-28-13  
**RE** Revised 5000-level course standard operating procedure

As instructed at the 08-21-13 GCC meeting I drafted the following revised Standard Operating Procedure for the review of 5000-level courses and present it for your consideration.

- A. All 5000-level course proposals and deletions will be submitted to the GCC.
- B. If a course (new or revised) is not intended for undergraduate student enrollment this must be clearly stated in Section 6 (Course description exactly as it should appear in the next catalog) in the *Prerequisite* section (e.g. graduate student standing). ~~It should be noted that such a course will not appear in the undergraduate catalog. This course will be acted upon solely by the GCC (i.e. no UCC involvement).~~
- C. If a course (new or revised) ~~allows~~ is designed for both undergraduate and graduate student enrollment:
  - a. Section 5 (justification) must clearly delineate why the 5000-level was selected (i.e., instead of a 4000-level course) and must affirm the intention to enroll a minority of undergraduate students.
  - b. Section 16.b (course objectives for the course [student-centered, behavioral focus]) must ensure that there is a clear distinction between the requirements of undergraduate students and graduate students by inclusion of ~~include~~ both graduate and undergraduate learning objectives.
  - c. Section 16.d (list of course assignments, weightings of each assignment, and grading/evaluation system for determining a grade) must include both graduate and undergraduate course assignments and grading scales.
  - ~~d. If the proposal (new or revised) necessitates a change in the undergraduate catalog, undergraduate marked catalog copy must be provided.~~
- ~~D. The GCC will act on the course including the justification, graduate learning objectives and differentiation between graduate and undergraduate learning objectives, assignments and grade scale.~~
- ~~E. Once approved the GCC Chairperson will send to the UCC via [cucsubmissions@ecu.edu](mailto:cucsubmissions@ecu.edu) the approved proposal and, if applicable, undergraduate marked catalog copy.~~
- ~~F. Upon receipt of information from the GCC regarding any 5000-level course that will enroll undergraduate students, the materials will be placed on the next possible UCC agenda for consideration. The UCC will review information pertaining only to undergraduate students (i.e., justification, learning objectives, assignments, grade scale, and marked catalog copy) and will make recommendations to the Faculty Senate. Faculty members submitting 5000-level course materials will not be required to appear at the UCC.~~
  - ~~a. If the UCC recommends any revision or requests any information about the undergraduate aspects of the course, the UCC will notify the submitting unit. The UCC will request that any revisions or responses be submitted within 7 calendar days after the meeting at which the course was considered (as per UCC procedures).~~
  - ~~b. Courses recommended for approval will be included in the UCC minutes for inclusion on a Faculty Senate agenda (as per UCC procedures).~~

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MPH 7202 - Introduction to Public Health Data Analysis

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P: MPH 6011 and BIOS 7022; or consent of instructor. Basic instruction in public health data analysis using core features of SAS Software.

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## Department of Public Health

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 Return to: Curricula

*Lloyd F. Novick, Director, 600 Moye Blvd., Lakeside Annex 7 & 8*

The master of public health (MPH) requires 45 s.h., comprising 39 s.h. of course work, a major professional paper, and an internship for students without sufficient previous professional experience in public health. The program is delivered through the Department of Public Health, Brody School of Medicine. Admissions is through the ECU Graduate School.

The curriculum is divided among the following components: 24 s.h. in core required courses: interdisciplinary rural health diagnosis and planning, fundamentals of environmental health, public health practice, advanced public health practice, behavioral science and health education, research methods, epidemiology, and biostatistics; 6 s.h. in applications (field placement, professional paper); and 15 s.h. in required courses and electives in one of two specific concentrations: health behavior; or public health analysis and management. In addition to attaining basic public health competencies, MPH graduates must also attain concentration specific competencies. The field placement experience consists of 240 hours of service. The professional paper serves as a capstone, applied-learning experience. It will typically describe a public health action, intervention, or an increase in knowledge useful to public health practice that has resulted from the student's internship experience, professional employment or research. For detailed information, see the Program Manual ([www.ecu.edu/dph](http://www.ecu.edu/dph)).

## Public Health, MPH

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The master of public health requires a minimum of 45 s.h. as follows:

### 1. Core required courses - 24 s.h.

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- MPH 6000 - Public Health Practice
- MPH 6002 - Ethics and Law in Public Health
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- MPH 6010 - Fundamentals of Environmental Health or
- EHST 6010 - Fundamentals of Environmental Health
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- MPH 6011 - Introduction to Epidemiology

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- MPH 6013 - Behavioral Sciences and Health Education or
- HLTH 6013 - Behavioral Sciences and Health Education
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- MPH 6020 - Research Methods
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- MPH 6035 - Interdisciplinary Rural Health or
- NURS 6035 - Interdisciplinary Rural Health
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- BIOS 7021 - Biostatistics for Health Professionals I

## 2. Applications - 6 s.h.

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- MPH 6903 - Comprehensive Field Placement
- MPH 6991 - MPH Professional Paper
- MPH 6992 - MPH Professional Paper
- or
- MPH 6904 - Introduction to Field Placement
- MPH 6905 - Applied Field Placement
- MPH 6991 - MPH Professional Paper
- MPH 6992 - MPH Professional Paper

## 3. Concentrations/Electives - 15 s.h.

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Chosen in consultation with advisor for concentrations, areas of emphasis, or joint degree programs.

### Concentration in Health Behavior

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MPH 6027 , MPH 6600 , and MPH 6605 are required. 6 s.h. of electives are selected by the student in consultation with his or her concentration advisor.

### Concentration in Public Health Analysis and Management

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Any three may serve as concentration courses; any two may be electives. COHE 6100 , COHE 6300 , COHE 6310 , COHE 6600 ; HIMA 5 6060; MPH 6021, MPH 6022 , MPH 6023 , MPH 6025 , MPH 6040 , MPH 6100 , MPH 6200, MPH 7202; PADM 6160 , PADM 6161 , PADM 6162 , PADM 6400. 6 s.h.of electives are selected by the student in consultation with his or her concentration advisor.

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[MPH 7205 – Nutritional Epidemiology](#)

3

P: MPH 6020 and BIOS 7021; or consent of instructor. Conduct and interpret epidemiological studies relating food and nutrition to health promotion and disease prevention focusing on dietary assessment.