**Joint MPH/BSPH Program Committee**

**Minutes from 2/14/2018**

**GRH 2003; 12:30 – 2:30 p.m.**

Present: Ding, Eagle, Farrell, Gardner, Kim, Lartey, Macy, Watkins

Gardner forgot to send out an agenda. =(

Gardner sent out email prior to fall schedule due date seeking input on reducing MPH class sizes from 25 to 15, which is more in line with most of the graduate courses across campus AND the literature on graduate class size. Additionally, CEPH’s charge for MPH programs to graduate “practice-ready practitioners” and their assessment requirements means more application-based projects, which are more time consuming to create and to grade. No one responded to the email, so Gardner reduced them as the schedule was due prior to this meeting.

Gardner discussed striving to create workload equity: When two non-crosslisted sections are created, it should either count as two courses in your workload or as an off-load assignment. Gardner suggested the following:  In order to count as two independent courses, there must be a minimum of 21 students between the two sections. If the combined total is less than 21, the two sections will combine and count as one course.

**Gardner/Farrell motion:** limit enrollments in the online core courses to students in the online MPH program during the regular academic year. For courses that serve multiple programs, we will either create a second NON-CROSSLISTED section, OR the students can be directed to take the course in the summer. Rationale: In order to meet efficiency requirements, we need to have at least eight graduate students enrolled in a course. When residential students enroll into online courses, we run the risk of not meeting this requirement, especially for the classes that are not required by multiple programs. Exceptions may be granted on case-by-case basis.  While no one is happy about doing this, the motion passed unanimously.

Visiting Assistant Professor: Position is funded through DELO-incubated MPH and is temporary. The person hired will teach in the BSPH program. Because of the strict competency assessment for the MPH program, core courses will be taught by permanent faculty.