

Morehouse School of Medicine Master of Public Health Program

2009 Curriculum Committee Report

The MPH Curriculum Committee meeting schedule for 2009 includes a total of four meetings including joint curriculum/faculty meetings. The following list includes the meeting schedule:

- March 24, 2009- Regular Meeting
- May 5, 2009- Joint Curriculum and Faculty Meeting
- October 27, 2009 - Regular Meeting
- December 15, 2009 - Joint Curriculum and Faculty Meeting

Curriculum Committee Charge:

The charge to the Curriculum Committee is to develop a curriculum which will lead to the fulfillment of the objectives of the MPH program. The committee is responsible for reviewing the academic calendar, class schedules, and the determination of core, integrated, and elective course offerings. The committee evaluates all segments of the curriculum including student evaluations to identify potentially ineffective sequences, unnecessary repetitions, and subject areas that may require more emphasis. The committee is also charged with conducting a continuing review of curriculum design, course organization, and teaching performance to formulate specific recommendations for modifying courses in the interest of improving the curriculum. Additionally, the Committee is expected to review the descriptive outline of each course prior to incorporation in the curriculum. Members serve for a three year term with a maximum of two consecutive terms allowed. Failure to attend or send a representative for three consecutive meetings will result in removal from the committee. One-third of the membership rotates off the committee annually. Two student representatives (one first year student and one second year student), elected by the MPH Student Government, serve for a one year term.

Committee Chair: Dr. Patricia Rodney

Committee Co-Chair: Dr. Stephanie Miles-Richardson

Staff Liaison: Telisha Miller, MPH

Curriculum Committee Activities

2009 Curriculum Changes

- Health Administration and Policy Track (HAP) renamed to Health Administration, Management and Policy Track(HAMP) - Approved
- Writing workshops split one for 1st years students and one for 2nd years-*Accepted*

- Practicum Experience will become a prerequisite for the Culminating experience-
Accepted
- Applied Epidemiology Methods was *accepted* as a track required course and Chronic Disease Epidemiology was moved to an elective
- Council on linkages Competencies were officially revised

Committee Appointments

- Dr. Stephanie Miles-Richardson appointed as Committee Co-Chair
- Evaluation Sub- Committee developed – Chair- Dr. Claire Xanthos

Upcoming Activities

- 2010-2011 Curriculum planning meeting
- Individual Track workgroups/Curriculum Review
 - International Health- July 13th
 - Health Administration, Management, and Policy- July 14th
 - Health Education and Health Promotion- July 20th
 - Epidemiology –July 21st
- Full Committee Retreat- August 4th and 5th

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

2009 Curriculum Committee Planning/Recommendations

The MPH Curriculum Committee meeting schedule for 2009-2010 academic year includes a total of three meetings including a joint curriculum/faculty meeting. The following list includes the meeting schedule:

- Tuesday, October 27, 2009 - Regular Meeting
- December 15, 2009 - Joint Curriculum and Faculty Meeting
- March 23, 2010 - Regular Meeting

Curriculum Committee Charge:

The charge to the Curriculum Committee is to develop a curriculum which will lead to the fulfillment of the objectives of the MPH program. The committee is responsible for reviewing the academic calendar, class schedules, and the determination of core, integrated, and elective course offerings. The committee evaluates all segments of the curriculum including student evaluations to identify potentially ineffective sequences, unnecessary repetitions, and subject areas that may require more emphasis. The committee is also charged with conducting a continuing review of curriculum design, course organization, and teaching performance to formulate specific recommendations for modifying courses in the interest of improving the curriculum. Additionally, the Committee is expected to review the descriptive outline of each course prior to incorporation in the curriculum. Members serve for a three year term with a maximum of two consecutive terms allowed. Failure to attend or send a representative for three consecutive meetings will result in removal from the committee. One-third of the membership rotates off the committee annually. Two student representatives (one first year student and one second year student), elected by the MPH Student Government, serve for a one year term.

Committee Chair: Dr. Patricia Rodney

Committee Co-Chair: (Appointed by Program Director-TBA)

Staff Liaison: Telisha Miller, MPH

Curriculum Committee Planning Recommendations for 2009-10 Academic year

- Select a Curriculum Committee Co-Chair (Recommendation- Dr. Stephanie Miles-Richardson)
- Appoint two students from each track to serve on the committee (one first year and one second year, in addition to one PHPM Resident and one Certificate student)

- Recommended Student Members 2009-2010

Year	HE/HP	HAP	IH	EPI	PHPMR	CP
1st	Dannon Martin	Jawanza Donaldson	Hesham Abukhdeir	Lisa Jean Charles	Robin Woodberry	Rene Jackson
2nd	Diana Brown	Brenton Powers	Miriam Robinson		Ijeoma Azonobi	

- Appoint an Evaluation/review subcommittee specifically to review measures/targets for the program in addition to course evaluation and survey summaries. (appoint a chair for the subcommittee)

- Recommended Evaluation/Review Subcommittee Members

Name
Sonia Alveraz Robinson
Dr. Tabia Akintobi
Dr. Carey Bayer
Dr. Dominic Mack
Dr. Arlene Vincent-Marks
Kim Taylor

- Require each subcommittee (to include track subcommittees) to submit a schedule of meetings and action items to accomplish including updates to the curriculum matrix.

Agenda items for next meeting

- Revisions to the MPH curriculum matrix to include the integration of the updated Public Health Competencies
- Track booklet review- *motion to approve*
- HAP Track- title revision (Health Administration, Management and Policy)- *motion to approve*
- Health Administration, Management, and Policy Core Course- title revision to Health Administration/Management. Justification will be presented by Dr. Stephanie Miles-Richardson- *motion to approve*
- PHPM Resident and one Certificate student representation on the committee- *motion to approve*

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

2008 Curriculum Committee Review

The MPH Curriculum Committee meeting schedule for 2008 included a total of four meetings including a two-day retreat. Meetings are generally held quarterly on the third Tuesday of the month from 12:00-2:00pm. The following list includes the 2008 meeting schedule:

- Thursday May 27, 2008- Regular Meeting
- August 7th and 8th 2008 – Curriculum Retreat
- October 21, 2008- Regular Meeting
- December 16, 2008 – Joint Curriculum and Faculty Meeting

Curriculum Committee Charge:

The charge to the Curriculum Committee is to develop an instructional program which leads to the fulfillment of the objectives of the MPH program. The committee is responsible for reviewing the academic calendar, class schedules, and the determination of core, integrated, and elective course offerings. The committee evaluates all segments of the curriculum including student evaluations to identify potentially ineffective sequences, unnecessary repetitions, and subject areas that may require more emphasis. The committee is also charged with conducting a continuing review of curriculum design, course organization, and teaching performance to formulate specific recommendations for modifying courses in the interest of improving the curriculum. Additionally, the Committee is expected to review the descriptive outline of each course prior to incorporation in the curriculum. Members serve for a three year term with a maximum of two consecutive terms allowed. Failure to attend or send a representative for three consecutive meetings will result in removal from the committee. One-third of the membership rotates off the committee annually. Two student representatives (one first year student and one second year student), elected by the MPH Student Government, serve for a one year term.

Curriculum Committee Chair: Dr. Patricia Rodney
Curriculum Committee Co-Chair: Dr. Kwaku Danso
Curriculum Committee Staff Liaison: Telisha Miller, MPH

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

MPH Program Curriculum Committee Member Roster		
MEMBER	TITLE	DEPARTMENT
Ahmad AI-Mahmoud, PhD [^]	Assistant Professor	Master of Science in Clinical Research Program
Sonia Alvarez-Robinson	Advisory Services	Price Waterhouse Coopers LLP
Ngozi Anachebe, MD	Dean of Students/Assistant Professor and Assistant Dean for Student Affairs	Student Affairs/ Obstetrics and Gynecology
Carey Bayer EdD, RN	Assistant Director	Center of Excellence for Sexual Health
Jorge A. Benetiz, PhD [^]	Associate Professor	Microbiology, Biochemistry, and Immunology
Katrina Brantley, MPH	Alumni Representative	National Center for Primary Care
Rakale Collins-Quarrells, PhD	Associate Professor	Community Health and Preventive Medicine
Kwaku Danso, PhD	Associate Professor	Community Health and Preventive Medicine
Sharon Davis PhD, MPA	Associate Professor	Community Health and Preventive Medicine
Carla Durham	Residency Program Manager	Community Health and Preventive Medicine
Cynthia Henderson, MILS	Director, Library	Library
Telisha Miller, MPH	Practicum Coordinator/Staff	Community Health and Preventive
Rhonda Page [^]	Senior Director- Office of Strategy and Systems Development Health Information, Strategy, Policy and Accountability	DHR- GA Division of Public Health
Reginald Riley, LMSW [^]	Student Counselor	Counseling Services
Patricia Rodney ,PhD, MPH	Professor	Community Health and Preventive Medicine
Cynthia Trawick, EdD [^]	Director, Public Health Sciences Institute	Morehouse College
Rueben Warren, PhD, MDiv	Associate Professor	Interdenominational Theological Center
Ivorie Stanley	Student Representative (HAP)	Community Health and Preventive Medicine
Nythea Tolbert	Student Representative (IH)	Community Health and Preventive
Vincent Watford	Student Representative (HE/HP)	Community Health and Preventive

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

^Members who have failed to attend or send a representative for three consecutive meetings during 2008.

2008 Curriculum Committee Schedule and Activities

Thursday May 27, 2008 MEETING AGENDA ITEMS

- A. Certificate Program Update**
 - 1. Recruitment/Marketing Options
 - 2. Implementation timeline- cohort of 10 students expected to enroll Fall 2009

- B. Epidemiology Track Proposal**
 - 1. Implementation Timeline-first cohort of 10 students expected to enroll Fall 2009
 - 2. Pilot Program update- Applications will be available for the Summer of 2009
 - 3. Vote to move forward with Track - ***Approved***
 - 4. Action: Discontinuation of Biostatistics as a prerequisite for Epidemiology - ***Approved***

- C. Environmental Health Track**
 - 1. Overview
 - 2. Next steps
 - 3. Curriculum Development

- D. Proposed Curriculum Changes**
 - 1. Offer Epidemiology Core course during the Fall Semester (of the first year)- ***Approved***
 - 2. Split the Culminating experience hours between two semesters (Culminating Experience A – fall semester of second year, Culminating B- spring semester of second year) - ***Pending***
 - 3. Move Research Methods course to second semester or the first year- ***Approved***

August 7th and 8th 2008- CURRICULUM RETREAT

A. Retreat Overview

The MPH Program held its annual retreat at the Cascade Club in Southwest Atlanta, on August 7 – 8, 2008. This year's retreat, "***Forging a Bridge to Higher***

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

Levels of Achievement,” focused on realignment of the current curriculum to meet and respond to current and future needs of its stakeholders including the public, students and the community. The retreat was attended by a total of **34** participants comprising of faculty, staff, students and alumni over the two-day period. The activities for the retreat were designed and facilitated by Dr. Arlene Vincent-Mark, Executive Director of T.E.A.M. Inc., and an Advisor with the Centers for Disease Control and Prevention (CDC) in Atlanta.

B. Purpose

The purpose of the retreat was to bring together major stakeholders (faculty, staff, student and alumni representatives, and advisory committee members) to discuss, plan and create a framework for moving the MSM/MPH program towards a higher level of quality programming. In addition to this stated purpose, the retreat provided the opportunity and forum for participants to review major accomplishments of the Program, and discuss issues and challenges ahead.

C. Goals

The stated goals of the retreat were:

- 1) To assess the strengths of the current curriculum, and identify gaps and areas for improvement;
- 2) To develop a framework to realign the curriculum to meet current and future market needs and those of the students;
- 3) To improve the quality of services provided to students; and
- 4) To identify and formulate a process to foster greater collaboration and communication among stakeholders (faculty, staff, students, alumni, community) to meet the program’s mission.

October 21, 2008 MEETING AGENDA ITEMS

A. 2008 Curriculum Realignment Retreat Outcomes

B. OVERVIEW OF FINAL REPORT -Facilitated by Arlene Vincent-Mark, Ph.D., MBA

Discussion of Output/Deliverables

The desired **output/deliverables** were:

- 1) The development of a **systematic process** to realign the curriculum by utilizing a process improvement framework that integrates current, relevant, socioeconomic, political, technological, cultural and social issues/trends, into the existing MPH Program curriculum;

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

- 2) The identification and formulation of administrative, organizational and academic processes and strategies to ensure students are provided with the necessary knowledge, skills and abilities to complete the MPH Program in an efficient and timely manner.

Discussion of Next Steps

Conduct a GAP Analysis for each Track (Track specific Sub-committees which were organized during the retreat, will meet to develop strategies to address any gaps identified)

RECOMMENDATIONS:

The following recommendations were also discussed to take the MSM/MPH Program to a higher level:

1. Strengthen communication channels among all stakeholders, particularly among faculty, staff and students
2. Evaluation and feedback must become important processes in improving communication among Program's stakeholders. All evaluation processes must be conducted and adhered to as outlined in Program guidelines. Management should include discussion of the various evaluation processes, e.g. students' evaluation of courses, as a standard component of management planning process and Program's evaluation, by integrating them into regularly scheduled meetings.
3. Strengthen the management and administration processes for each academic track. Each track committee should implement its individual strategic planning process with Action and Evaluation Plans that are submitted to management for review and feedback. This should involve regularly scheduled track meetings with strictly adhered to reporting requirements and updates to management.
4. Develop strategies to ensure that all organizational and administrative guidelines that are already in place for Program activities, are utilized in the manner in which they are intended to be used. Examples include Guidelines for Culminating Experience and Practicum. The process for completing these components of the Program should be adhered to by all stakeholders.
5. Strategies for accountability of responsibility, e.g. advisors' signatures to indicate that an activity has been reviewed and approved, should be strengthened. Conduct a formal orientation process for new faculty and staff to orient them to the Program, including Program background, mission, and vision. All new faculty and staff should participate in the orientation process.
6. Institute a formal process of conducting Environmental Scans to accurately assess and act upon employer requirements and alumni feedback. The results of

Master of Public Health Program
Department of Community Health and Preventive Medicine
Morehouse School of Medicine

these scans should be shared and discussed at management meetings and with the academic tracks committees.

7. Establish a process to document all Program accomplishments. This should be an ongoing process and can be used to orient new stakeholders (faculty, staff, community and institutional partners) about Program. This can also be used for marketing the Program to funders/sponsors.

December 16, 2008 MEETING AGENDA ITEMS

Joint Curriculum Committee and Faculty Meeting

- A. Fall Semester review**
 1. Fall Faculty members discussed each of the courses that they taught for the semester. Provided highlight of the course, projects, student overall performance and any challenges faced during the semester.
- B. Online Course Evaluations (Blackboard)**
- C. Fall 2008 Faculty Evaluations/Adjunct Faculty Self-Assessments**
- D. Spring 2008 Schedule- Pre Registration**
- E. Course Binders and Content**
- F. Revised Course Syllabus Template/Matrix Discussion**
- G. Blackboard: Account Verification, Pictures, Profiles and CV's**
- E. Work Groups updates**
 1. Track Coordinators reported on the progress to date of the track specific workgroups and the post-retreat activities that were to be completed. Formal reports to include GAP analysis worksheets will be forth coming.
- F. Track Booklets/Information sheets**
 1. Completion Date is July 31st for the Fall 2009 entering class.