August 28, 2014

Dear Susan and Denise,

The graduate subcommittee of UCC started its review of the Master’s in Public Health yesterday. We didn’t have time to complete review of the entire P form, but I thought that I’d share some of the committee’s initial comments/questions. I will probably be in touch regularly over the next month as we move through the P form and all of the proposed MPH courses.

I have cc’d Mike and Sarah because some of these questions/comments relate directly or indirectly to EL. (Highlighted in yellow)

Where page numbers are referred to, they relate to the page number on the attached PDF document (i.e. page 1 is page 1 of the PDF, not the page number 1 in the P form narrative)

1.       Pg. 1: UCC believes that the proposal does impact other disciplines, namely HD, KINE, and NURS. These departments have signed off on several of the C forms, but you should also get an email from them indicating their support for the MPH program (send them a copy of the P form). Keep in mind that the Academic Senate only sees the P-form (not the C-forms), so we want to be absolutely clear that there is support from these departments.

2.       Pg. 3: In item g, you refer to an Appendix that does not appear to exist. Please provide this statement.

3.       Pg. 6: The paragraph “Due to the status of the state budget, it is not justifiable to offer this program using state funds, but self-support provides the flexibility required to hire faculty to teach courses for this degree” is no longer really applicable (at least the budget issue). Regina Eisenbach communicated to me that the Chancellor’s office has started to ask for more specific and concrete explanations for why new programs are being offered via EL (this has also been a regular question at our Academic Senate). Thus, we suggest that you revise and expand this explanation/justification. You might potentially bring the comparable cost of the program (compared to stateside MPH programs) into this section as well.

4.       The third option in the program has different names at different locations in the proposal. On page 7 of the PDF it is “Emergency Preparedness and Biosecurity”, but in the Course of Study Table on page 8 it is “Emergency Preparedness and Response”. Please go over the entire document and make sure that the name is consistent throughout.

5.       In the Course of Study Table on PDF pg. 8, the Emergency Preparedness and Response Option has two classes in the fifth semester (PH 595 and PH 519). The other two options are listed as having an elective during this semester. However, on PDF pgs. 11 and 12, all three options are listed as having an elective. Please clarify.

6.       Pg. 9: The first sentence of the “advancement to candidacy” section is unclear. Do the students advance to candidacy after the 4th semester or during the 6th semester? Both are mentioned in the first sentence of this section.

7.       Pg. 9 and attached SLO Outcomes Table (“MPH Supporting documents”): Please revise the SLO outcomes table so that your four program SLOs, not your “skills list” are tracked across your courses. If you have questions about how to prepare this document, please consult with the campus’ new assessment specialist, Melissa Simnitt at [msimnitt@csusm.edu](mailto:msimnitt@csusm.edu).

8.       Pg. 11: The Option in Global Health section notes that this option “requires an international internship”. However, there does not appear to be any course associated with this requirement. Is this a faculty-led class? Do the students receive academic credit for the internship? Please clarify. Also, note that there is an extensive pre-approval process for student travel abroad, and there may be additional requirements for students to work/intern abroad. You may wish to consult with Global Studies to assure that this is feasible.

9.       Pg 12, section g: Please also list these possible electives in the catalog copy (you can include the caveat “other 400-600-level courses may be used as electives with the consent of the MPH Graduate Advisor”). Also, note that 300-level classes may not count for graduate credit, so you should remove the reference to GBST 300.

10.   Pg. 12, section h: Here and at several other locations, you refer to Appendix C. This appendix is not provided. UCC will need a detailed proposed course sequencing document and some explanation of how you will be “phasing in” the options (if they will not all be offered immediately).

11.   Pgs 12-14: The program currently has no 600-level (graduate-only) classes. While we realize that only graduate students will be taking all of your classes, both from the perspective of consistency with other graduate programs and to clearly communicate the rigor of the graduate degree, we suggest that some of your proposed courses be shifted to the 600 level. Two options would be to keep your core at the 500-level and shift all of the other courses to the 600-level, or to just shift your capstone (595), project (598) and thesis (599) courses to the 600 level. If you let us know what you want to do, we can make the edits to the C forms. You should make the edits to the P form text.

12.   Pg. 22: You will have 22-person annual cohorts, which will split into three options once they complete their core coursework. Looking at semester 4 in the course of study (PDF pg 8), you are offering nine separate classes (nine instructors). Each of these “option” classes will presumably have ~7 students (22/3). Is this feasible?

13.   Pg 26,27: As noted in the bolded text at the bottom of PDF pg. 26, you need at least five full-time faculty with appropriate terminal degrees in place to offer a new graduate degree program. The chancellor’s office will enforce this requirement. Currently there are two faculty who meet this requirement (Devan Romero, Susan Andera). The part time lecturers and the theoretical hires (unless they are now on staff?) cannot be used to fulfill this requirement.

14.   Pg. 27. The library statement is now 4.5 years old and it appears that there were no course descriptions available at the time that it was written. Please request an updated report from the library. In addition, there does not appear to be a formal statement/report from IITS. Please request such a statement.

15.   Finally, once you make these edits, could you send the revised version of the P form in MS Word format to me? There are several smaller organizational/grammatical edits in the catalog description that would be easier for UCC to make directly (and then send to you for final approval) instead of trying to describe each edit.

Let me know if you have any questions or concerns.

Thanks,

Matt Escobar

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