Voting Members Present: Ranjith Kumar Bandari, Jen Jen Chang, Zhenguo Lin, Katie Mascari, Takako Nomi, Ness Sandoval, Bill Rehg, Kristi Ritcher Dana Baum, Dana Malkus, Helen Lach, Tricia Bagsby, Elizabeth Gockel-Blessing, Nicola Pozzi

Non-voting Members Present: Jennifer Popiel, April Trees, Jay Haugen, Marissa Cope, Janie Henderson, Christine Harper

Members Absent:

Guests: Nicole Mispagel, Silviya Zustiak, Koyal Garg, Scott Sell, Chris Thomas

I. Approval of December Minutes: Approved with edits. Ness Sandoval was marked absent for the December 2023 meeting. He was present. This will need to be updated on the previous minutes.

II. Announcements: All new programs, program closures and program change proposals can be accessed in the GAAC folder in Courseleaf. Proposals can also be viewed by searching for the courseleaf number attached to the submission. We will begin adding this to the agenda with the next meeting.

III. Discussions:

Program Proposals

A. New Program Proposals
   MS in STEM Entrepreneurship (Second Review) - Approved unanimously.

B. PBC Certificates:
   a. Biostatistics
   b. Epidemiology
   c. Health Management and Policy
   d. Public Health Preparedness and Response
   e. Biosecurity & Infection Control

Each proposal needs to have a clear justification for that specific area of focus. Currently all certificates have the same justification.

The proposals were missing letters of support from the registrar, the library, and IT. Require a market analysis for Enrollment Management as well.
Committee members sought confirmation that the courses for the certificates would be offered regularly and would not require new or additional course offerings. Dr. Chang confirmed that these courses are offered for other reasons for existing programs.

It would be helpful to have greater clarity regarding what counts as an elective in the catalog content. It must be graduate-level credit, but this isn’t clear in all certificates.

C. M.S. Biomedical Engineering and Ph.D. Biomedical Engineering

Drs. Zustiak and Garg presented on the rationale for the programs. The programs are currently embedded within the Engineering M.S. and Ph.D., which gives them no visibility and makes the requirements unclear. They indicated the program will require no additional resources.

For the Ph.D., they were asked if the credit hours/coursework are similar to that required in comparable programs elsewhere. They indicated that the Ph.D. is typical (27 to 42 is the range).

They were asked about additional support students may need to succeed in this program. Dr. Zustiak indicated that students who do not have the necessary background to complete the coursework in the programs would typically be asked to complete that coursework prior to applying to and beginning the program.

The committee discussion identified a number of areas of clarification to request from BME for the two programs.

For both, a revision of the section on good standing to clarify the requirements for good standing and the steps that would allow students to return to good standing with regard to performance on coursework.

Need for clarification on program requirements regarding time and their fit with university time-to-degree requirements. What do those time requirements mean for part-time students (if they are allowed to be part-time)?

For the M.S., the curricular requirements should clearly separate the thesis and non-thesis requirements.

For the Ph.D., admission requirements need to be consistent throughout proposal.
In non-course requirements, the description of the qualifying examination (required exams, their timing, structure, and process) needs to be revised and clarified. It isn’t clear what is required. The dissertation should be referenced directly.

D. **Program Closure:**
   a. *Executive Masters in Health Administration* - Approved unanimously.

E. **Program Change Proposals**
   a. *MPH Program Change (curriculum change and modality addition).*

Public Health Practice Concentration - Approved.
- Create curriculum and offer courses allowing students to stay up-to-date with industry changes and workforce skills.
- Option to offer concentration entirely online. Students will still have the option of completing courses in person if requested.

PBC Certificate Approvals:
   a. *Geospatial Health*
   b. *Global Health*
   c. *Maternal and Child Health*

F. **MS in Health Administration Program Change:** *Approved with an addition of an assessment plan.*

   **MS in Occupational Therapy Program Change:** April will check to see if there are any substantial changes. If so, they will be added to the agenda for February.

Updating in order to serve and support students. The committee has requested that the program proposal be updated from the submitted 2021 GAAC submission.

IV. **Old/Ongoing Business**
   a. *Policy Review on Special Topics*

*Meeting Adjourned at 10:29am.*