

CURRICULUM AND EDUCATIONAL POLICY COMMITTEE (CEPC)

Subcommittee to the School of Public Health Faculty Council

University of Washington School of Public Health

Committee Structure and Charge

APPROVED May 2023

The school-wide CEPC is a subcommittee of the School of Public Health Faculty Council (SPHFC). Its charge is to monitor and review all major curricular matters related to the educational mission of the University of Washington, School of Public Health (SPH) and to make recommendations to the SPHFC and the SPH Dean. The CEPC also has delegated authority from the SPHFC to approve changes to the curriculum. The CEPC chair provides the SPHFC with the CEPC's monthly meeting minutes to keep the SPHFC informed of CEPC activities.

1. Approach - All members are committed to:
 - 1.1. Ensuring the student educational experience in the SPH is outstanding;
 - 1.2. Holding collegial, productive and well-documented meetings;
 - 1.3. Democratic processes for decision making that ensure time to hear and respect the minority while making important decisions in a timely manner;
 - 1.4. Fulfilling our roles and responsibilities as representatives of our departments and programs
 - 1.5. Valuing the diversity of discipline perspectives and the backgrounds of group members.
2. Committee Structure: Membership, terms of appointment, meetings, and voting
 - 2.1. Voting members
 - 2.1.1. The faculty member representing each department and degree granting SPH interdisciplinary programs is elected according to procedures as determined by the individual departments and programs with the concurrence of the SPHFC.
 - 2.1.2. Typically, the faculty representative also will concurrently serve as chair of the department or program level curriculum committee.
 - 2.2. Non-voting members
 - 2.2.1. The SPH Associate Dean for Education and the Assistant Dean for Students, as well as other School of Public Health representatives as approved by the SPHFC. There will be two student representatives on the committee (one graduate, one undergraduate). Students are invited to serve as representatives on various SPH committees in late summer/early fall. If more than two students volunteer, the Dean's office will select and appoint two student applicants to the CEPC committee.
3. A faculty representative is elected the chairperson (two year term) by the members of the CEPC. The Dean's Office staffs the committee.
 - 3.1. Chair-elect process: early in the second year of the elected chairperson's term, voting CEPC members are eligible to be nominated to be chair-elect. The nomination process will be open for one week. From the nominees, voting CEPC members will vote on the chair-elect. The nominee with the most votes becomes the next chair of CEPC at the start of the next academic year.
 - 3.2. Chair Duties:
 - 3.2.1. Chair departmental curriculum committee

- 322. Chair CEPC meetings
 - 323. Create agenda for CEPC meetings (involves keeping track of items for review and approval, having knowledge of updates and changes in important areas of curriculum and educational policy issues for discussion by CEPC, arrange for presentations to CEPC).
 - 324. Attend monthly pre-meetings with Vice Dean of Education and Curriculum & Accreditation Specialist to set CEPC meeting agendas
 - 325. Attend as requested SPH Leadership meetings
 - 326. Review and facilitate approval of CEPC meeting minutes
 - 327. Assign course pre-applications to CEPC members for review
 - 328. Approve courses in UW online system
 - 329. Assign action items for departmental curriculum committee discussions and feedback
 - 32.10. Write end of year summary of CEPC discussions and actions (for Faculty Council and CEPC page)
 - 32.11. Assist with re-accreditation, a two-year process (every seven years)
 - 32.12. Plan and organize summer CEPC retreat
 - 32.13. Serve as an ex-officio member of the PHI Core Steering Committee
4. The CEPC meets monthly (except August) or more frequently as needed.
 5. A quorum will be considered to consist of a majority of the voting members. If a voting member is unable to attend the meeting, they can appoint a proxy to attend in their place. Actions of the committee will be considered passed if approved by the majority of voting members or their proxies. At the discretion of the chair, a vote may be conducted entirely online, where a vote of all members is desired or for decisions requiring immediate action and thus preclude the time needed to schedule a regular meeting of the members.
 6. Between meetings, the chair may sign curriculum forms on behalf of the committee. Any forms thus signed will be announced and may be reviewed by the committee at the next CEPC meeting.
 7. CEPC meetings are open and minutes and agendas are available to university faculty, staff, and students.
 8. Committee Charge: Specific Functions
 - 8.1. Evaluate Proposed Curriculum
 - 8.2. Review and approve proposals for new programs, degrees, and graduate certificates for matriculated students; and all other educational ventures, including UWSPH-affiliated extension courses and certificates for non-matriculated students.
 - 8.3. Review and approve proposals for new UWSPH courses, elimination of courses, or significant changes in courses.
 - 8.4. Evaluate curriculum for overlaps and gaps, especially in relation to accreditation requirements.
 9. Oversee Current Curriculum
 - 9.1. Monitor curricular quality and coverage in all programs (undergraduate, graduate, certificate) within the School and SPH-affiliated UW extension courses and certificates.

- 9.2. Review as needed evaluation data on MPH and PH-GH major core courses and other PHI courses.
 - 9.3. Review and approve proposed changes in the MPH curriculum; including any changes of courses and credits required for the degree, and substantial changes to currently required courses.
 - 9.4. Review and approve changes in existing programs, degrees, courses, and graduate certificates for matriculated UWSPH students; and all other educational ventures, including UWSPH-affiliated extension courses and certificates, for non-matriculated students.
 - 9.5. Establish standards and required elements for all course syllabi, including course learning objectives; monitor achievement of standards.
 - 9.6. Review course proposals to determine and evaluate curricular overlap across the university.
 - 9.7. Determine and evaluate curricular overlap with non-SPH undergraduate and graduate courses with public health content when referred by other schools or colleges.
 - 9.8. Ensure that all Council on Education for Public Health (CEPH) competencies are met by SPH curricula. The CEPC will implement an annual review of CEPH Competencies by each degree-granting program to track and report changes as needed to CEPH.
10. Review departmental procedures for evaluating teaching effectiveness.
 11. Provide a forum for discussion and decisions regarding School-wide and interdepartmental curriculum issues.
 12. Special Tasks:
 - 12.1. The CEPC will provide guidance in the preparation of the curriculum documentation for the School's seven-year accreditation self-study report and site visit by the Council on Education for Public Health (CEPH).
 - 12.2. The SPHFC may charge the CEPC with tasks related to other curriculum issues and/or reviews as needed.
 13. The CEPC chair provides the SPHFC with the CEPC's monthly meeting minutes to keep the SPHFC informed of the CEPC activities. The chair also provides an annual report of the committee's activities to the Faculty Council and to the SPH Dean. At the invitation of the SPHFC, the CEPC chair attends a regular SPHFC meeting once per quarter to provide in-person updates on CEPC activities.