

**Graduate Program Council (GPC)**  
**Meeting Minutes**  
*Minutes prepared by Alan Amtzis*  
**Wednesday February 15, 2017**  
**1:30 – 2:50 pm**      **Room 302F - SOE**

<b>Attending:</b>	Stuart Carroll Ieva Zake Susan Hydro Jill Schwarz Constance Kartoz Esther (Nita) Ball Alan Amtzis	<b>Absent:</b>	Lauren Shallish Michael Ellard Jo Carney
<b>Guests:</b>	Carolina Borges (Dept. of Public Health) Brenda Seals (Dept. of Public Health)		

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The February 15, 2017 agenda focused on the proposal for a Masters in Public Health degree proposal. Dr. Carolina Borges and Dr. Brenda Seals, both representing TCNJ’s School of Nursing, Health and Exercise Science, forwarded the proposal to GPC. Dr Seals and Dr. Borges presented a comprehensive overview of the 42-page proposal, outlining the benefits of the proposed program, both to TCNJ and the larger educational and health communities. Following their presentation, the meeting was opened for discussion.

Discussion of the proposal addressed several issues related to TCNJ’s existing policies for masters degree programs and other relevant and developing considerations. Items discussed included:

- Clarification of language related to credits vs. units and number of courses or credits required to complete the degree
- Exclusivity of courses and credits to avoid “double-dipping” of courses being credited to both degree and certification, where prohibited.
- Three proposed tracks within the program which include
  - Health Communication
  - Precision Health
  - Global Health
- Completed needs assessment process including projections released by the United Nations’ World Health organization (WHO)
- Applicability of degree related to potential careers and global job market
- On-going data collection, management and analysis of students and courses within program

- The role and status of any pre-requisite and/or transfer credits required by the program for entry
- The prospects for incorporation of on-line and/or blended format courses alongside face-to-face formats as other NJ programs may also be doing
- Program structure related to “4 + 1”
- The possible need for two (or more?) sets of program codes to indicate different aspects and components of the program (such as 5<sup>th</sup> year students vs. stand-alone certificates, e.g.)
- Status of courses as graduate and undergraduate including rationale
- Time frame for program completion (e.g., 1 full academic year plus summer and/or winter sessions, etc.)
- Availability of financial aid for the students within the program and also reimbursement policies at accepted students place of work, if applicable
- Administrative costs, both financial and in terms of staffing needs
- Location of course offerings; on- and off- campus, possibly at global sites?
- Course numbering (what level? 500, 600, 700, etc.)
- Role and type of Culminating Experience
- Housing needs and availability for students
- Resources available to students (such as tutoring, Writing Center, etc., if needed)

Dr. Borges and Dr. Seals agreed to revise the proposal and resubmit for next GPC meeting (March 1, 2017) before forwarding to other committees or councils.

Meeting adjourned.