

UNIVERSITY SENATE REVIEW AND CONSULTATION SUMMARY SHEET

Proposal Title: Minor Course Change Proposal – CPH 786 (Grade Type Change)

Proposal Contact: Dr. Richard Charnigo
 121 Washington Avenue, Room 203
 218-2072 or via email at RJCharn2@aol.com

Instruction: To facilitate the processing of this proposal please identify the groups or individuals reviewing the proposal, identify a contact person for each entry, provide the consequences of the review (specifically, approval, rejection, no decision and vote outcome, if any) and please attach a copy of any report or memorandum developed with comments on this proposal.

Reviewed By	Contact person	Consequences of Review	Date of Proposal Review	Review Summary Attached?
Biostatistics	Richard Kryscio, Chair	Approved	8-12-09	Yes
Academic Affairs Committee	James Holsinger, Chair	Approved	9-1-09	Yes
Faculty Council	Glyn Caldwell, Chair	Approved	9-8-09	Yes
Office of Academic Affairs	Linda Alexander, Associate Dean	Approved	9-25-09	Yes



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M E M O R A N D U M

TO: Health Care Colleges Council

FROM: Linda A. Alexander, EdD
Associate Dean for Academic Affairs

SUBJECT: Minor Course Change Proposal - CPH 786

DATE: September 25, 2009

It is the intention of the College of Public Health to change the grading option of CPH 786 Doctoral Seminar from Pass/Fail to a letter grade.

The proposal has been reviewed and approved by the Academic Affairs Committee and the Faculty Council, according to our college's established bylaws.

Further information about this course can be obtained by contacting the course director, Dr. Richard Charnigo, at 218-2075 or via email at RJCharn2@aol.com.



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COLLEGE OF PUBLIC HEALTH

M E M O R A N D U M

TO: Linda Alexander, EdD
Associate Dean for Academic Affairs

FROM: Graham D. Rowles, PhD
Chair, Faculty Council

SUBJECT: Approval – Course Change Proposal for CPH 786

DATE: September 8, 2009

At its meeting today, the Faculty Council approved the following course change proposal:

CPH 786 Doctoral Seminar (Minor change for grade type)

This is now ready to proceed to the next stage of the approval process. Please do not hesitate to contact me if you need additional information or clarification.

MEMO

DATE: September 1, 2009

TO: Associate Dean for Academic Affairs

FROM: Chair, Academic Affairs Committee

SUBJECT: Course Approval

The Academic Affairs Committee approved the request for a minor course change to change the grade type for CPH 786 Doctoral Seminar.

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

1. Submitted by the College of Public Health Date: 08/12/09
 Department/Division offering course: Biostatistics

2. What type of change is being proposed? Major Minor*
 *See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council.

If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

PROPOSED CHANGES

Please complete all "Current" fields.

Fill out the "Proposed" field only for items being changed. Enter N/A if not changing.

Circle the number for each item(s) being changed. For example: (6.)

3. Current prefix & number: CPH 786 Proposed prefix & number: _____

4. Current Title Doctoral Seminar

Proposed Title[†] _____

[†]If title is longer than 24 characters (including spaces), write a sensible title (24 characters or less) for use on transcripts:

5. Current number of credit hours: 1 Proposed number of credit hours: _____

6. Currently, is this course repeatable? YES NO If YES, current maximum credit hours: 4

Proposed to be repeatable? YES NO If YES, proposed maximum credit hours: _____

7. Current grading system: Letter (A, B, C, etc.) Pass/Fail

Proposed grading system: Letter (A, B, C, etc.) Pass/Fail

8. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

Current:

CLINICAL COLLOQUIUM DISCUSSION LABORATORY LECTURE
 INDEPEND. STUDY PRACTICUM RECITATION RESEARCH RESIDENCY
 SEMINAR STUDIO OTHER – Please explain: _____

Proposed:

CLINICAL COLLOQUIUM DISCUSSION LABORATORY LECTURE
 INDEPEND. STUDY PRACTICUM RECITATION RESEARCH RESIDENCY
 SEMINAR STUDIO OTHER – Please explain: _____

9. Requested effective date (term/year): Spring / 2010

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

10. Current teaching method: N/A Community-Based Experience Service Learning Component Both

Proposed teaching method (if applicable): Community-Based Experience Service Learning Component Both

11. Current cross-listing: N/A

Prefix and Number

NAME of current cross-listing DEPARTMENT

a. Proposed – REMOVE the current cross-listing:

b. Proposed – ADD a cross-listing:

Prefix and Number

Signature of chair of proposed cross-listing department

12. Current prerequisites:

Enrollment in the PhD in Epidemiology and Biostatistics program

Proposed prerequisites:

13. Current Bulletin description:

Students will attend colloquium sessions that will supplement the core curriculum with additional application.

Proposed Bulletin description:

14. What has prompted this change?

The Graduate School has informed the department that this course must have a letter grade so that the hours can count towards the degree program.

15. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:

16. Please list any other department that could be affected by the proposed change:

Epidemiology

17. Will changing this course change the degree requirements for ANY program on campus? YES NO

If YES[‡], list below the programs that require this course:

[‡]In order for the course change to be considered, program change form(s) for the programs above must also be submitted.

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

18. Is this course currently included in the University Studies Program? Yes No

19. Check box if changed to 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)
 400G or 500.

20. Within the department, who should be contacted for further information on the proposed course change?

Name: Richard Charnigo Phone: 218-2072 Email: rjcharn2@aol.com

21. Signatures to report approvals:

<p align="center"><u>8-12-09</u></p> <p>DATE of Approval by Department Faculty</p>	<p><u>Richard Kryscio</u> / <u>Richard J. Kryscio</u></p> <p>printed name Reported by Department Chair signature</p>
<p align="center"><u>9-8-09</u></p> <p>DATE of Approval by College Faculty</p>	<p><u>Linda Alexander</u> / <u>Linda Alexander</u></p> <p>printed name Reported by College Dean signature</p>
<p>*DATE of Approval by Undergraduate Council</p>	<p>/</p> <p>printed name Reported by Undergraduate Council Chair signature</p>
<p>*DATE of Approval by Graduate Council</p>	<p><u>Jammie Blackwell</u> 2010.01.06 09:15:04 -05'00'</p> <p>printed name Reported by Graduate Council Chair signature</p>
<p align="center"><u>11/17/09</u></p> <p>*DATE of Approval by Health Care Colleges Council (HCCC)</p>	<p><u>Hedi Anderson</u> / <u>Hedi M. Anderson</u></p> <p>printed name Reported by Health Care Colleges Council Chair signature</p>
<p>*DATE of Approval by Senate Council</p>	<p>Reported by Office of the Senate Council</p>
<p>*DATE of Approval by the University Senate</p>	<p>Reported by the Office of the Senate Council</p>

*If applicable, as provided by the *University Senate Rules*.

Excerpt from *University Senate Rules*:

SR 3.3.0.G.2: **Definition.** A request may be considered a minor change if it meets one of the following criteria:

- a. change in number within the same hundred series;
- b. editorial change in the course title or description which does not imply change in content or emphasis;
- c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
- d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
- e. correction of typographical errors.

UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH

Course Information and Syllabus Document

CPH 786-001 Doctoral Seminar
Spring 2010

Course meeting schedule

There is no regularly scheduled meeting time for this course. Rather, each student will partake of at least six approved activities during the semester. Examples of such activities are colloquia co-sponsored by the Department of Biostatistics or the Department of Epidemiology, brown bag lunch sessions at the College of Public Health, and in some cases professional development workshops co-sponsored by the College of Public Health or the Graduate School. These activities will usually be announced at least one week in advance. Since some activities may present schedule conflicts, at least nine activities will be offered during the semester so that everyone has an opportunity to partake of at least six of them. Finally, all students are required to attend two discussion sessions, from 11 a.m. to 1 p.m. on the Fridays of 05 March and 23 April in a location to be determined. In these discussion sessions, we will reflect upon whether and how the various activities have contributed to students' understanding of research in biostatistics or epidemiology and to their professional development as doctoral students and future researchers.

Instructor contact information

Course Instructor:	Dr. Richard Charnigo
Office:	203-B College of Public Health
Telephone:	859.257.5678 x82072
E-Mail:	RJCharn2@aol.com
Home Page:	www.richardcharnigo.net
Office Hours:	4:15 to 5:30 p.m. Mondays and Wednesdays

Course description

This course provides colloquium sessions that supplement the core curriculum with additional applications.

Course prerequisites

This course is for students in the PhD program in Epidemiology and Biostatistics. They take it four times, preferably during their first three years in the program.

Course objectives

1. You will acquire a greater understanding of research in biostatistics and epidemiology.
2. You will experience professional development as a doctoral student and future researcher.

Competencies

See page 4 of this document for an inventory of competencies for the PhD program in Epidemiology and Biostatistics, with notation about the extent to which they are fulfilled after completing four semesters of CPH 786.

Textbook

There is no textbook for this course.

Course requirements and learner evaluation

Activities: You will partake of at least six approved activities during the semester. Examples of such activities are colloquia co-sponsored by the Department of Biostatistics or the Department of Epidemiology, brown bag lunch sessions at the College of Public Health, and in some cases professional development workshops co-sponsored by the College of Public Health or the Graduate School. You are also welcome to suggest other activities that work toward the course objectives, but for them to count I must approve them ahead of time. Activities will usually be announced at least one week in advance. Since some activities may present schedule conflicts, at least nine activities will be offered during the semester so that everyone has an opportunity to partake of at least six of them.

Written Reflections: After each activity, you will prepare a 300- to 500-word written reflection that: (1) summarizes the activity; and, (2) describes whether and how the activity contributed to your fulfillment of the course objectives. This written reflection is due to me electronically, in Microsoft Word 2003 or PDF format, within one week of the activity. Each student must prepare his or her own written reflection.

Discussion Sessions: All students are required to attend and participate in two discussion sessions, from 11 a.m. to 1 p.m. on the Fridays of 05 March and 23 April in a location to be determined. In these discussion sessions, we will reflect upon whether and how the various activities have contributed to your understanding of research in biostatistics or epidemiology and to your professional development as a doctoral student and future researcher.

Grading: Each written reflection is worth up to 13 points. Attendance and participation at each discussion session is worth up to 11 points. Thus, up to 100 points may be earned. A student who accumulates 90 or more points will earn an “A”, a student who accumulates between 75 and 89 points will earn a “B”, a student who accumulates between 60 and 74 points will earn a “C”, and a student who accumulates fewer than 60 points will earn an “E”. This is a course in which everyone can and should earn an “A”, but it is not automatic.

Late and Makeup Policies: Cases involving any of the following will be handled individually: University excused absences, University-prescribed academic accommodations, and recommendations for special consideration from the office of an appropriate Dean or the Ombud. Otherwise, late submission of a written reflection or absence from a discussion session will result in a score of 0 points for that item.

Expectations of the course instructor

Please do not be passive when partaking of approved activities. If you go to a colloquium, for example, do not be reluctant to ask the speaker a question during the talk or to have a short conversation with the speaker after the talk. You will better fulfill the course objectives if you interact with people at the activities.

Academic honesty

The Department of Biostatistics, the College of Public Health, and the University of Kentucky place a premium on academic honesty. Please refer to Sections 6.3 and 6.4 of {http://www.uky.edu/USC/New/rules_regulations/index.htm} for University definitions of and disciplinary policies involving cheating, plagiarism, and falsification of academic records.

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, submit to me a Letter of Accommodation from the Disability Resource Center at {www.uky.edu/TLC/grants/uk_ed/services/drc.html}. If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. This policy is described at {<http://www.uky.edu/MicroLabs/documents/p-weather.pdf>}, or you can call 859.257.5684.

Unforeseen contingencies

In the unlikely event that an unforeseen contingency requires additional course policies, you will be promptly notified of such policies in an e-mail memorandum.

Competencies

Below we list the competencies for the PhD program in Epidemiology and Biostatistics, with notation indicating the minimal level of attainment for someone who has successfully completed four semesters of CPH 786. The parenthetical numbers 0, 1, 2, and 3 represent Unaware (No information or skill in this area), Aware (Basic mastery; able to identify the concept or skill but with limited ability to perform or apply it independently), Knowledgeable (Intermediate level of mastery; able to apply and describe the concept or skill), and Proficient (Advanced mastery; able to synthesize, critique, or teach the concept or skill) respectively.

1. Understand the interface between biostatistics and epidemiology. (2)
2. Demonstrate advanced proficiency to apply concepts and methods from these disciplines jointly. (2)
3. Demonstrate the ability to review and critically evaluate the literature in a substantive area of research, be able to identify gaps in knowledge and be able to formulate original research hypotheses or statements. (1)
4. Evaluate the strengths and limitations of epidemiologic reports. (1)
5. Draw appropriate inferences from data. (1)
6. Communicate research results orally and in writing to lay and professional audiences. (2)
7. Demonstrate an understanding of concepts of probability and statistical inference as they apply to problems in public health. (1)
8. Demonstrate proficiency in using computing tools commonly encountered in epidemiology and biostatistics. (1)
9. Understand the principles of epidemiologic study design and be able to calculate the appropriate epidemiologic measures for most typical designs. (1)
10. Become proficient at and be able to evaluate the strengths and limitations of advanced designs including multivariate linear models, generalized linear models, longitudinal models, mixed effects models, and survival models both parametric and nonparametric. (1)
11. Understand the principles of chronic and infectious disease epidemiology. (1)
12. Demonstrate an understanding of research methods used in epidemiology and biostatistics. (2)
13. Demonstrate knowledge of the public health system in the commonwealth and the country. (2)