Minutes of the October 24, 2012 meeting were approved.

Chair’s Report

The Writing Program proposal has been approved by SEC and will be presented at the next full Senate meeting. The Art Dept name change was approved by on-line voting and has been endorsed by the SEC as well. The Registrar was unable to attend today’s meeting, but she has sent finalized academic calendar factors which we will review later in meeting. The RAPC and FAC subcommittees have been fully formed; RAPC is still missing one grad student.

Stacy will send out a Doodle poll to council members to set up the spring meeting schedule.

SPH Global Health Certificate

Diane Dewar introduced the SPH proposal. The Global Health Certificate is a standalone product that is a good pipeline for degree programs. SPH has seen a growth in interest in international health studies in recent years. The program provides training in epidemiology for infectious diseases, comparative health systems and economics from a global perspective. It delivers the basics in public health but with a global perspective. Students can come from outside for the certificate with minimal to no prerequisites. The program is intended to be for part time study. EPI 501 for non-majors will be the core course in the certificate program. Experience and interest in the program is already there.

No additional resources are anticipated to launch the program. Many of the courses are already offered and just need a modification to offer a global perspective viewpoint. In terms of administration, there is a faculty advisor who looks at all certificate programs and an administrator that monitors student progress. No extra space or FTE will be required. If the program grows as anticipated, additional resources will be needed in a few years.

A council member asked if the five courses in the program are offered every semester or once a year, and whether there are any electives. Each of the courses is offered once a year, and there are no electives – the course load is fairly prescribed. A council member asked whether there are any other faculty/units that teach on international health. SPH is hiring new faculty with interest in global health studies who can rotate into teaching core courses in this program in
the future, but at this point there are no faculty outside of SPH offering international health. Yearly projected enrollment is based on what SPH has seen in existing certificate programs, and growth is anticipated. Dr. Dewar noted that she has seen a lot of interest in international health studies. There were 35 students in a seminar this fall. In 5 to 10 years it will likely be a formal track in the MPH program.

A council member asked about local competition for this type of program. Dr. Dewar is not aware of any other programs in the region, and that this appears to be unique. A council member asked whether this program would impact library resources. Mr. Williams responded that the certificate students will have access to UAlbany libraries, although they will find that many public health resources will be online. Mr. Williams will check with the School of Public Health bibliographer to confirm. Dr. Schell asked that HPM 655 and 656 be updated to reflect that they are part of the program. Chair Fessler called for a vote to send proposal to SEC for consideration, which was unanimously approved.

**Follow up:**

- Dr. Dewar will update HPM 655 and 656 as requested
- Mr. Williams will consult the SPH bibliographer
- Chair Fessler will ask GAC to consider whether an ABD instructor teaching 600 level courses is appropriate for such a program

**Planning Calendar Guidelines**

The Registrar has presented the council with an updated document redlining changes from the previous version. Dr. Fessler reminded the council that this document is not binding, but is meant to give the Registrar guidance in structuring calendars. There was discussion of how to define Reading Day. The Planning Calendar guidelines cites a Wikipedia definition that was unpopular with the council and resulted in agreement that we can define reading day at the campus level. The revised definition reads: *At least one day will be set aside for Reading Day. A reading day is a day reserved for preparation for final exams. It is scheduled after all the regular class lectures and before final exams. As a rule, Reading Day should not be used as a make-up day and activities should not be scheduled that conflict with students’ ability to study for final exams.*

The council commended the Registrar’s effort in crafting this document.

**UPPC Campus Impact Form**

The council discussed changes to the impact form that was developed last year. A sentence from the instructions regarding required signatory levels for proposals without resource implications will be stricken.

The Resource Implications topic OTPS will be replaced with Equipment/Supplies as the council believes that many are unfamiliar with what Other than Personnel Service means.
There was some discussion about the Impact on Other Programs question, but the council ultimately decided that it is UPPC’s role to identify external programs that may be affected by proposal, so asking departments to think about this is wholly appropriate.

Stacy Stern will make changes to the document and transfer it to a .pdf format.

Meeting adjourned at 10:00 am

Respectfully Submitted,

Stacy Stern