BSPH/MPH Workday Meeting Minutes

# Meeting Setting

## Meeting Time

October 13, 2023, 9:00 am—12:00 pm Central Time

## Meeting Location

Zoom Meeting

Zoom Recording:

<https://wku.zoom.us/rec/share/WU7zGaa94vmx8XpMuUQIp9x0SpI5c8hATQ3oHu48WejskYSZhpDcm3k48hHHBhhD.3j1S9xZqRZlVu9YS>

Passcode: WPze6&T7

## Participants

Kristen Brewer, Xiuhua Ding, Susan Eagle, Edrisa Sanyng, Jae Kim, Grace Lartey, Angel Shoemake, Sabita Shrestha, and Mary Catherine Rush

# Meeting Agenda

1. Welcome
2. MPH Curriculum/Program Updates
3. Self-Study Updates
4. Advisory Board Membership and Meeting
5. Determine Next Program Meeting Schedule
6. AOB
	1. KDPH Updates
	2. Tuition Assistance Program
	3. BECKY
	4. KPHAST
	5. High School Program
	6. University Program
	7. Student Internships
7. Criterion D Breakout Session

# Next Program Meeting

* Friday, November 17th at 9:30 am –10:30 am via Zoom

# MPH Curriculum/Program Updates

## Admissions

* Our program compared admission criteria with other universities
	+ WKU wants to stay competitive
* These are proposed changes:
	+ We removed the GRE requirement
	+ Pathway 2: cumulative undergraduate GPA updated to 3.0 GPA
	+ Pathway 5: updated to 2.75 GPA plus 3 years professional experience
	+ New pathway added
		- Pathway 6: Completion of WKU graduate certificate with a 3.0 GPA
* Motion passed to approve these changes

# Self-Study Updates

* We are working on it
	+ It is almost completed
* Dr. Lartey will send us document drafts as they are ready
	+ Make sure to review the documents and to inform Grace of any edits or additions
	+ Keep in mind that some people can be added to guest speakers
* The final draft of the preliminary report should get to CEPH office by the 24th
	+ It needs to be mailed and emailed
	+ The mail bundle must arrive by the 24th
	+ Grace plans on getting everything in by Wednesday or Thursday
* This is a preliminary report
	+ It will not be perfect
	+ It gives us time to review gaps and provide edits for the final report
		- The final self-study report is due in February
		- The Site Visit may be in March
	+ We need to work on section D
		- How our program aligns with competencies and how we assess the competency alignment

# Advisory Board Membership and Meeting

* We will not pass this section of the self-study if we do not have it

Here is a screenshot of the policy draft:

* This committee is an external body that reviews our program
* The current system has two levels
	+ Core Advisory Committee
	+ Community Advisory Group
* Grace is thinking that we should just have a single group to facilitate the process and to make it easier on the members
	+ The current system involves too many meetings
	+ A few faculty are questioning whether two levels are necessary
	+ It is a lot of work because we are the drivers of the process
	+ We need to make sure we can actually get the work done
* Susan explains why it was developed with two levels
	+ Description of both levels:
		- The first level involves community members at large
			* We need to be aware of what is happening in the community from the stakeholders involved
		- The second level (Core Advisory Committee) involves specific stakeholders from the community with expert knowledge
			* These stakeholders can provide the specific feedback we need for our mission, vision, goals, etc. in our program
			* The stakeholders in this level do not have to be a part of the Community Advisory Group, but they are allowed to be if they want
* Justification for two levels:
	+ People in the community at large are not necessarily savvy on how an academic program functions
	+ We want folks with expert knowledge to provide review of our program at this level
		- For example, future hiring organizations of our graduates
* We need ideas for committee members
	+ Grace has a list of 12 potential members
	+ She will update MC with the list
	+ We motioned to accept these changes and potential members
* We need to carefully consider the logistics and workload of planning these meetings and achieving committee objectives

# Program Meeting Schedule

* We determined that Fridays are the best time
* The next program date is listed at the beginning of this document

**AOB**

## KDPH Updates

* KDPH has formed a collaboration with all universities
	+ There is a standing monthly meeting
	+ We must attend this meeting
		- On top of that meeting, there are additional meetings
* KDPH does a lot of work to improve public health and public health education/workforce
	+ Tuition assistance program (TAP)
		- They support tuition of employees for furthering their education
		- The college had to present on the online programs available for full-time employees
		- The college admitted three TAP students
			* MPH got one of these TAP students
		- We need to find ways to set ourselves apart and grow this program
			* We would like to find out why this student selected our program
	+ BECKY
		- BECKY will be held next year Nov. 1st at EKU
			* Four MPH students and Dr. Ding will attend
		- This is a collaborative epidemiologic conference for the commonwealth of Kentucky
	+ KPHAST
		- This is a training program for students to be certified in emergency and disaster preparedness
			* Students must choose to complete this training
			* There are three levels
			* More information will be shared with us in the future
	+ High School Program
		- Infectious disease simulation program
		- They are asking if we can have one here
			* We are working on this program for next year
				+ We are proposing to have this program in the Spring of the 2024-2025 academic year (still preliminary)
	+ University Program
		- We would also like to have this program here next year
		- We are working with Amy Wininger (upward bound) and Catherine Malin (director of AHEC)
		- Now we are working with KDPH to propose to have the college program in the fall of the 2024-2025 academic year (still preliminary)
	+ KDPH Student Internships
		- The way this program is set up is not great for students
			* IT is set up from September to January
		- We shared our concerns with them
			* They mentioned that it is dependent on state and federal funding and which programs that need support

## CHHS Halloween Party

* The college is hosting a Halloween party and costume contest on Tuesday, October 31st
	+ There is an email with a flyer and more information
* The DPH is competing with a \*top secret\* group costume that is sure to win the contest
	+ If you would like to participate in this group costume, please reach out to Angel or Mary Catherine

# Criterion D Breakout

* Review objectives, competencies, and assignment alignments for the MPH and BSPH programs
	+ Provide any feedback or revisions
* After this review today, Grace will provide more drafts for us to review for the final preliminary report
* Please make sure to go through the D-9 document carefully to ensure that our competency alignments are the same as those listed on the course syllabi