**Minutes of 5/11/2022 Workday**

Attending: Brewer, Ding, Eagle, Gardner, Kim, Lartey, Parker

Workday called to order at 9 a.m.

Reviewed BSPH Committee Policy & Procedures. Two related areas were discussed – committee membership and voting rights. Because of shrinking faculty, most of the graduate faculty in the public health programs must teach all or nearly all of their teaching load in the MPH program. As such, discussion centered around ensuring that committee membership and voting rights in the BSPH Committee reflected those involved in BSPH program operations. The Brewer/Eagle motion to make the changes to committee membership and voting rights, noted in red in the attached document, passed unanimously.

Because of these changes, related changes to the Governing Committee needed to be made. The Brewer/Eagle motion to make similar changes (see below) passed unanimously. Gardner stated she would update the document on our program website.

Per our April meeting, we were to discuss our guiding statements during the workday, However, these discussions were postponed to allow more time for faculty to reflect. Faculty will review guiding statements and other program documents prior to our external advisory committee meeting prior to the start of AY 22-23.

The rest of the workday was spent going through the BSPH competency alignment. Each domain, concept, and competency was discussed at length: Faculty provided more detailed information on course content and assessments, and as a group, we decided to keep the content and/or assessment as is, keep with clarification/modification to content and/or assessment, or delete. Faculty will clarify/modify for review next fall. Gardner reminded all that the content alignment is intended to be a living document that should help guide course development and revision, and encouraged faculty to update the form when updating classes.

Gardner stated she would remove the deleted courses and send a cleaned copy of the alignment form to all.

The meeting adjourned at 2:21 p.m.

BSPH Curriculum Committee

Policies and Procedures

I. Purpose and Scope

The primary purpose of the BSPH Curriculum Committee is to ensure that the BSPH program provides high-quality, graduate-level professional preparation that is competency-based and meets accreditation standards set forth by the Council for Public Health Education (CEPH). The BSPH Curriculum Committee is charged with oversight of all BSPH program requirements, as well as the oversight of all undergraduate certificates and minors. The committee is, however, advisory: All substantial recommended changes must be proposed to and approved by the Governance Committee.

II. Policies

A. Committee Leadership. The BSPH Curriculum Committee is chaired by the BSPH Academic Program Coordinator.

B. Committee Membership.

1. Faculty with a primary teaching assignment in the ~~public health~~ BSPH program~~s~~
2. Full-time faculty who teach undergraduate courses with PH designation
3. Program staff
4. Undergraduate representative from the student governance organization (PHUGAS)
5. Adjuncts and part-time faculty teaching in the BSPH program, including faculty with a primary assignment to a different program.

C. Responsibilities.

1. systematically and routinely assess the BSPH program’s curriculum to ensure courses are competency based and relevant to the PH workforce, emphasize applied learning, and are compliant with accreditation requirements and instructional objectives.
2. Recommend modifications to program requirements and curriculum, including proposing new courses, minors, and certificates.
3. Develop and provide instructional/informational materials for students related to program requirements.
4. Complete WKU assurance of student learning for BSPH program and certificates.
5. Ensure syllabi are compliant with University and program standards.
6. Develop and assess program competencies.
7. Keep abreast of changes in national credentialing standards and competencies related to BSPH and certificates.

III. Procedures

A. Meetings. The BSPH Curriculum Committee will meet at least once per year.

1. Minutes will be kept and submitted to the Governance Committee for approval
2. A simple majority is needed for a motion to pass and be sent to the Governance Committee. Each member has a single vote, with the exception of adjuncts ~~and faculty who have a primary appointment in a different program;~~ who collectively~~, they~~ have a single vote.

B. Curricular Review. Conducted every 3.5 years, per assessment plan

1. Internal review of core content for each core course
2. Internal review of CEPH alignment for each core course
	1. Identify assessments for CEPH
3. External review of curriculum by core advisory group

C. Syllabi Review. Conducted annually.

1. ensure BSPH foundational knowledge learning objectives are clearly identified, where applicable;
2. ensure BSPH competencies met by the course are clearly stated on the syllabus;
3. ensure learning objectives reflect higher order learning and, where appropriate, align with stated competencies, making recommendations to faculty, if needed, for revision; and,
4. ensure syllabi meet policies set forth by WKU Policy and program standards.

D. Instructional Assessment. Conducted at the end of each semester.

1. assess and monitor progress in meeting stated instructional objectives

IV. Related Policies

Syllabus Template

Assessment Plan

Governance Committee Policy

Revised: 5/11/2022; October 2020 ; 12/07/2016; 2/13/08;

Committee Established 1/17/08

Reason for 10/2020 Revision: Update for consistency with program practices

Reason for 5/2022 Revision: Redefined membership and voting rights

**Governance Committee for Programs of Public Health**

I. Purpose and Scope

The Master of Public Health (MPH) and Bachelor of Science in Public Health (BSPH) programs are a single accreditation unit that share the same vision, mission, values, goals, and objectives. These programs of public health are governed jointly to ensure that all program-related activities comply with accreditation and institutional standards, and to work collaboratively toward our common goals. This joint-governance committee, heretofore referred to as the Governance Committee or GC, is based on principles of shared governance: partnership, equity, accountability, and ownership.

The Governance Committee complies with the policies and procedures set forth by the Department of Public Health, the College of Health and Human Services, and the University Faculty Handbook.

II. Policy

A. Committee Leadership

The academic program coordinators for the MPH and BSPH programs jointly chair the Governance Committee.

B. Committee Membership

1. Each full-time faculty and staff member whose primary responsibility is to the MPH or BSPH program.
2. Undergraduate representative elected/appointed from the student governance organization (PHUGAS)
3. Graduate representative elected/appointed from the student governance organization (PHUGAS)
4. Full-time WKU faculty whose primary responsibility is outside of the MPH or BSPH programs but who teach courses with PH designation
5. Part-time/adjunct faculty

C. Responsibilities

1. Program Operations
	1. Establish meeting and workday agendas
	2. Create program policies and practices
	3. Maintain transparent communications
	4. Stakeholder meetings/involvement
	5. Student involvement
2. Assessment and Strategic Planning
	1. Develop assessment plan, including schedule for data collection (HYPERLINK PLAN)
	2. Develop and revise assessment instruments that meet institutional and accreditation requirements
	3. Collect and analyze data per assessment plan
	4. Create annual report to synthesize data from all sources
	5. Create strategic plan based on evidence from annual plan
	6. Monitor progress toward meeting goals of strategic plan
3. Diversity, Equity and Inclusion
	1. Develop diversity targets and goals ( ADD HYPERLINK)
	2. Document and monitor progress toward meeting targets and goals annually
4. Program Reviews
	1. Routinely monitor curricula, per assessment schedule
	2. Discuss and approve all changes to program requirements and curriculum recommended by MPH and/or BSPH Curriculum Committees
5. Scheduling and Staffing Courses
	1. Staff courses per policies
6. Workforce Development
	1. Provide workforce development opportunities for community partners per workforce development plan
7. Accreditation
	1. Prepare annual and interim reports
	2. Prepare documents for self-study
8. Student Recruitment and Retention
	1. Maintain up-to-date recruitment material
	2. Maintain up-to-date student guidebooks and organization sites
	3. Provide high quality student advising per advising policy.

III. Procedures

A. Meetings

1. Governance Committee. The Governance Committee shall meet monthly, at minimum. Meetings will be scheduled and announced at the beginning of each academic year. GC meetings are open to everyone, but portions may be closed when discussing individual students (e.g., student award nominations). Members are expected to attend each meeting.

1. A call for agenda items and reports will be sent to members approximately ten business days prior to the meeting. The agenda and related documents will be posted on the meeting website at least one calendar week prior to the meeting. Reports will be submitted monthly from each program coordinator highlighting activities from the last meeting and previewing issues on the horizon.
2. A simple majority is required for motions to pass. A quorum must be present for voting. Each member has one vote, with the exception of part-time, adjunct, and faculty with primary assignments outside of the MPH or BSPH programs who, collectively, have a single vote.
3. Minutes are to be kept at each meeting and posted on the agenda of the next scheduled meeting.

2. Workdays. A strategic planning workday shall be held at the beginning of each academic year. Additional workdays are scheduled as needed to address specific curricular or program needs. Governance committee members are expected to attend.

a. Agendas and related documents are posted on the meeting website at least 48 hours in advance.

b. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.

c. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting.

3. Program Committees. Standing committees are established to provide direction and oversight of major and on-going programmatic activities. Ad hoc committees are established, as needed, to address a specified and time-limited need. All committees, be they standing or ad hoc, are advisory; recommendation come forth from the committees and are voted upon by GC members. Standing committees include BSPH Curriculum Committee and MPH Curriculum Committee.

* 1. Membership to standing and ad hoc committees will be determined by the GC; student representation will be determined by the student governance organization.
	2. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.
	3. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting

4. Stakeholder Meetings. An External Advisory Committee shall consist of leaders from external stakeholder organizations from the state and local community, including local health departments, state health department, state wide associations and other appropriate organizations. Public Health Faculty will recommend Advisory Committee members, being mindful to create representation from priority populations. The External Advisory Committee will function at two levels, the Community Advisory Group (full stakeholder group) and Core Advisory Committee (6-8 key stakeholders.)

1. The Community Advisory Group will be an open group with as many stakeholders as appropriate to be representative of the community. This group will inform the public health faculty of needs they observe in the community, while the public health faculty would update them of what is transpiring in the public health programs.
2. Meet every other year with faculty to provide an environmental assessment of the current trends in public health and future developments to help guide research and teaching.
3. Link department to external resources and opportunities as warranted.
4. Serve as ambassadors for the department.
5. Assist in identifying internships and career opportunities for students.
6. The Core Advisory Committee will help inform the program mission, objectives, goals, and curriculum. The Core Advisory Committee members will be recruited in such a way as to mirror the makeup of our local and regional community. It shall include, minimally, a representative from each of our Academic Health Departments and program alumnus.
	* 1. The Core Advisory group will meet yearly with faculty to evaluate programming, identify programmatic gaps, and inform departmental curriculum.

IV. Related Policies

Advising Policy

Course Staffing Policy; MPH Staffing Policy

Workforce Development Policy

MPH Curriculum Committee Policy

MPH Advising Committee Policy

BSPH Curriculum Committee Policy

V. Related Documents

Assessment plan

Diversity, Inclusion, and Equity plan

Revised: 5/11/2022; 10/14/ 2020; 10/10/2017; Approved 11/16/2016

Rationale for 10/2020 Revision: Name change, streamline standing committees, high light committee responsibilities more accurately.

Rationale for 5/2022 Revision: Reflects changes to BSPH Program Committee changes to membership.