~~PH~~MPH-BSPH Joint Assessment Committee

Policies and Procedures

The purpose of the MPH-BSPH Joint Assessment Committee (~~PHAC~~ JAC) is to ensure compliance with data reporting requirements for accreditation and to inform ~~PH~~ program processes by systematically and routinely assessing the program’s effectiveness against its stated mission, goals, and objectives. ~~PHAC~~ JAC is charged with coordination of all ~~PH~~ MPH and BSPH program assessment activities and with reporting assessment findings to program ~~the PH~~ faculty, students, and advisory board.

~~PHAC~~ JAC will ensure that all major constituent groups are involved in the assessment process. ~~of program activities, per CEPH recommendations~~. When possible, JAC ~~PHAC~~ will utilize existing data collected institutionally. When such sources are not available, ~~PHAC~~ JAC will ensure that data being collected at the program level are streamlined, so as to limit the number of surveys being administered. This may involve working in conjunction with other ~~PH,~~ Departmental and College committees to coordinate data collection efforts.

~~PHAC~~ JAC is composed of~~, at minimum,~~ the MPH and BSPH program coordinators and ~~three~~ a minimum of two additional tenured or tenure-track ~~PH~~ primary faculty,. ~~that includes one faculty from each concentration area and a~~ who ~~has~~ have a strong working knowledge of assessment and evaluation~~., appointed by the PH Director.~~ One ~~PH~~ MPH and one BSPH student shall be appointed/elected by the ~~MPH~~ student body.

Procedures

~~The primary responsibility of PHAC is to operationalize PH program objectives into outcome measures and then ensure that internally-valid data collection tools and processes are in place to assess them appropriately. To do so, on~~ On an annual basis, ~~PHAC~~ JAC will:

* review ~~outcome measures~~ data vis a vis mission, goals, and objectives and make recommendations/adjustments as needed;
* review and make recommendations for revisions to existing surveys;
* develop surveys as needed, independently or in conjunction with other program, department or college committees;
* monitor and, if needed, make recommendations to revise data collection processes;
* collect data deemed to be within ~~PHAC’s~~ JAC’s purview;
* compile data from faculty and committees;
* synthesize data collected that year into a draft annual assessment report; and,
* develop a prospective data collection plan/timeline for the academic year.

~~PHAC~~ JAC will meet *at least* once per semester. The minutes of all meetings shall be made available on the faculty shared drive. Reports will be presented at Joint MPH-BSPH meetings.