**Minutes of the Applied Practice Experiences (APE) Ad Hoc Committee Meeting**

**February 16 and 21, 2017**

Present: Colin Farrell, Marilyn Gardner, Temidayo Ogungbemi, Yu-Hsuan Chen, Zona Ascensio

Gardner presented overview of CEPH’s APE criteria, which requires each student to demonstrate a minimum of five competencies (at least three of which must be foundational) through the production of at least two products. Per CEPH, these products must arise from significant contact with a practice setting.

Various curricular and non-curricular pathways to fulfil the APE requirement were discussed and critiqued at length. Because the focus for this criterion has shifted away from process (ie, # hours in a practice setting), concerns were voiced over “what is enough,” as well what was an appropriate experience and how we can ensure online students are not disadvantaged.

There was committee consensus that engaging in practice experiences should be encouraged beginning in the first semester for all MPH students, and that ideally, we would like to see them do so each semester. Because the MPH is a four-semester program, the committee recommends a four-unit model for framing this requirement, whereby each unit is roughly equivalent to one credit hour of learning engagement, as defined in WKU [Policy 1.4033](http://www.wku.edu/policies/docs/48.pdf)[[1]](#footnote-1).

**Recommended Common Guidelines**

All students must complete at least four units of APEs. Each unit requires a recommended minimum of 25 clock hours of working with or in a practice setting. No experience shall be for less than .5 units, or 12.5 clock hours of working with or in a practice setting. All experiences must align with foundational or program competencies.

**Recommended pathways**

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| Curricular Pathways | Units |
| PH 588 Capstone | 3 units |
| PH 546 Internship | 1 – 6 units |
| Course-embedded projectsNon-Curricular Pathways | .5 – 3 units |
| Non-curricular applied practice experience | .5 – 3 units |

**Additional APE Recommendations**

* Develop clear descriptions, p/p, and materials for each pathway, including proposal form for non-curricular APEs.
* Include reflection in addition to product.
* Work with KDPH, LHDs, and foundations to identify projects for courses and non-curricular experiences
* Develop way to communicate opportunities to students
* Develop system to monitor
* Internship hours reduced to a minimum 40 per credit hour (lunch and breaks not included!).
* Hire staff person as community liaison to develop APEs and manage process
1. WKU adheres to federal standards whereby each credit hour = one hour of instruction + two hours out of class work for 15 weeks; for purposes of this policy, WKU defines one hour as 50 minutes. Thus, each credit hour is equivalent to 37.5 hours of a student’s time over the course of a semester. [↑](#footnote-ref-1)