**Governance of the Public Health Programs: Joint MPH-BSPH Committee**

*The Joint MPH-BSPH 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*.

The MPH and BSPH Programs are governed by the Joint MPH-BSPH Committee under the leadership and guidance of the two program coordinators. All of the ~~primary~~ core faculty[[1]](#footnote-1) serve on the MPH Committee. In order to foster shared governance, part-time and adjunct faculty, graduate students, and undergraduate students are welcomed; each group, collectively, has one vote. The program coordinators serve as co-chairs.

I. Programmatic Responsibilities

The Joint MPH-BSPH Committee is responsible for:

1. General programmatic operations of the MPH-BSPH program that align with our stated mission, goals, and objectives.
2. All accreditation-related activities, including: preparing self-study documents, coordinating site visits, collecting relevant data from students and alumni, and routine communication with accrediting agency, alumni, and other constituents.
3. Internal program reviews and reporting information related to program and faculty accomplishments.
4. Strategic planning, continuous quality improvement, and program evaluation consistent with accreditation needs and University accountability and assessment plan requirements.
5. Selecting, and obtaining affiliation agreements with, practice-experience sites.
6. Scheduling and staffing classes by appropriately trained faculty.
7. Conducting environmental scanning and assessment relevant to the discipline in order to support strategic planning, curriculum development, and program evolution.

Policies and Procedures:

1. The Joint MPH-BSPH Program Committee shall meet monthly, at minimum. Meetings will be scheduled and announced at the beginning of each academic semester. Faculty are expected to attend each meeting; it is the faculty member’s responsibility to inform the committee chair if he/she cannot be present.
2. A quorum must be present for voting. Each ~~primary~~  core PH faculty and full-time instructor has one vote; MPH students, collectively, have one vote, as do BSPH students, and part-time/adjunct faculty.
   1. Student representatives are s/elected by the student body.
3. Documents pertaining to agenda items under consideration for a vote should be distributed to all members at least two working days in advance of the meeting in order for faculty to read and make comment.
4. Minutes are to be kept at each meeting, distributed electronically to faculty for corrections, and kept on the ~~shared drive~~ meeting webpage once approved.

II. 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 the MPH faculty as a whole.

* + 1. The program coordinators will appoint the faculty membership of each standing committee at the initial meeting of the Public Health Committee during the fall semester of each year, and no later than the first week of September.
  1. Faculty membership will consist of at least three ~~primary~~ core faculty~~, with at least one representative from each concentration.~~
  2. Student representation will consist of at least one student, to be elected/selected by the student body. Committees dealing with confidential student information will not have student representation.
  3. Committee chairs are responsible for keeping ~~and distributing~~ minutes of meetings to the MPH-BSPH faculty at large on an on-going basis; a copy of all minutes must be ~~kept in the shared drive~~ provided for inclusion on the joint MPH-BSPH committee meeting agenda.
  4. Chairs of standing committees will report on committee activities at joint MPH-BSPH program committee meetings.
  5. Committees must complete annual reporting forms, if so indicated by the committee charge, prior to the end of April of each academic year.
  6. Standing committees include
     1. Assessment Committee
     2. Diversity Committee
     3. Ad hoc committees will be created by the Program Coordinators as needed and are subject to the same procedures as standing committees.

1. Assessing Effectiveness

Near the conclusion of each academic year, each ~~primary~~ core faculty and full-time instructor will complete an annual achievement form that summarizes accomplishments for the year. Committees will complete required data forms, as per their charge. An annual report will be compiled and data will be assessed against stated objectives~~.~~ This report will be presented to the External Advisory Committee. ~~Mitigation plans will be established for areas falling below identified targets.~~

The joint MPH-BSPH membership will convene at the beginning of each academic year to establish objectives for the year. All members are expected to attend each scheduled retreat, work-day, advisory committee meeting, etc.

1. ~~Primary~~ Core faculty are those who are employed full-time, who have regular responsibility for instruction in the public health degree programs as a component of employment, and whose faculty lines are assigned to the PH degree programs ~~who contribute at least .50 FTE to the MPH and/or BSPH programs..~~ [↑](#footnote-ref-1)