Minutes from January Workday

January 16, 2019

In Attendance: Ding, Eagle, Farrell, Gardner, Kim, Lartey, Macy, Rust, Watkins

We began the meeting by reviewing our guiding documents: [Vision, Mission, Values, and Goals](https://www.wku.edu/publichealth/mph_pages_etc/guiding_statements.php). All agreed that they still reflected who we are and want to be as a program.

Policies & procedures were reviewed next. After substantial discussion, the **Farrell/Eagle motion** to add MPH-BSPH program staff as a voting member on relevant committees passed unanimously. Gardner will update the P&P to reflect this change.

Rust gave a GrAPE recap. She is working with health departments to identify course-embedded projects, and will be sending out a newsletter once the semester begins. She also suggested removing “unit” language, as some students found it confusing. We also discussed allowing students to use conference attendance toward their hour requirements. Lartey/Watkins motion to remove unit language and cap conference attendance to 25 hours was approved unanimously. Rust and Gardner will work to create a conference form for students, and to remove unit language from program materials.

Gardner reported that she’d submitted the CNV compliance report to CEPH, and that our self-study clock is starting to tick: Our preliminary report will be due in Spring 2023, with a site visit in the following fall. Data reporting requirements range between 1 and 5 years, so now is the time to make sure our measures are strong.

A substantial amount of time was spent going over our assessment plan. Several measures were added, which Gardner will add to the appropriate instruments. A comprehensive assessment folder will be forthcoming.

We then reviewed our Diversity Goals, Strategies, & Actions, and made some minor modifications to strategy categories to better capture actions. The Watkins/Lartey motion to change the names of the committee to “Diversity, Inclusion, & Equity” (DIE) passed unanimously. We then spent quite a bit of time crafting a diversity statement that we will include in program materials. The Lartey/Watkins motion to approve the final version passed unanimously:

We promote social justice by creating a respectful, collaborative, diverse, inclusive, and equitable environment through research, teaching, and service.

The fall schedule was discussed and created.

We discussed a new vertical banner for the MPH program. Rust showed the mock-ups that DELO created. Faculty suggestions were consolidated and sent to DELO.

We ran out of time and deferred discussion of the advisory committee to our Feb meeting.