April 8 Joint MPH-BSPH Meeting

Present: Clark, Gardner, Rust, Eagle, Ding, Watkins, Lartey, Macy, Kim, Farrell

Motion to approve March Joint MPH-BSPH meeting minutes made by Eagle, seconded by Clark. No discussion. Motion passed unanimously.

Lartey gave BSPH report.

* Internship sites have closed and assigned students work to do from home. Only one site was not able to give their students work from home; Lartey gave theses students assignments to fulfill their requirement.
* Advising over the phone has gone well for most students, but some have missed their appointments.
* Registration has been a little slow; the university has extended the registration deadline by a week.
* Recruitment activities, most in February: KCTCS Recruitment Seminar to try to make transfer system a little easier. Head for the Hill. CHHS Preview Day. Warren County Services Fair. Majors and Minors Fair.
  + Majors and Minors Fair did not go well; usually it happens in the Fall in the Preston Center. The moved to Spring so that students have a little more understanding of the campus and options. The venue was switched to DSU third floor. Lartey estimates about 11 students showed up. Hosts of this event are looking at it to see what changes need to be made to get numbers up.
* 20-21 schedule has been posted; now, we need to see where the holes will be and how to fill those holes.

Gardner gave MPH report.

* Substituting 548 for 583 in the core passed at college and GCC levels. It will go to graduate council then senate and board of regents. This should take effect in fall if it continues to be passed.
* Epi certificate passed all so far. It will go to the Board of Regents on 17th.
  + Ding asked to speak to Gardner about this later to help her prepare. Gardner will reach out to Ding and Farrell about this.
* Letters from CEPH:
  + All of our competency alignments are compliant.
  + Because our graduation rate was below the 70% mark, we have to submit an interim report by July 17th. This wasn’t much of a surprise to us.
    - Numbers from the report from IT don’t match what we have done by hand.
    - Please send suggestions to improve graduation rates.
* Need to complete the Assurance of Student Learning for this AY coming up (see excerpt from Molly Kirby)
  + Gardner encourages each certificate and program coordinator make sure the process is transparent and inclusive. This will be discussed at the MPH Curriculum Committee meeting.
* Not sure about how or when the hooding ceremony will happen. We do want to do something to celebrate them though.

No committee reports were submitted.

Rust gave the GrAPEs report.

* Still missing some slides for hooding ceremony.
* Some MPH students still have not completed orientation surveys. Rust encouraged everyone to check the gradebook to see if their students had completed it and encourage them if they haven’t.
* Two students concerned about for GrAPEs who are expecting to graduate.
* Waiting to hear back from GRDHD about the summer capstone project with them.
* A lot of GrAPE sites are closed or not okay with visitors right now. Please let Rust know if you have any ideas, especially telecommuting opportunities.
* GrAPE Handbook is almost done.
* May also make short how-to MediaSite videos to get maximum accessibility and explanation.
* Not worrying about GrAPE hours so much for our expected to graduate. Trying to make sure every student can get 2 products in at least.
* Rust not sure how the Biostats embedded GrAPE will end with BRDHD offices being closed.
  + Farrell said class is going forward by replicating what they did for fall semester. They’ll be entering data and, hopefully, present thru Zoom to BRDHD.

No PHUGAS report. PHUGAS has not met this semester.

No KPHA report.

Gardner asked Macy to speak to the conference. Macy said the conference is cancelled this year.

External Advisory Committee tabled for this meeting.

Gardner reminded everyone that the search committees for new positions are paused until further notice.

Gardner asked Lartey where they are in the curriculum review. Gardner asked if we need to pick that back up. Lartey said it needs to be picked back up, so they will need to schedule a meeting. Lartey stressed how hard the COVID-19-related changes have been to faculty and students.

Gardner says we can move forward with getting competency alignment done, as that is needed for CEPH. Then in summer to fall, we can activate external reviewers to help us in the curriculum review.

Gardner brought up motions from the last meeting that passed but were rushed. Some changes were suggested thru a Qualtrics survey. Motion to send changes back to MPH Curriculum committee for discussion and recommendation by Rust, seconded by Farrell. No discussion. Motion passed unanimously.

Farrell reminded everyone to do the Work Life survey. There will be a change to site surveys to ask questions about how faculty adjusted to the changing dynamics. For those who are tenure-eligible, this year’s site evaluations will be optional. You can include them in your tenure packet if you want to. Farrell is not sure the site evaluations will be optional for instructors but will reach out and ask. Gardner ask that Farrell find out if the same is the case for merit as well.

Eagle asked if full-time instructors will still be shifted to the 4/4 load for the next AY, since hiring is frozen and part-time instructor use is being restricted. No one was sure the answer to this. Gardner told her not to scramble yet.

Motion to adjourn made by Rust, seconded by Clark. Motion passed unanimously.

Appendix A: BSPH Report

**BSPH Activities**

**April 2020**

1. Internship update

* All sites except one have assigned stay-at-home tasks to interns under preceptors’ supervision. Assigned tasks are reviewed weekly.
* Student interning with agency with no off-site task has been assigned an alternate project to complete at home.
* On-site and phone supervision have been completed for all sites.

2. Advising

* Most students have been advised and registering. Reminder emails have been sent to remaining few to get in touch.

3. Recruitment

* KCTCS recruitment seminar in Owensboro - February
* Head for the Hill – February
* CHHS Preview Day – February
* Warren County Services Fair – February
* Majors & Minors Fair - February

4. 2020/21 Academic year schedule

* Review 2019/20 schedule

Appendix B: BSPH AY 20-21

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Spring 2021** |  |  |  |
| **Course #** | **Campus** | **Day(s)** | **Time** |  |
| PH 100 | Bowling Green | TR | 9:35-10:55 am |  |
| PH 100 | Bowling Green | MWF | 11:30 am-12:25 pm |  |
| PH 100 | Bowling Green | T | 5:00-7:45 pm |  |
| PH 100 | Bowling Green | Web | Web |  |
| PH 165 | Bowling Green | R | 5:00-7:45 pm |  |
| PH 261 | Bowling Green | TR | 2:20 - 3:40 pm |  |
| PH 365 | Bowling Green | TR | 9:35 - 10:55 am |  |
| PH 365 | Bowling Green | Web | Web |  |
| PH 365 | Glasgow | R | 9:00-11:45 am |  |
|  | Owensboro | R | 9:00-11:45 am |  |
|  | E'Town/Fort Knox | R | 10:00 am - 12:45 pm |  |
| PH 381 | Bowling Green | TR | 9:35 - 10:55 am |  |
| PH 383 | Bowling Green | TR | 11:10 am - 12:30 pm |  |
| PH 383 | Bowling Green | W | 5:30 - 8:15 pm |  |
| PH 384 | Bowling Green | Web | Web |  |
| PH 384 | Bowling Green | TR | 11:10-12:30pm | To be deleted to accommodate 25% release time |
| PH 385 | Bowling Green | Web | Web |  |
| PH 402 | Bowling Green | TR | 9:35 - 10:55 am |  |
| PH 410 | Bowling Green | MW | 3:25 - 4:45 pm |  |
| PH 443 | Bowling Green | Web | Web |  |
| PH 444 | Bowling Green | Web | Web |  |
| PH 447 | Bowling Green | Web | Web |  |
| PH 464 | Bowling Green | MWF/Blended | 10:20 - 11:15 am |  |
| PH 467 | Bowling Green | T | 5:00 - 7:45 pm |  |
| PH 467 | Owensboro | W | 5:15 -8:00 pm |  |
|  | Glasgow | W | 5:15 - 8:00 pm |  |
|  | E'Town/Fort Knox | W | 6:15 - 9:00 pm |  |
| PH 484 | Bowling Green | TR | 2:20 - 3:40 pm |  |
| PH 490 | Bowling Green | Practicum | Practicum |  |
| PH 490 | Bowling Green | Practicum | Practicum |  |

Appendix C: MPH Report

**MPH Report: April 2020**

Program/Course Changes: Changes to the core (548 in, 583 out) passed at the college and GCC level. They go to graduate council on 4/9/2020.

Epi Certificate: Passed through GCC, GC, and senate. It was signed off on my the provost and goes to the BOR on 4/17/2020. The certificate should go live in the fall.

CEPH: We received notification from CEPH that we have demonstrated compliance on all competencies (attached below). We also received notification from CEPH that we have to prepare an interim report, due 7/14/2020 to explain the below 70% six-year graduation rate from the 13/14 cohort (attached below). This was not unexpected, if you recall from earlier discussions.

Currently, IT runs a report that follows students admitted during an AY for six years. I abstract the data from those reports to determine the percentage of students who – each year – continue, graduate, or leave the program. The report does not capture the percentage of students who transfer to other programs. So, to prepare for the interim report, Marina pulled AY admission data from infoview, and we are abstracting student data from transcripts. Thus far, our numbers vary substantially from the institutional reports.

In the interim report, we have to identify how we plan to improve graduation rates, so please be thinking of suggestions.

Assurance of Student Learning (ASL): We need to start planning our ASL again for each of our degrees and certificates. Here’s an excerpt from an email I received regarding ASL:

The ASL committee has also been working on a clear, straight-forward template and some web resources to help guide program directors/assessment coordinators through the process. To access the web resources, visit [Assurance of Student Learning](https://www.wku.edu/academicaffairs/ee/assurance_learning.php), click the drop down arrow on the left (under Assurance of Learning), and select a topic. The attached template for the **2019-2020** assessment cycle is a *little* different from the one used for 2018-2019. The form was adjusted based on feedback from assessors and members of the ASL committee - ***please use*** the one provided in this email or downloaded from the current ASL website.

Remember that Assurance of Student Learning requires the participation of all program members; assessment is a team effort.  It is not something the Department Head, Program Director, and/or Assessment Coordinator does in a vacuum.  Input from all program faculty is critical to student learning and meaningful program assessment.

Hooding & Award Ceremony: On hold 

1010 Wayne Avenue, Suite 220 | Silver Spring, MD 20910

Phone: (202) 789-1050 [| www.ceph.org](http://www.ceph.org/)

March 19, 2020

Marilyn M. Gardner, PhD, MS

Program Coordinator, Public Health Programs

Western Kentucky University

Dear Dr. Gardner:

Thank you for submitting an interim report to the Council on Education for Public Health. The CEPH Board of Councilors reviewed the report at its March 13, 2020 meeting and determined that you have demonstrated compliance with Criterion D2 at this time.

To maintain accredited status, the program must continue to submit annual reports as required, and the next full review must take place with a site visit by December 31, 2023.

Sincerely,



Philip L. Williams, PhD, CIH

President



1010 Wayne Avenue, Suite 220 | Silver Spring, MD 20910

Phone: (202) 789-1050 [| www.ceph.org](http://www.ceph.org/)

March 18, 2020

Marilyn M. Gardner, PhD, MS

Program Coordinator, Public Health Programs

Western Kentucky University

Dear Dr. Gardner:

Thank you for submitting your CEPH annual report. At its March 13-14, 2020 meeting, the Council on Education for Public Health reviewed your annual report for 2018-2019. As you know, all accredited schools and programs of public health are required to submit an annual report to CEPH, using a prescribed format. The purpose of the annual report is to allow the accrediting body to monitor significant changes in the school or program between on-site visits. Specifically, CEPH uses annual reports to

1. Identify any major changes that have occurred in the past year.
2. Identify any compliance concerns that may have newly arisen.
3. Identify and monitor growth at accredited institutions. Current US Department of Education regulations require us to “[monitor] the growth of programs at institutions that are experiencing significant enrollment growth.” (32 CFR §602.19 (d)) The regulations define “significant” growth as >= 50%, so CEPH’s threshold is 50%, as measured by the number of new enrollees.
4. Monitor graduation and job placement rates as measures of student achievement.
5. Review and assess financial information and other resources as indicators of program success.

Based on its review, the Council noted that the program reported a 67% graduation rate for MPH students, which does not meet the established threshold of 70%. **Therefore, the program must submit an interim report for review at the Council’s summer 2019 meeting.**

The interim report must discuss the program’s plans to improve graduation rates for the MPH degree and should provide updated data, including attrition rates for all cohorts currently proceeding through the program, in the format of Data Template B2-1, available at [www.ceph.org.](http://www.ceph.org/assets/2016templates.xlsx) You will be asked to report on the progress of MPH students toward graduation until these student cohorts consistently meet the graduation threshold established in the criteria.

Materials must be provided in electronic copy (by email to submissions@ceph.org) by July 17, 2020.

Please be aware that failure to come into compliance with all accreditation criteria must trigger specific actions on CEPH’s part. These actions, mandated in federal regulations governing accrediting agencies that are recognized by the US Department of Education, include initiating adverse action or, if good cause is demonstrated, extending by one year the period during which the program or school may come into compliance with the remaining criteria, after which CEPH must take adverse action. CEPH is required to deny or revoke accreditation when a school or program fails to demonstrate that it has come into compliance. Thus, interim reports have serious consequences. Additional information about preparing interim reports is available on the [CEPH website.](http://ceph.org/assets/Interim_Reports_FAQ.pdf)

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You will receive an email in mid-September 2020 that will direct you to the weblink for this year’s annual reporting, and you can anticipate a due date of **December 4, 2020**. Please feel free to contact CEPH staff if you have any questions. They will be pleased to provide clarification or other assistance.

Sincerely,



Philip L. Williams, PhD, CIH

President

Appendix D: GrAPE Report

Graduate Applied Practice Experience (GrAPE) Report

# Opportunities

* Hooding Ceremony – missing things from some students
  + Slides may not be needed anymore
  + Orientation surveys are still required and I’m missing some from expected graduates
* 6 students out of expected graduates that are on my radar
  + Only 2 that I’m a little concerned about
* TFC Project – probably not going to be an option this time around
* GRDHD Project – still haven’t heard back, 1 voicemail and 2 emails
* If you have any creative ideas for student GrAPE projects now/this summer, please let me know. With closings, it is nearly impossible for students to work at an office. Really need telecommuting opportunities!
* Potential to make short Mediasite “how-to” videos to go along with GrAPE handbook
  + Maximum accessibility?

# Taylor Swift holding a sign that says "you ok?" and another person holding a sign that says "no I want pho"Changes

* The whole world
* Priority on two products connected to GrAPE projects for expected graduates
* Individual BRDHD projects are “closed” for the time being, except to those students who may also be employees of BRDHD

Appendix E: MPH Curriculum Review Plan

**UPDATE: MPH Curriculum Review Plan**

**Phase 1: Course Content Review**

October 21, 2019: Faculty teaching MPH core courses were given these instructions:

1. For each MPH required course you teach, please list the major and minor topics taught by in each course week. Please provide sufficient detail.

2. Save your file as the course prefix and number, then, by January 8th, upload your completed document(s) to https://drive.google.com/open?id=1W8U3kK1Togj4F1fDVmU-0qZI36Hibn5o

3. Review and comment on each course document by January 15th.

4. Revise documents/address comments for January MPH workday.

January 8, 2020: Content due on all core course

January 15, 2020: Reviews due from all faculty

Feb ~~January~~ 2020 workday: Internal Review

March 13, 2020: Revisions due

March 16, 2020: Send content out for external review;

May 1, 2020: Feedback summary

August 1, 2020: Final content revisions due

**Phase 2: Competency Alignment Review**

April ~~March~~ 2020: Go over competency alignment process with MPH core faculty

August 5, 2020: Competency alignment due

August 2020 workday: Internal review of competency alignment

November 1, 2020: Final revisions

December 2020: Submit substantial change notifications to CEPH.