BSPH Curriculum Committee

Policies and Procedures

I. Purpose and Scope

The primary purpose of the BSPH Curriculum Committee is to ensure that the BSPH program provides high-quality, graduate-level professional preparation that is competency-based and meets accreditation standards set forth by the Council for Public Health Education (CEPH). The BSPH Curriculum Committee is charged with oversight of all BSPH program requirements, as well as the oversight of all undergraduate certificates and minors ~~curricular issues including:~~ The committee is, however, advisory: All substantial recommended changes must be proposed to and approved by the Governance Committee.

II. Policies

A. Committee Leadership. The BSPH Curriculum Committee is chaired by the BSPH Academic Program Coordinator.

B. Committee Membership.

1. Faculty with a primary teaching assignment in the public health programs.
2. Program staff
3. Undergraduate representative from the student governance organization (PHUGAS)
4. Adjuncts and part-time faculty teaching in the BSPH program, including faculty with a primary assignment to a different program.

C. Responsibilities.

1. systematically and routinely assess the BSPH program’s curriculum to ensure courses are competency based and relevant to the PH workforce, emphasize applied learning, , and are compliant with accreditation requirements and instructional objectives.
2. R~~eviewing[[1]](#footnote-1) and/or initiating curricular modifications; and~~ Recommend modifications to program requirements and curriculum, including proposing new courses, minors, and certificates.
3. Develop and provide instructional/informational materials for students related to program requirements.
4. Complete WKU assurance of student learning for BSPH program and certificates.
5. Ensure syllabi are compliant with University and program standards.
6. Develop and assess program competencies.
7. keep~~ing~~ abreast of changes in national credentialing standards and competencies related to BSPH and certificates.

III. Procedures

A. Meetings. The BSPH Curriculum Committee will meet at least once per year.

1. Minutes will be kept and submitted to the Governance Committee for approval
2. A simple majority is needed for a motion to pass and be sent to the Governance Committee. Each member has a single vote, with the exception of adjuncts and faculty who have a primary appointment in a different program; collectively, they have a single vote.

B. Curricular Review. Conducted every 3.5 years, per assessment plan (ADD HYPERLINK)

1. Internal review of core content for each core course
2. Internal review of CEPH alignment for each core course
   1. Identify assessments for CEPH
3. External review of curriculum by core advisory group

C. Syllabi Review. Conducted annually~~On an annual basis, the BSPH Curriculum Committee will review course syllabi for required BSPH courses to:~~

1. ensure BSPH foundational knowledge learning objectives are clearly identified, where applicable;
2. ensure BSPH ~~foundational and concentration~~ competencies met by the course are clearly stated on the syllabus;
3. ensure learning objectives reflect higher order learning and, where appropriate, align with stated competencies, making recommendations to faculty, if needed, for revision; and,
4. ensure syllabi meet policies set forth by WKU Policy and program standards.

D. Instructional Assessment. Conducted at the end of each semester. ~~On an annual basis, the BSPH Curriculum Committee will also:~~

1. ~~review program-level assessments used for foundational and concentration competencies;~~
2. assess and monitor progress in meeting stated instructional objectives

~~On tri-annual basis, the BSPH Curriculum Committee will review individual course grids for all required BSPH courses to ensure learning objectives and related content/activities align with competencies.~~

~~The BSPH Curriculum Committee will meet~~ *~~at least~~* ~~once per year. The minutes of all meetings shall be made available on the faculty shared drive and submitted to the MPH Coordinator to include as a committee report.~~

IV. Related Policies

Revised: October 2020

Reason for Revision: Update for consistency with program practices

1. ~~All proposed curricular modifications, including one-time course proposals, must flow through the MPH Curriculum Committee for review, comment, and recommendation.~~ [↑](#footnote-ref-1)