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

**Governance Committee for Programs of Public Health**

I. Purpose and Scope

The Master of Public Health (MPH) and Bachelor of Science in Public Health (BSPH) programs are a single accreditation unit that share the same vision, mission, values, goals, and objectives. These programs of public health are governed jointly to ensure that all program-related activities comply with accreditation and institutional standards, and to work collaboratively toward our common goals. This joint-governance committee, heretofore referred to as the Governance Committee or GC, is based on principles of shared governance: partnership, equity, accountability, and ownership.

The ~~Joint MPH-BSPH~~ Governance 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 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 serves as co-chairs.~~

II. Policy

A. Committee Leadership

The academic program coordinators for the MPH and BSPH programs jointly chair the Governance Committee.

B. Committee Membership

1. Each full-time faculty and staff member whose primary responsibility is to the MPH or BSPH program.
2. Undergraduate representative from the student governance organization (PHUGAS)
3. Graduate representative from the student governance organization (PHUGAS)
4. Part-time/adjunct faculty

C. Responsibilities

~~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 vision, mission, values, goals, and objectives.
   1. Establish policies and procedures
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 and in compliance with program policies.
7. Conducting environmental scanning and assessment relevant to the discipline in order to support strategic planning, curriculum development, workforce development, and program evolution.

OR

1. Program Operations
   1. Establish meeting and workday agendas
   2. Create program policies and practices
   3. Maintain transparent communications
   4. Stakeholder meetings/involvement. (HYPERLINK POLICY)
   5. Student involvement
2. Assessment and Strategic Planning
   1. Develop assessment plan, including schedule for data collection (HYPERLINK PLAN)
   2. Develop and revise assessment instruments that meet institutional and accreditation requirements
   3. Collect and analyze data per assessment plan
   4. Create annual report to synthesize data from all sources
   5. Create strategic plan based on evidence from annual plan
   6. Monitor progress toward meeting goals of strategic plan
3. Diversity, Equity and Inclusion
   1. Develop diversity targets and goals ( ADD HYPERLINK)
   2. Document and monitor progress toward meeting targets and goals annually
4. Program Reviews
   1. Routinely monitor curricula, per assessment schedule
   2. Discuss and approve all changes to program requirements and curriculum recommended by MPH and/or BSPH Curriculum Committees
5. Scheduling and Staffing Courses
   1. Staff courses per policies. (ADD HYPERLINK)
6. Workforce Development
   1. Provide workforce development opportunities for community partners (ADD Hyperlink)
7. Accreditation
   1. Prepare annual and interim reports
   2. Prepare documents for self-study
8. Recruitment and Retention
   1. Maintain up-to-date recruitment material
   2. Maintain up-to-date student guidebooks and organization sites
   3. Provide high quality student advising. (ADD HYPERLINK TO POLICY)

~~Policies and Procedures:~~

III. Procedures

A. Meetings

1. Governance Committee.The ~~Joint MPH-BSPH Program~~ Governance Committee shall meet monthly, at minimum. Meetings will be scheduled and announced at the beginning of each academic year. ~~semester~~. GC meetings are open to everyone, but portions may be closed when discussing individual students (e.g., student award nominations). ~~Faculty~~ Members are expected to attend each meeting~~.; it is the faculty member’s responsibility to inform the committee chair if he/she cannot be present.~~

1. A call for agenda items and reports will be sent to members approximately one week prior to the meeting. The agenda and related documents will be posted on the meeting website at least two working days prior to the meeting. Reports will be submitted monthly from each program coordinator highlighting activities from the last meeting and previewing issues on the horizon.
2. A simple majority is required for motions to pass. A quorum must be present for voting. Each ~~primary PH faculty and full-time instructor has one vote; MPH students, collectively, have~~ member has one vote, with the exception of part-time/adjunct faculty who, collectively, have a single vote.~~, as do BSPH students, and part-time/adjunct faculty.~~
3. Minutes are to be kept at each meeting and posted on the agenda of the next scheduled meeting.. , ~~distributed electronically to faculty for corrections, and kept on the shared drive once approved.~~
   1. ~~Student representatives are s/elected by the student body.~~
4. ~~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~~.

2. Workdays. A strategic planning workday shall be held at the beginning of each academic year. Additional workdays are scheduled as needed to address specific curricular or program needs. Governance committee members are expected to attend.

a. Agendas and related documents are posted on the meeting website at least 48 hours in advance.

b. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.

c. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting.

3. 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 GC members. ~~the MPH faculty as a whole.~~  Standing committees include BSPH Curriculum Committee, MPH Curriculum Committee, and MPH Admission Committee.

* 1. Membership to standing and ad hoc committees will be determined by the GC; student representation will be determined by the student governance organization.
  2. Minutes are to be kept and submitted to GC to post on the agenda of the next scheduled meeting.
  3. Recommended motions are submitted to GC to post as new business on the agenda for the next scheduled meeting

~~2. 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 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.~~
  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~~

~~Ad hoc committees will be created by the Program Coordinators as needed and are subject to the same procedures as standing committees~~.

4. Stakeholder Meetings. An External Advisory Committee shall consist of leaders from external stakeholders organizations from the state and local community, including local health departments, state health department, state wide associations and other appropriate organizations. Public Health Faculty will recommend Advisory Committee members. The External Advisory Committee will function at two levels, the Community Advisory Group (full stakeholder group) and Core Advisory Committee (6-8 key stakeholders.)

1. The Community Advisory Group will be an open group with as many stakeholders as appropriate to be representative of the community. This group will inform the public health faculty of needs they observe in the community, while the public health faculty would update them of what is transpiring in the public health programs.
2. Meet every other year with faculty to provide an environmental assessment of the current trends in public health and future developments to help guide research and teaching.
3. Link department to external resources and opportunities as warranted.
4. Serve as ambassadors for the department.
5. Assist in identifying internships and career opportunities for students.
6. The Core Advisory Committee will help inform the program mission, objectives, goals, and curriculum. The Core Advisory Committee members will be recruited in such a way as to mirror the makeup of our local and regional community. It shall include representatives from our Academic Health Department members (Barren River District Health Department and Green River District Health Department), from the state Public Health department, and from program alumni working in the region.
   * 1. The Core Advisory group of the MPH-BSPH External Advisory Committee will meet yearly with faculty to evaluate programming, identify programmatic gaps, and inform departmental curriculum.
7. ~~Assessing Effectiveness~~

~~Near the conclusion of each academic year, each primary 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.~~

IV. Related Policies

Advising Policy

Course Staffing Policy; MPH Staffing Policy

Workforce Development Policy

MPH Curriculum Committee Policy

MPH Advising Committee Policy

BSPH Curriculum Committee Policy

Revised: October 2020

Rationale for Revision: Streamline standing committees and highlight responsibilities.

1. ~~Primary 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 who contribute at least .50 FTE to the MPH and/or BSPH programs.~~ [↑](#footnote-ref-1)