Joint MPH-BSPH Meeting Minutes

May 2020

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

Kim could not be present at beginning as her electricity went out. Joined after BSPH report was given.

Motion to approve April 2020 minutes made by Eagle, seconded by Lartey. No discussion. Motion passed unanimously.

Lartey gave BSPH report (Appendix B).

* 9 + 1 students should have been eligible for graduation this spring/summer. Seven of these have completed all their requirements to graduate in May. Three are scheduled to graduate in August if they meet the requirements.
* Exit surveys were distributed. About 60% are completed now.
* Advising is going well; Lartey advised the last student so everyone should be on track to register. Biggest question being asked is how courses will be offered in the fall; a lot concerned with living situations.
* Participated in an online TopLife orientation.
* Lartey received email from KCTCS and they have a job placement coordinator. He reached out to undergraduate programs to identify students who have not yet found jobs in the health field in the 8 county area.
* Scheduled revisions for AY 20/21 need to be looked at so that we can set the schedule in the next few weeks.
* Gardner asked:
  + Exit survey: will Lartey send Gardner the survey? Yes, she will send the link to Gardner again.
  + Do you require they fill out before graduating? Yes
  + Gardner needs the ones from last summer. Lartey thinks she does have those and will send those to Gardner.
  + Gardner ask that she and Lartey sit down to look at the scheduling issue. MPH’s submitted schedule was bare bones. Want to look at BSPH one as well and send out so that workload is equitable. Lartey said next week will be fine; they will send out to everyone afterwards.
* Farrell asked what Lartey meant about “we all know what is going on.” Lartey said she meant that we are all unsure if the courses will be online or f2f next semester.
  + Gardner said she thought it had been announced that we will come back to campus, just do not know what that looks like.
  + Farrell says that from what he knows there still has not been a final decision on that. Caboni has expressed that he wants to be back on campus for enrollment purposes, but no definite answer to what next semester will look like.
* Watkins asked if Lartey was including teaching 4 versus 3 on the “things we know.” Lartey said yes. Gardner said she wants to get clarification on the 4 versus 3, as we don’t need each faculty member to teach 4… we don’t have enough courses to do this.

Gardner gave MPH report (Appendix C)

* Epi certificate was passed and will go live in the fall. Moving forward, to propose certificates, we need to provide more details than usual.
* On Saturday we had the virtual recognition ceremony. YouTube link to watch the ceremony.
* Caboni planning to do commencement during Parent’s Weekend in September but we have the option on this.
* CEPH Interim report due July 17th to explain why graduation rates are lower than target. This will be sent out for comments.
* Conversation with Nicole at CEPH about the ILE. Self study document doesn’t state how many competencies need to be demonstrated, but we have some additional guidance on this now.
* Exit survey distributed. 2 students still need to return in but they are summer graduates.

Motion made to approve MPH Curriculum Committee minutes by Farrell, seconded by Eagle. No discussion. Motion passed.

No other committee reports submitted.

Rust gave GrAPEs report (Appendix D).

* Encouraged everyone to send any GrAPE ideas they come across to her; same with any photos or announcements for Instagram and twitter.
* Rust will be adding graduates to the LinkedIn group in the coming weeks; if anyone wants to help with this, great!
* Rust celebrated a fully embedded GrAPE Capstone course that is taking place this summer and having three course-embedded projects in Spring 2020.

Gardner said we do need to convene advisory group at some point, probably virtually. Gardner asked to table external advisory committee p/p update again. No one is opposed.

Gardner called for motion to change PH 630 from Advanced Epi to Epi II; we had voted on it but it felt rushed.

* Sent it back to MPH Curriculum Committee; committee recommended 620 stay as Advanced Biostats and 630 change to Epi II.
* Ding motions, seconded by Farrell.
* Lartey asked if other Epi course will be changed to Epi I; Gardner says there has not been discussion of this. Lartey asked if students will be successful in the field without taking Epi II; a student still has to be take Epi to take Epi II. Epi II will only be a requirement for the Epi Certificate.
* Motion passed.

Gardner asked that every faculty/instructor fill out two Qualtrics surveys as they receive the links.

* End of semester instructional assessment (like the one from the fall)
* End of year assessment for June 2019 – May 2020

Gardner asked about dates for the August workday. We have a lot of work to do this day for the curriculum update and competency assessment (every 3.5 years).

* Lartey plans to continue from where we left off in January. It was suggested that we split internship course into two, so we need to look at how to do this especially with alternative teaching formats. Lartey has not yet sent out the competency alignment to the faculty/instructors; will send out. Gardner asked for Lartey to post a timeline as well so that everyone knows what the goals are. Gardner asked if we could use Qualtrics to do some of this; no one spoke up with an issue with this.
* Gardner thinks we will need a day per program. If the MPH gets all the assessments done before the meeting, it will go quicker. Not knowing what the schedule will be like, it may be a Zoom or socially distanced meeting but we don’t know what dates yet. It will be on contract time but before courses begin.

Our current governance structure (Appendix E) was modified from when it was created at the last CEPH Self Study.

* There were more faculty and concentrations, so we were able to have committees. Gardner asked that everyone look at the committees and see what we can streamline.
* CEPH requires that we have a governance structure and we need admissions committee; other than that there is not much requirement on what it looks like. For example, Gardner says the Curriculum and Assessment committees are pretty much the same as the Joint meetings because of how few faculty and staff we have. There are so few reports every Joint meeting that it seems like the current structure isn’t working.

Farrell said there was a change in recommendations from the Senate before it went to the Board.

Gardner asks that MPH Curriculum Committee stay after the meeting for a short meeting.

Motion to adjourn meeting by Farrell, seconded by Lartey. Motion passed. Meeting ended at 1:18.

Gardner reminded everyone to turn grades and syllabi in.

Kim congratulated Farrell on his promotion and tenure!

## Appendix A: Agenda

May 2020 Agenda

I. [Approve minutes from April 2020 meeting](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/may_2020/min_april_2020.docx)

II. Program Reports

A. [BSPH](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/may_2020/bsph_may.docx)

B.[MPH](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/may_2020/may_2020_mph_report.docx)

III. Committee Reports

A. [MPH Curriculum Committee Report](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/may_2020/mph_cc_minutes_april2020.docx)

B. BSPH Curriculum Committee Report: No Report

C. Joint Diversity, Inclusion, and Equity: No report

D. Joint Assessment Committee: No report

E. MPH Admissions Committee: No report

F. Ad hoc Recruitment Committee: No report

IV. Other Reports

A. [GrAPEs](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/may_2020/grape_may_20.docx)

B. PHUGAS: No report

C. KPHA: No report

V. Old/Ongoing Business

A. Discussions with Stakeholders: What have you heard?

B. [External advisory committee p/p update](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_19-20_meetings/december2019/external_advisory.docx)

VI. New Business

A. Motion: Name change: PH 630 to Epidemiology II.

B. End of semester/year faculty assessment:

1. Instructional Assessment for spring 2020

2.  Annual Assessment for academic year: June 2019 - May 2020

C. August Workdays

D. Governance structure

## Appendix B: BPSH Report

**BSPH Activities**

**May 2020**

1. Graduation update

* Nine + one (from December) students eligible for graduation (May or August)
* Seven have completed all requirements to graduate in May
* Three scheduled to graduate in August if requirements are met

2. Exit survey: Distributed to graduating students

3. Advising

* Participated in TOPS Live; communicated with prospective students
* Additional communication will be completed in summer

4. Recruitment Collaboration/Job Placement

* KCTCS made contact about recruitment job placement. Exploring possible collaboration

5. 2020/21 Academic year schedule revisions

6. Lessons from spring 2020 and potential impact on program

## Appendix C: MPH Report

**MPH Report**

**May 2020**

**Epidemiology Certificate**. As Dr. Mkanta announced last week, the epidemiology certificate passed at the BOR meeting on 5/15. The proposal was tabled (rather than rejected, thankfully) at the April BOR meeting because it did not contain market information that isn’t part of the proposal process. You read that right. The proposal was ammended to include the information the BOR wanted (see Appendix). The proposal process is being revised so proposals in the future include this market information. The certificate goes live in the fall.

**Virtual Graduate Recognition Ceremony**. There were technological difficulties with the livestreaming. Here’s the link to the ceremony: <https://www.youtube.com/watch?v=fLWGzLrJsxY> Per WKU’s [commencement page](https://www.wku.edu/commencement/), the f2f ceremony will be held during parent’s weekend (9/18-20). We also have the option of waiting until Decemeber.

**CEPH interim report.** Due July 17th. I will send the draft report, with data, for review and suggestions.

**ILE Updates.** In a phone meeting with Nicole from CEPH, I described our current guidelines of each ILE having four parts -- statement of the problem, lit review, critical analysis, and discussion – and how students could modify it based on individual goals (program plan, review of literature, research paper, etc.).  Nicole stated that having a format that was individualized to the students’ goals is a strength and the format we’re using is good. However, our current ILE assessment needs to be revised as we are not explicitly identifying and assessing competencies. She stated the Board has operationalized “synthesizing competencies” to mean that each ILE must demonstrate **at least** three competencies, one of which must come from our program competencies. Not all parts of the competency have to be met, though, but it must at least loosely demonstrate the competency’s verb. The curriculum committee will be meeting to revise the ILE process in the very near future.

**MPH Exit Survey.** Administered, and all but two students have completed (summer grads). Students must complete the exit survey before their comprehensive form is submitted to the Grad School.

## Appendix D: MPH Report

Graduate Applied Practice Experience (GrAPE) Report

# Opportunities

* 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!
* Exciting GRDHD project as Capstone course taught by Susan!
* Basic reminders:
  + We have a Facebook, Instagram, and Twitter for the MPH and BSPH programs. No one sends me stuff for the Instagram or Twitter, for which we have very few followers anyway, so I think we either need to step it up and people need to help me or we get rid of the latter two.
  + We also have a LinkedIn group in which I try to add all BSPH and MPH graduates. I post job openings I receive here for alumni to see. Again, it would be great to get help with this if anyone else uses LinkedIn. I have to connect with each student and then add them to the group. I can only connect to so many people though, so once that threshold is reached, I cannot really do much. I also never easily know who the BSPH graduates are to try to add them here.

# Changes

* Individual BRDHD projects are still “closed” for the time being, except to those students who may also be employees of BRDHD
* Last semester marks an achievement of sorts in my mind… we had THREE courses with embedded GrAPE projects! I’d love to see this continue, as it really helps our students AND our community partners/agencies.
  + Two courses have had summary reports submitted meaning students are using them toward the GrAPE requirement.

Here’s something fun: I listen to a podcast that has been advertising another called “This Podcast will Kill You.” I haven’t listened to it yet, but it’s fairly popular. Here’s how it’s advertised and why I think some of you may enjoy it:

“This podcast might not actually kill you, but it covers so many things that can. Each episode tackles a different disease, from its history, to its biology, and finally, how scared you need to be. Ecologists and epidemiologists Erin Welsh and Erin Allmann Updyke make infectious diseases acceptable fodder for dinner party conversation and provide the perfect cocktail recipe to match.”

## Appendix E: Governance Structure

Program Governance

Policies and Procedures

[Joint MPH-BSPH Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/revised_joint_pp.docx)

* [Assessment Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/jac_p-p.docx)
* [Diversity, Inclusion, & Equity Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/diversity_pp.docx)

[MPH Commitee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/mph_pp_sept17rev.docx)

* [MPH Admissions Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/admission_revised_10_2018.docx)
* [MPH Curriculum Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/mph_curriculum_com_rev-p-p.docx)

[BSPH Commiteee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/bsph_pp_10_2017.docx)

* [BSPH Curriculum Committee](https://www.wku.edu/publichealth/mph_pages_etc/policiesandprocedures/bspb_curriculum_com_p-p.docx)

MPH-BSPH Advisory Committee