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March 21, 2022

Marilyn M. Gardner, PhD, MS
Coordinator, Public Health Programs
Western Kentucky University
Sent via email

Dear Dr. Gardner:

Thank you for submitting your CEPH annual report. At its March 6-7, 2022 meeting, the Council on Education for Public Health reviewed your annual report for 2020-2021. 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 $\geq 50\%$, 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 could not validate that the program has sufficient personnel resources, particularly related to staff, to support the program’s current operations and academic offerings.

Therefore, the Council acted to require an interim report that demonstrates that the program’s human resources, in terms of staff support, are sufficient to support current operations and academic offerings. The program should include concise narrative information that provides context for any data or other relevant information presented. (Criterion C3)

Materials must be provided in electronic copy (by email to submissions@ceph.org) by June 27, 2022.

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://www.ceph.org).

You will receive an email in mid-September 2022 that will direct you to the weblink for this year’s annual reporting, and you can anticipate a due date of **December 9, 2022**. Please feel free to contact CEPH staff if you have any questions. They will be pleased to provide clarification or other assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Kwon", is written over a light blue horizontal line.

Harry T. Kwon, PhD, MPH, MCHES
President