April 14, 2021 Governance Committee Meeting

Time: 12:30pm – 2pm

Attendees: Gardner, Lartey, Rust, Farrell, Kim, Eagle, Ding, Macy, Adams (PHUGAS)

| Agenda Item | Discussion | Next Steps |
| --- | --- | --- |
| Approve minutes from November 2020 meeting | Motion to approve minutes made by Farrell; seconded by Lartey. No discussion. Motion passes unanimously. |  |
| BSPH Program Coordinator Report ([APPENDIX A](#_Appendix_A_1)) | Lartey gives the BSPH report.   * Drafts of the Assurance of Student Learning is due June 1st. An ASL is to be completed on 521, 1741, 1742, and 1743. * The 2021/2022 schedule will be complete soon; waiting on new instructor position to fill some spaces. * WKU’s May 2021 graduation still being planned. * Lartey stresses that the BSPH program should explore recruitment opportunities with KCTC. * Proposals for the curriculum update approved through UCC and Colonnade | Lartey will turn in BSPH and certificate ASLs by June 1st. |
| MPH Program Coordinator Report ([APPENDIX B](#_Appendix_B)) | Gardner gives the MPH report.   * Both faculty positions have been filled. New faculty members are Dr. Susan Eagle and Dr. Kristen Brewer. They will teach their first courses as faculty in Fall 2021. * This is the first ASL review year for the epidemiology certificate. Ding, Farrell, and Gardner met to discuss ASL measures. PH 630 will be used as a direct measure and the MPH Exit Survey will be used as an indirect measure. * A MPH Curriculum Workday will be scheduled after spring grades are due. The committee will examine proposed competency changes, ensure curricular alignments and assessments, and prepare for a substantive change notice. * Most ILE papers have gone out for review using the new summary form. | MPH Curriculum Committee to prepare for workday soon (5-5-2021).  Gardner will turn in MPH, HE, and Epi ASLs by June 1st. |
| MPH Curriculum Committee Report | No report. |  |
| BSPH Curriculum Committee Report | No report. |  |
| GrAPEs ([APPENDIX C](#_Appendix_C)) | Rust gives the GrAPE report.   * An MPH Newsletter is in the works. Rust provides some options for a schedule. Discussion is that one (1) newsletter per AY for alumni and community partners and four (4) AY for students to replace some of the Blackboard posting/emails would be best.   + Rust asks if anyone has ideas on sections that would be of interest to community partners. Gardner suggests creating an annual report aimed at them.   + Farrell asks if job openings would have too quick of a turnover to be included in this. Rust replies that the space for job openings on the student version of the newsletter is highly editable and can be used for other things when needed; further, Rust plans only to put “bigger” job openings, like ones with CDC or FEMA for example, as opposed to local jobs with quicker hiring times. * Rust discusses how proposed CEPH revisions will affect GrAPEs. Mostly there will just be clarification on products and group projects. * Most spring graduates have completed their GrAPE requirements; waiting on 2 to finish projects and submit paperwork. * Rust plans to send an email to community partners at the end of this semester to remind them of us and GrAPEs; Rust asks anyone with a suggested agency to send along a name and/or email to her. | Rust will have the first newsletter ready for review in August.  Anyone with agency suggestions will email a name and/or email address to Rust |
| PHUGAS ([APPENDIX D](#_Appendix_D)) | Adams gives PHUGAS report, which is centered around proposed changes to PHUGAS bylaws ([APPENDIX E](#_Appendix_E_1) and [APPENDIX F](#_Appendix_F)), structure, and operations.   * New officer structure would be the four (4) following officers: feedback coordinator, outreach coordinator, undergraduate curriculum committee, graduate curriculum committee * Rust has created a [PHUGAS Virtual Notebook](https://www.wku.edu/publichealth/phugas/phugasnotebook.pdf) to show what the operating procedures would look like. * PHUGAS would be planning the annual meet-and-greet with an undergrad equivalent or inclusion.   Gardner suggests there may be a way to incorporate PHUGAS into student course work to get more involvement. Lartey states she did offer extra credit to students this semester for her spotlight PHUGAS meeting; however this still did not generate much interest.  Eagle suggests that these changes make PHUGAS feel less like a club and more like what it is intended to do; Eagle likes the proposed changes. | Rust will send out proposed bylaws early next semester.  Adams and Rust will work to jump start next semester as if the bylaws are going to pass. |
| KPHA (On hiatus) | No report. |  |
| Discussions with Stakeholders | Macy reports that BRDHD and BRIGHT Coalition are preparing to complete a new CHA/CHIP and there may be opportunities for students. She will forward information to Rust as it becomes available.  Eagle reports that she and Rust talked to HOTEL INC. In this conversation, a former student and current HOTEL INC employee commented that she likes that the MPH program is looking to make policy more of a focus. |  |
| Diversity, Inclusion, and Equity | Gardner asked if there were any DIE items to report. There were none.  Farrell makes the following comment about the final Instructor Search Committee meeting: “I don’t want to dredge up what was a tense meeting the first time, but I think it’s important to recognize that the reasons given for hiring one candidate over the other were based on discriminatory rationale. Some of the faculty, myself included, provided implicit, and in some cases explicit, discriminatory logic to explain why one candidate would be a better choice than the other. And, like I said, I will be the first one to say that I did this. After the meeting, I spoke with some colleagues and they helped me understand where I was wrong. I think we all need to look at ourselves, and look at the basis for what we wrote or said, and give serious consideration as to whether the reason we chose one person over the other is based on the ability or impairment of the candidate, so we don’t make the same mistake in the future.”  Gardner thanked Farrell for his comments and stated that she will explore having a speaker on ableism next academic year. | Gardner will schedule speaker for future meeting in AY 21-22 |
| Assessment | Two faculty assessments are due by end of semester: Faculty Annual Assessment and Spring 21 Instructional Assessment | Gardner will send out two assessments for all to complete: Faculty Annual Assessment and Spring 21 Instructional Assessment  Faculty will complete before summer break |
| Job Searches | Gardner asks everyone to think about a potential response to not receiving two instructor positions to fill Dr. Eagle’s previous position. Lartey stated it should come from program. |  |
| Accreditation | Gardner reminds everyone that we knew we would not meet the benchmark for graduation rates in the MPH program; however [CEPH’s letter to the program](https://www.wku.edu/publichealth/mph_bsph_meetings/ay_20_21_meetings/april_2021/ceph_ar2021wku.pdf) stated we do not have to do more because we addressed that in our recent interim report. |  |
| Assurance of Student Learning | Gardner reminds everyone again that the Assurance of Student Learning documents will be due June 1st. |  |
| Virtual Hooding Ceremony | Gardner is preparing the virtual hooding ceremony for May 1st at 2pm. | Gardner will send more information via email soon. |
| Summer syllabi need to be posted ASAP | Gardner reminded everyone teaching summer courses to post their syllabi. | Those teaching a summer course will post their syllabi. |
| Faculty Annual Report | Gardner reminds everyone that the annual assessment and semester assessment will be sent out soon to instructors/faculty. | Gardner will email links to both surveys to faculty and instructors of AY 20-21. |
| Farewell | This is the last meeting for Watkins, who is retiring, and Macy, who is moving to EOHS program. |  |

# Appendix A

## BSPH Report

**BSPH Activities**

**March 2021**

1. Assurance of Student Learning – Draft reports due: June 1

-521 (BSPH)

-1741 (Health Education & Health Promotion Certificate)

-1742 (PH Certificate)

-1743 (Environmental Health Certificate)

2. 2021/2022 Schedule

3. May 2021 Graduation

4. Spring 2021 Enrollment/Recruitment

- Exploratory, transfer, returning, regional campus

5. Curriculum update

- Proposals: UCC, Colonnade

6. Alumni updates

# Appendix B

## MPH Report

**MPH Report: April 2021**

Job Search: Each of our selected T/T candidates, Dr. Susan Eagle and Dr. Kristen Brewer, accepted the position and will be joining the MPH program in the fall. The three of us met and discussed course staffing.

ASL - Epi Certificate: This is the first year the epi certificate goes under ASL review. Drs. Ding, Farrell, and Gardner met to discuss which certificate SLOs would be measured and to determine appropriate direct and indirect measures. PH 630 was identified as the best course for the direct measure and the MPH exit survey will be used for the indirect measure.

MPH Curriculum Work Day: A workday will be scheduled after spring grades are due to examine proposed competency changes, ensure curricular alignments and assessments, and prepare for substantive change notice.

Hooding Ceremony: May 1st at 2 p.m. Will be held virtually like last May. Information will be sent out via email soon.

ILEs: Most papers have gone out for review using the new summary form that assesses the four program criteria used for the comprehensive requirement used for the graduate school, and the competency assessments used for accreditation.

# Appendix C

## GrAPEs Report

### [MPH Newsletter](https://www.canva.com/design/DAEZt2dl5UQ/ivu8ZnJnDBxI7viEiHa3mw/view?utm_campaign=designshare&utm_source=homepage_design_menu)

* Based on feedback from 6 MPH alumni (3 for biannual, 2 for annual, 1 undecided but pro-newsletter), 1 current MPH student, and Dr. G’s desire for a newsletter
* Audience: students, alumni
  + If we want community partners to be a target audience as well, I cannot do this on my own.
* Replace constant Blackboard announcement, not get rid of entirely (last minute changes)
* First month of semester, another halfway thru the semester
  + Options:
    - August (students, alumni, community partners), October (students), January (students, alumni, community partners), March (students)
      * 2 per AY (biannual) for alumni, community partners
      * [4 per AY for students](https://www.canva.com/design/DAEah0UEZTY/fiehjh02-eW0Kwbv527LOA/view?utm_campaign=designshare&utm_source=sharebutton)
    - August (students, alumni, community partners), October (students), January (students), March (students)
      * 1 per AY (annual) for alumni, community partners
      * [4 per AY for students](https://www.canva.com/design/DAEah0UEZTY/fiehjh02-eW0Kwbv527LOA/view?utm_campaign=designshare&utm_source=sharebutton)
    - August and January for all
      * 2 (biannual) per AY for all
    - August for all, January for students
      * 1 (annual) for alumni, community partners
      * 2 (biannual) for students
* Feedback please!

### CEPH Revisions

* Webinar last Friday can be accessed on [CEPH’s website](https://ceph.org/constituents/schools/faqs/pres/)
* Product language and examples
* Clarification on how group projects should be assessed for individual’s competency shown - reinforces that group GrAPEs can only have products as long as the individual can point to the parts they completed in it and those parts show competencies

### GrAPE-Specific

### Proposals

Proposal or one-on-one meeting option?

### Spring Grads

Just waiting on a project to wrap up to check off 2 student GrAPE requirements

### Summer Capstone

Will hear back from HOTEL INC around May about a potential embedded project for Dr. Eagle’s Community Health Organization course

### GrAPE Products

Two products from embedded GrAPEs to ensure every student has those quality products?

Then students could use hours to explore interests related to competencies

### Agency Outreach

If there’s an organization you think I should reach out to (even if you’ve told me in the past), please share them with me again so that I can make sure I reach out to them!

### PHUGAS (with Beth)

* New proposal - officers, operation procedures, bylaws, mission
  + No monthly meetings; facilitate connectedness and student governance in other ways
  + Facebook and Blackboard, website as info only (because students don’t have access to changing it)
* \*Attachments in agenda\*
* Feedback please!

### Things I will be adding to the GrAPE Guidebook (a running list):

* How to use your job for GrAPEs
* New product language and examples based on CEPH revisions
* Clarification on group GrAPE products

# Appendix D

## PHUGAS Report

### PHUGAS Proposals

New officer structure

1. Feedback Coordinator
2. Outreach Coordinator
3. Undergraduate Curriculum Committee Representative
4. Graduate Curriculum Committee Representative

New bylaws

New operating procedures (notebook)

Website? Blackboard? Facebook?

Meet-and-Greet? Annual, biannual?

# Appendix E

## PHUGAS Current Bylaws

**Public Health Graduate Undergraduate Associated Students**

**Bylaws**

**ARTICLE I: NAME**

The name of this nonprofit organization is the Public Health Undergraduate-Graduate Associated Students, hereinafter referred to as PHUGAS.

**ARTICLE II: PURPOSE**

PHUGAS serves as a medium for student representation and engagement in the shared governance of Western Kentucky University’s Public Health Programs (BSPH and MPH). This representative body will function as an intermediary through which students can deliver feedback, express concerns, and otherwise contribute to the betterment of the public health programs.

**ARTICLE III: OBJECTIVES**

1. To identify the needs and concerns of public health students and to bring that information to the attention of public health faculty and other program decision makers.
2. To facilitate the election of student representatives (both graduate and undergraduate) as voting members of programmatic committees within the governance structure of the public health programs.

3. To facilitate interaction among students, alumni, faculty, and administration in the Department of Public Health.

4. To provide a forum for student discussion of and contribution to policies, curriculum development, and other aspects of the public health programs that affect students both directly and indirectly.

5. To engage the student body in the planning and implementation of activities that contribute to the ongoing improvement of the public health programs. Such activities could include but are not limited to student recruitment, opportunities for career development, and processes related to accreditation.

**ARTICLE IV: OFFICERS**

Section 1: The four (4) officers of PHUGAS shall be Graduate President, Undergraduate President, Vice-President, and Secretary.

Section 2: All officers of PHUGAS shall be elected by the membership at large through a ballot (vote).

Section 3: All Officers of PHUGAS shall be elected for a maximum term of two (2) years by the membership at large through a ballot (vote).

Section 4: The newly elected officers shall be installed at the (last) May meeting and shall assume duties within thirty (30) days thereafter.

Section 5: Duties of Officers

 Presidents: The Graduate and Undergraduate Presidents shall serve as chief administrative officers of / for PHUGAS and shall possess broad discretionary and delegatory powers to act as deemed necessary and proper to carry out the business of PHUGAS at both Graduate and Undergraduate level.

 Vice-President: The Vice-President shall act in the capacity of the Graduate President in the absence of the Graduate President. The Vice-President shall also fill the unexpired term of the Graduate President should the latter office become vacant.

 Secretary: The Secretary shall see that: minutes of meetings are recorded and retained; such other duties are incident to the office are carried out. If the Secretary’s position should become vacant, the members at large shall appoint a Secretary via ballot vote.

**ARTICLE V: MEETINGS**

Section 1: At annual and special meetings of the membership at large of PHUGAS those members present shall constitute a quorum. On any vote or ballot, a majority of those voting shall carry that vote.

**ARTICLE VI: ELECTION PROCEDURE**

Section 1: Nominations shall be submitted to PHUGAS members to fill the expiring term of each officer.

Section 2: A list of the nominees shall be distributed to the membership at large of PHUGAS Chapter at least thirty (30) days prior to the closing on nominations.

Section 3: After nominations are closed, a ballot shall be made and distributed thirty (30) days prior to the May (last) meeting. Said ballots shall contain the alphabetical listing of names of all nominees to fill the expiring terms of the officers of PHUGAS and shall be accompanied by a brief biological sketch of each nominee.

Section 4: Any current member of PHUGAS shall be eligible for nomination and election to office and shall be allowed to cast one (1) vote.

Section 5: The office of the Graduate President and Vice-president shall be occupied by a graduate student. The office of the Undergraduate President shall be filled by an undergraduate student. The office of Secretary shall be free for both graduate and undergraduate students.

Section 6: Ballots are to be returned within thirty (30) days to the advisor or co-advisor. In order to be valid, the ballot must be returned to the advisor or co-advisor signed, and the name of the signee must be legible.

**ARTICLE VII: FISCAL YEAR**

The fiscal year of PHUGAS shall begin on June 1st each year and end on May 31st of the following year

**ARTICLE VIII: HEADQUARTERS**

The Headquarters of PHUGAS shall be located in Western Kentucky University’s Department of Public Health; the main office address is Academic Complex room 133.

**ARTICLE IX: CERTAIN MATTERS REFERRED TO OFFICERS**

Section 1: All motions and resolutions adopted at any annual or special meeting of PHUGAS and involving matters shall be referred to the Officers of implementation.

Section 2: The Officers shall have full power of PHUGAS in all matters and its Secretary shall submit an annual report of its actions to the membership at large.

**ARTICLE X: DUES**

All public health students (BSPH and MPH students) are members by virtue of their student status. Therefore, no dues will be collected.

**ARTICLE XI: COMMITTEES APPOINTED BY THE PRESIDENT**

Section 1: The President shall have the power to appoint ad-hoc committees necessary or desirable for the operation of PHUGAS. Standing committees will be created as needed, by majority vote.

**ARTICLE XII: RULES OF ORDER**

Business sessions of PHUGAS shall be conducted in accordance with Robert’s Rules of Order, except as where otherwise specified.

**ARTICLE XIII: PROPERTY**

Officers shall act as trustees for all property of PHUGAS.

**ARTICLE XIV: AMENDMENTS OF THE BYLAWS**

The Bylaws of PHUGAS can be amended by the Officers subject to the approval by members through majority votes. At least ten (10) days notice of the vote shall be given to the membership.

**ARTICLE XV: RECORDS**

All Records of the PHUGAS shall be kept in a central location by the faculty advisor.

**ARTICLE XVI: MEMBERSHIP**

PHUGAS membership is limited to matriculated students only. Membership is not restricted on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status.

**ARTICLE XVI: PLEDGE**

The members of PHUGAS pledge to abide by the rules and regulations of the university as a condition to initial and continued registered status.

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Adopted: 11/10/17 Revised: 2/14/18

# Appendix F

## PHUGAS Proposed Bylaws

Public Health Graduate Undergraduate Associated Students Bylaws

# ARTICLE I: NAME

The name of this organization shall be Public Health Undergraduate-Graduate Associated Students, hereinafter referred to as PHUGAS.

# ARTICLE II: PURPOSE

PHUGAS serves as a medium for student representation and engagement in the shared governance of Western Kentucky University’s Public Health Programs (BSPH and MPH). This representative body will function as an intermediary through which students can deliver feedback, express concerns, connect with other students, and otherwise contribute to the betterment of the public health programs.

# ARTICLE III: MEMBERSHIP

Section 1: All Public Health students, both undergraduate and graduate, at Western Kentucky University are members of PHUGAS by virtue of their student status. No dues will be collected.

Section 2: PHUGAS membership is limited to matriculated students only. Membership is not restricted on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

# ARTICLE IV: OFFICERS

Section 1: The officers shall consist of a Feedback Coordinator, an Outreach Coordinator, an Undergraduate Curriculum Committee Representative, and a Graduate Curriculum Committee Representative.

Section 2: The Feedback Coordinator and Outreach Coordinator shall have the power to establish and maintain operation procedures of PHUGAS and call meetings. Both officers will also serve as Governance Committee Representatives and will work closely together to share ideas and plans. When possible, the roles will be filled by one graduate student and one undergraduate student so that both groups have a representative and vote within the Governance Committee. When both roles are filled by the same level of student, the Coordinators will share one vote on the Governance Committee.

Section 4: While each officer has a specific objective or role, they will work together to organize and act upon student feedback.

Section 3: Duties

* The Feedback Coordinator’s objective is to gather student suggestions, complaints, ideas, and opinions. The Feedback Coordinator will monitor discussion boards and email as well as send out surveys, when necessary, to gather any student feedback on program changes that are to be voted on. They will share this feedback with other officers so that each may make informed votes on their respective committees. The Feedback Coordinator is expected to be at one Governance Committee meeting per month during the semesters where they will share feedback and ideas they have gathered. The Feedback Coordinator will submit a comprehensive report of student feedback they’ve gathered at the end of their term.
* The Outreach Coordinator’s objective is to foster students’ connectedness to the program, each other, and WKU. The Outreach Coordinator maintains the PHUGAS Facebook page, helps plan the PHUGAS-sponsored Meet-and-Greet each semester, and sends out virtual postcards to MPH and BSPH students throughout the semesters. The Outreach Coordinator is expected to be at one Governance Committee meeting per month during the semesters where they will share their outreach efforts. The Outreach Coordinator will submit a comprehensive report of their outreach efforts at the end of their term.
* The Undergraduate Curriculum Committee Representative will serve as the voice for undergraduate Public Health students on the Undergraduate Curriculum Committee. This representative should be an undergraduate student. *The Undergraduate Curriculum Committee Representative is expected to be at one Undergraduate Curriculum Committee meeting per month during the semesters.*
* The Graduate Curriculum Committee Representative will serve as the voice for graduate Public Health students on the Graduate Curriculum Committee. This representative should be a graduate student. *The Graduate Curriculum Committee Representative is expected to be at one Graduate Curriculum Committee meeting per month during the semesters.*

# ARTICLE V: ELECTIONS

Section 1: The Feedback Coordinator, Outreach Coordinator, Undergraduate Curriculum Committee Representative, and Graduate Curriculum Committee Representative shall be elected by members of PHUGAS to serve a term of one year, beginning upon completion of Spring semester finals and ending at the completion of the next Spring semester’s finals. Elections shall be held in the final 30 days of the Spring semester; this ensures the Outreach Coordinator time to plan the next semester’s Meet-and-Greet. Officers shall be elected by means of a virtual ballot, sent out to all PHUGAS members after nominations close.

Section 2: Nominations of candidates for PHUGAS officer positions shall be submitted to the PHUGAS advisor by any PHUGAS member within fifteen (15) days of nominations opening. Nominees for officer positions must be or plan to be PHUGAS members by the time their term would begin.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those PHUGAS members who submit votes.

Section 4: Vacancies occurring in any of the elected offices shall be officially filled by vote following the occurrence of such a vacancy. This election procedure shall be the same as the normal election procedure.

# ARTICLE VI: MEETINGS

Section 1: General membership meetings shall be held at the discretion of PHUGAS officers. Notice of meetings must be given to all PHUGAS members in the timeliest manner possible.

Section 2: PHUGAS officers shall communicate regularly, either via meetings at their discretion or via email.

Section 3: At any meetings of the membership at large, those members present shall constitute a quorum. On any vote or ballot, a majority of those voting shall carry that vote.

# ARTICLE VII: PROPERTY

Officers shall act as trustees for all property of PHUGAS.

# ARTICLE VII: AMENDMENTS OF THE BYLAWS

The Bylaws of PHUGAS can be amended by the officers subject to the approval by members through majority votes. At least ten (10) days notice of the vote shall be given to the membership.

# ARTICLE IX: RECORDS

All Records of the PHUGAS shall be kept in a central location by the advisor.

# ARTICLE X: PLEDGE

The members of PHUGAS pledge to abide by the rules and regulations of the university as a condition to initial and continued registered status.

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Adopted: 11/10/17 Revised: 3/9/21