

The cover features three overlapping circles: a large yellow circle on the left, a large red circle on the right, and a smaller grey circle at the bottom left. The text is arranged within and around these circles.

# PHUGAS

Public Health  
Undergraduate-Graduate  
Associated students

PHUGAS  
notebook

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# MISSIONS

PHUGAS Notebook

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MIS

## ACCREDITATION REQUIREMENT

The BSPH and MPH programs are accredited by CEPH, the Council on Education for Public Health.

The accreditation criteria that relates to PHUGAS reads:

### *A3. Student Engagement*

*Students have formal methods to participate in policy making and decision making within the school or program, and the school or program engages students as members on decision-making bodies whenever appropriate.*

*Required documentation:*

*1) Describe student participation in policy making and decision making at the school or program level, including identification of all student members of school or program committees over the last three years, and student organizations involved in school or program governance, if relevant to this criterion. Schools should focus this discussion on students in public health degree programs. (self-study document)*

*2) If applicable, assess strengths and weaknesses related to this criterion and plans for improvement in this area. (self-study document)*

## STUDENT GOVERNANCE

Because of this accreditation requirement, PHUGAS was started as an avenue for students to formally participate in decision making within the BSPH and

MPH programs. This is done in a few ways:

- One undergraduate student vote on the Governance Committee
- One graduate student vote on the Governance Committee
- One undergraduate student vote on the Undergraduate Curriculum Committee
- One graduate student vote on the Graduate Curriculum Committee

The elected officers are the chosen “voters” or representatives for the student body; in other words, the officers are responsible for voting on various agenda items based on the collective thoughts and feedback from the student body. However, all students are welcome in any of the listed committee meetings, where they can share thoughts on any agenda items.

The Feedback Coordinator will use various means to gather feedback, comments, concerns, complaints, etc. from the student body, including but not limited to:

- Qualtrics surveys
- Blackboard discussion boards
- Facebook group
- Emails and Blackboard announcements
- Feedback forums

## CONNECTEDNESS

Another mission for PHUGAS has grown out of a natural desire from students to feel a part of and supported by their program. We refer to this mission as connectedness. The Outreach Coordinator will use various means to foster connectedness

(student to student body, student to faculty/staff, student to program), including but not limited to:

- Semester meet-and-greets

- Virtual postcards
- Facebook group
- Emails and Blackboard announcements

## MEMBERSHIP

In keeping with our missions, PHUGAS membership is open to any and all BSPH and MPH students. There are no dues collected and as soon as you are a BSPH or MPH student, including a JUMP MPH student, you are considered a PHUGAS member.

# OPERATIONS

PHUGAS Notebook

## IN THIS SECTION:

- [Calendar](#)
- [Google Docs](#)
- [Canva](#)

OP

## CALENDAR

PHUGAS officers and the advisor share a PHUGAS Calendar via their WKU Outlook calendars. This calendar lists PHUGAS and campus events as well as select non-religious holidays. By using one collective calendar, officers can create a timeline for their specific duties that fits into the overall semester goals for PHUGAS. As much as possible, this calendar should be completed early in the Fall 2021 semester. This allows officers the ability to plan their PHUGAS responsibilities with their schoolwork as well as students the ability to plan ahead for any PHUGAS events. To gain access to this calendar, please email Marina Rust ([marina.rust@wku.edu](mailto:marina.rust@wku.edu)) using your WKU Outlook email address.

## GOOGLE DOCS

Aside from this document (which can be found within the Department of Public Health's shared drive), all PHUGAS documents are available on Google Docs. This includes PHUGAS Bylaws and a working document for each officer to use to list ideas or questions. By using Google Docs for this (1) each PHUGAS officer can edit the document at the same time, (2) the document is saved in real time, and (3) PHUGAS officers can communicate with each other on large ideas without having to search thru many emails. While only PHUGAS Officers will have the ability to edit these documents, any student can view and comment on these documents by clicking on the appropriate one below.

- [Working Document](#)
- [Bylaws](#)

## CANVA

To help with consistency, PHUGAS officers use a team on Canva to create much of the PHUGAS marketing, such as virtual postcards. While Canva does have some features that you must pay to use, it is possible (and even easy) to create most of the needed marketing using a free account. To be added to this team, please send Marina Rust ([marina.rust@wku.edu](mailto:marina.rust@wku.edu)) using the email to which your own Canva account is linked. Once you have been added to the team, make sure you create designs from the team page (found on the left side of the homepage) when you are working on any PHUGAS designs. When you are not creating a design for PHUGAS, make sure you are not on the team page by checking the icon in the top right corner. While you are logged into the team, it will show a P in a circle next to the circle with your initial. Click these circles to change between being logged into the team and being logged into your personal Canva account.

# OFFICERS

PHUGAS Notebook

## IN THIS SECTION:

- [Feedback Coordinator](#)
- [Outreach Coordinator](#)
- [Undergraduate Curriculum Committee Representative](#)
- [Graduate Curriculum Committee Representative](#)



## FEEDBACK COORDINATOR

The Feedback Coordinator's main goal concerns the mission of student governance. The Feedback Coordinator is defined in the PHUGAS Bylaws as follows:

*“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.”*

In addition to this, the Feedback Coordinator and Outreach Coordinator share the power to call meetings and propose changes to the Bylaws or operation procedures. They both will serve on the Governance Committee and have two votes as long as the offices are split between BSPH and MPH students; otherwise, the Coordinators can split the Governance Committee meetings as they see fit (with only one vote). Both Coordinators will work together to share ideas, plans, and feedback. They should be seen as “Co-Presidents,” each of which is focused on one of PHUGAS’s missions without neglecting the other.

## OUTREACH COORDINATOR

The Outreach Coordinator's main goal concerns the mission of connectedness. The Outreach Coordinator is defined in the PHUGAS Bylaws as follows:

*“The Outreach Coordinator’s objective is to foster students’ connectedness to the program, each other, and program faculty/staff. They plan, oversee the creation of, and send out virtual postcards to Public Health students, both graduate and undergraduate, throughout the semesters. The Outreach Coordinator maintains the PHUGAS Facebook page, helps plan the PHUGAS-sponsored Meet-and-Greet each semester, and sends a welcome note to new PHUGAS members. 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.”*

In addition to this, the Feedback Coordinator and Outreach Coordinator share the power to call meetings and propose changes to the Bylaws or operation procedures. They both will serve on the Governance Committee and have two votes as long as the offices are split between BSPH and MPH students; otherwise, the Coordinators can split the Governance Committee meetings as they see fit (with only one vote). Both Coordinators will work together to share ideas, plans, and feedback. They should be seen as “Co-Presidents,” each of which is focused on one of PHUGAS’s missions without neglecting the other.

## UNDERGRADUATE CURRICULUM COMMITTEE REPRESENTATIVE

The Undergraduate Curriculum Committee Representative (UCCR) is part of the mission of student governance. The Undergraduate Curriculum Committee meets when

needed to discuss the BSPH curriculum, especially as it relates to accreditation requirements, community

partners' feedback, and the WKU Colonnade. To gather student feedback as it relates to BSPH curriculum, they may send out surveys to students, when necessary. The UCCR is defined in the PHUGAS Bylaws as follows:

*“The Undergraduate Curriculum Committee Representative will serve as the voice for the 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.”*

## GRADUATE CURRICULUM COMMITTEE REPRESENTATIVE

The Graduate Curriculum Committee Representative (GCCR) is part of the mission of student governance. The Graduate Curriculum Committee meets when needed to discuss the MPH

curriculum, especially as it relates to accreditation requirements and community partners' feedback. To gather student feedback as it relates to MPH curriculum, they may send out surveys to students, when necessary. The GCCR is defined in the PHUGAS Bylaws as follows:

*“The Graduate Curriculum Representative will serve as the voice for the 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.”*

# BYLAWS

PHUGAS Notebook

## **IN THIS SECTION:**

- Updated version of the [PHUGAS Bylaws](#)

# PHUGAS 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, 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, only one Coordinator vote will be allowed at the monthly Governance Committee meetings.

Section 4: While each officer has a specific objective or role, they will work together to

organize and act upon student feedback and to facilitate student connection to the programs.

### 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. At the end of their term, the Feedback Coordinator will submit a comprehensive report of student feedback they've gathered.
- The Outreach Coordinator's objective is to foster students' connectedness to the program, each other, and WKU. They plan, oversee the creation of, and send out virtual postcards to Public Health students, both graduate and undergraduate, throughout the semesters. The Outreach Coordinator maintains the PHUGAS Facebook page, helps plan the PHUGAS-sponsored Meet-and-Greet each semester, and sends a welcome note to new PHUGAS members. The Outreach Coordinator is expected to be at one Governance Committee meeting per month during the semesters where they will share their outreach efforts. At the end of their term, the Outreach Coordinator will submit a comprehensive report of their outreach efforts.
- The Undergraduate Curriculum Committee Representative will serve as the voice for the 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 Representative will serve as the voice for the 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 Representative shall be elected by members of PHUGAS to serve a term of one academic year. 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. The term of office shall begin upon completion of Spring semester finals.

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. The election procedure shall be the same as for the normal procedure of elections, with the term lasting until the end of that academic year.

## 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, email, or any other appropriate communication platforms.

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 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