**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 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.

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 elected/appointed from the student governance organization (PHUGAS)
3. Graduate representative elected/appointed from the student governance organization (PHUGAS)
4. Full-time WKU faculty whose primary responsibility is outside of the MPH or BSPH programs but who teach courses with PH designation
5. Part-time/adjunct faculty

C. Responsibilities

1. Program Operations
   1. Establish meeting and workday agendas
   2. Create program policies and practices
   3. Maintain transparent communications
   4. Stakeholder meetings/involvement
   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
6. Workforce Development
   1. Provide workforce development opportunities for community partners per workforce development plan
7. Accreditation
   1. Prepare annual and interim reports
   2. Prepare documents for self-study
8. Student 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 per advising policy.

III. Procedures

A. Meetings

1. Governance Committee. The Governance Committee shall meet monthly, at minimum. Meetings will be scheduled and announced at the beginning of each academic year. GC meetings are open to everyone, but portions may be closed when discussing individual students (e.g., student award nominations). Members are expected to attend each meeting.

1. A call for agenda items and reports will be sent to members approximately ten business days prior to the meeting. The agenda and related documents will be posted on the meeting website at least one calendar week 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 member has one vote, with the exception of part-time, adjunct, and faculty with primary assignments outside of the MPH or BSPH programs who, collectively, have a single vote.
3. Minutes are to be kept at each meeting and posted on the agenda of the next scheduled meeting.

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. Standing committees include BSPH Curriculum Committee and MPH Curriculum 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

4. Stakeholder Meetings. An External Advisory Committee shall consist of leaders from external stakeholder 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, being mindful to create representation from priority populations. 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, minimally, a representative from each of our Academic Health Departments and program alumnus.
   * 1. The Core Advisory group will meet yearly with faculty to evaluate programming, identify programmatic gaps, and inform departmental curriculum.

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

V. Related Documents

Assessment plan

Diversity, Inclusion, and Equity plan

Revised: 5/11/2022; 10/14/ 2020; 10/10/2017; Approved 11/16/2016

Rationale for 10/2020 Revision: Name change, streamline standing committees, high light committee responsibilities more accurately.

Rationale for 5/2022 Revision: Reflects changes to BSPH Program Committee changes to membership.