**Governance of the Bachelors of Public Health Program**

*The Bachelor of Public Health (BSPH) Program 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*.

The BSPH Program is governed by the BSPH Committee under the leadership and guidance of the BSPH Program Coordinator. This BSPH Committee has the mission of directing the operations and future directions of the BSPH program, and makes decisions about curriculum, admissions, and program policy. All of the primary PH faculty and full-time instructors serve on the BSPH Committee; the BSPH Program Coordinator serves as chair.

I. Programmatic Responsibilities

The BSPH Committee is responsible for:

1. General management and oversight of the BSPH program.
2. Ensuring a curriculum that is well-aligned with stated competencies and relevant to the public health workforce
3. Ensuring all accreditation standards are incorporated into the curriculum and program operations.

Policies and Procedures:

1. The BSPH Program Committee shall meet monthly, at minimum. Meetings will be scheduled and announced at the beginning of each academic semester. Faculty are expected to attend each meeting; it is the faculty member’s responsibility to inform the committee chair if he/she cannot be present.
2. A quorum must be present for voting. Each primary PH faculty[[1]](#footnote-1) and each full-time instructor has one vote; BSPH students, collectively, have one vote, as do part-time/adjunct instructors.
	1. Student representation is elected from the student body.
3. Documents pertaining to agenda items under consideration for a vote should be distributed to all members at least two working days in advance of the meeting in order for faculty to read and make comment.
4. Minutes are to be kept at each meeting, distributed electronically to faculty for corrections, and kept on the shared drive once approved.

II. BSPH Program Committees

 Standing committees are established to provide direction and oversight of major programmatic activities. Ad hoc committees are established, as needed, to address a specified need. All committees, be they standing or ad hoc, are advisory; recommendation come forth from the committees and are voted upon by the BSPH faculty as a whole.

* + 1. The BSPH Program Coordinator will appoint the faculty membership of each committee at the initial meeting of the Joint MPH-BSPH Committee during the fall semester of each year, and no later than the first week of September.
	1. Faculty membership will consist of at least three BSPH faculty, with at least one representative from each concentration.
	2. Committee chairs are responsible for keeping and distributing minutes of meetings to the BSPH faculty at large on an on-going basis; a copy of all minutes must be kept in the shared drive
	3. Chairs of standing committees will report on committee activities at the joint MPH-BSPH program committee meetings
	4. Committees must complete annual reporting forms, if so indicated by the committee charge, prior to the end of April of each academic year.
	5. Standing committees include
		1. Curriculum Committee
		2. Ad hoc committees will be created by the BSPH Program Coordinator as needed and are subject to the same procedures as standing committees.
1. Assessing Program Effectiveness

Near the conclusion of each academic year, committees will complete required data forms, as per their charge. Faculty, including full-time instructors, will convene at the beginning of each academic year to establish objectives for the year. All faculty, including full-time instructors, are expected to attend each scheduled retreat, advisory committee meeting, etc.

1. Primary faculty are those who are employed full-time, who have regular responsibility for instruction in the public health degree programs as a component of employment, and who contribute at least .50 FTE to the MPH and/or BSPH programs. [↑](#footnote-ref-1)