**Governance of the Master’s of Public Health Program**

*The Master’s of Public Health (MPH) 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 MPH Program is governed by the MPH Committee under the leadership and guidance of the MPH Program Coordinator. This MPH Committee has the mission of directing the operations and future directions of the MPH program, and makes decisions about curriculum, admissions, and program policy. All of the primary MPH faculty serve on the MPH Committee; the MPH Program Coordinator serves as chair.

I. Programmatic Responsibilities

The MPH Committee is responsible for:

1. General management and oversight of the MPH program.
2. Establishing admission requirements, approving admissions, and recommending students for graduate assistantships.
3. Ensuring a curriculum that is well-aligned with stated competencies and relevant to the public health workforce.
4. Ensuring all accreditation standards are incorporated into the curriculum and program operations.

Policies and Procedures:

1. The MPH 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 MPH faculty[[1]](#footnote-1) has one vote; MPH students, collectively, have one vote.
   1. Student representation is elected by 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, or accessible equivalent, once approved.

II. MPH 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 MPH faculty as a whole.

* + 1. The MPH Program Coordinator will appoint the faculty membership of each committee at the initial meeting of the Joint MPH-BSPH meeting 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 MPH faculty, with at least one representative from each concentration.
  2. Committee chairs are responsible for keeping and distributing minutes of meetings to the MPH faculty at large on an on-going basis; a copy of all minutes must be kept in the shared drive, or accessible equivalent.
  3. Chairs of standing committees will report on committee activities at MPH 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. Admissions Committee
     2. Curriculum Committee
     3. Ad hoc committees will be created by the MPH 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, faculty and committees will complete required data forms, as per their charge. Faculty will convene at the beginning of each academic year to establish objectives for the year. All faculty are expected to attend each scheduled retreat, advisory committee meeting, etc.

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