**Proposal to Revise Committee Structure**

Background and Rationale

The current committee structure was largely created and refined in 2007, in response to deficiencies noted in the 2005 CEPH self-study. At that point in time, accreditation did not extend to undergraduate degrees; thus, the committee structure applied exclusively to the MPH. Prior to 2015 self-study, the BSPH program was subsumed within the existing MPH committee structure; the primary emphasis remained on MPH programmatic issues, and some of the committees do not apply at all to the BSPH program.

The current committee structure, which includes six standing committees, is cumbersome and taxing on the faculty. Many standing committees do not meet regularly nor comply with their charges. To remain compliant, we are required to create a “functional governance structure that allows for the program’s committees and faculty to be engaged in the governance processes.” Additionally, new accreditation criteria may fundamentally alter the need for and/or charge of existing committees.

Thus, this proposal is designed to simplify the committee structure so as to increase program efficiencies and responsiveness, foster shared-governance, and ensure the specific needs of each program are met, without overburdening faculty.

Proposed Structure

The MPH and BSPH programs will function as a single, coordinated operating unit, yet retain separate governance structures that identify voting units, delineate program-specific committees, and program-specific charges, including those under the purview of the coordinator. Detailed information is provided in the “Governance of the Public Health Programs” section; it is summarized here:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Joint | MPH | BSPH |
| Voting Members | Primary faculty F/T instructorsAdjuncts and PT[[1]](#footnote-1)Graduate Student1Undergraduate Student1 | Grad. primary facultyGraduate student1 | Primary facultyF/T InstructorsAdjuncts and P/T Instructors1Undergrad student1 |
| Charge | Strategic PlanningAssessment[[2]](#footnote-2)Accreditation Program Operations | AdmissionsCurriculumAd hoc committees, prn | CurriculumAd hoc committees, prn |

Visually, the proposed structure would look like this:



The joint MPH-BSPH committee will have one standing committee, assessment, given the on-going assessment needs for strategic planning and accreditation. Individually, each program will have a curriculum committee, comprised of the memberships shown in the table. These committees will be informed by the concentration faculty/committees, when applicable. The MPH committee will also have a standing admissions committee. The proposed policies and procedures for these committees are found in a separate document.

Ad hoc committees will be convened, as needed, to address specific time-limited issues or tasks. As we transition into the new criteria, it may become evident that on-going issues would be best served by standing committees; if so, we will create them at that time. Ad-hoc committees and new standing committees can be added at any level (joint, MPH, or BSPH).

**Governance of the Public Health Programs: Joint MPH-BSPH Committee**

*The Joint MPH-BSPH 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*.

The MPH and BSPH Programs are governed by the Joint MPH-BSPH Committee under the leadership and guidance of the two program coordinators. All of the primary faculty[[3]](#footnote-3) serve on the MPH Committee. In order to foster shared governance, part-time and adjunct faculty, graduate students, and undergraduate students are welcomed; each group, collectively, has one vote. The program coordinators serves as co-chairs.

I. Programmatic Responsibilities

The Joint MPH-BSPH Committee is responsible for:

1. General programmatic operations of the MPH-BSPH program that align with our stated mission, goals, and objectives.
2. All accreditation-related activities, including: preparing self-study documents, coordinating site visits, collecting relevant data from students and alumni, and routine communication with accrediting agency, alumni, and other constituents.
3. Internal program reviews and reporting information related to program and faculty accomplishments.
4. Strategic planning, continuous quality improvement, and program evaluation consistent with accreditation needs and University accountability and assessment plan requirements.
5. Selecting, and obtaining affiliation agreements with, practice-experience sites.
6. Scheduling and staffing classes by appropriately trained faculty.
7. Conducting environmental scanning and assessment relevant to the discipline in order to support strategic planning, curriculum development, and program evolution.

Policies and Procedures:

1. The Joint MPH-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 and full-time instructor has one vote; MPH students, collectively, have one vote, as do BSPH students, and part-time/adjunct faculty.
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. 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 the MPH faculty as a whole.

* + 1. The program coordinators will appoint the faculty membership of each standing committee at the initial meeting of the Public Health 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 primary faculty, with at least one representative from each concentration.
	2. Student representation will consist of at least one student, to be elected/selected by the student body. Committees dealing with confidential student information will not have student representation.
	3. Committee chairs are responsible for keeping and distributing minutes of meetings to the MPH-BSPH faculty at large on an on-going basis; a copy of all minutes must be kept in the shared drive.
	4. Chairs of standing committees will report on committee activities at joint MPH-BSPH program committee meetings.
	5. Committees must complete annual reporting forms, if so indicated by the committee charge, prior to the end of April of each academic year.
	6. Standing committees include
		1. Assessment Committee
		2. Ad hoc committees will be created by the Program Coordinators as needed and are subject to the same procedures as standing committees.
1. Assessing Effectiveness

Near the conclusion of each academic year, the primary faculty and full-time instructors will complete an annual achievement form that summarizes their accomplishments for the year. Committees will complete required data forms, as per their charge. An annual report will be compiled and data will be assessed against stated objectives. This report will be presented to the External Advisory Committee. Mitigation plans will be established for areas falling below identified targets.

The joint MPH-BSPH membership will convene at the beginning of each academic year to establish objectives for the year. All members are expected to attend each scheduled retreat, work-day, advisory committee meeting, etc.

1. One vote, collectively, per group [↑](#footnote-ref-1)
2. Standing committee [↑](#footnote-ref-2)
3. Primary faculty are those who are employed full-time and who contribute at least .50 FTE to the MPH and/or BSPH programs. [↑](#footnote-ref-3)