**Minutes of 9/13/2017**

**Joint MPH/BSPH Program Committee**

**GRH 1002; 12:30 – 2:30 p.m.**

In attendance: English, Ding, Nelms, Kim, Macy, Gardner, Farrell, Watkins, Eagle

Farrell/Lartey motion to approve May minutes; passed unanimously.

Gardner gave CEPH updates during MPH report:

* interim report was submitted on time, and we should hear back after the fall board meeting whether we’ve adequately addressed the deficiencies noted in the self-study. She will share the results as soon as they are received.
* MPH and BSPH annual reports due by December 8th. The annual reports look at newly matriculated numbers, graduation rates, and post-graduation outcomes (job, continuing education, etc.). Faculty may be called upon to reach out to students.
* Curricular compliance report is also due in December. On the MPH side, we have to identify the classes and specific assessments being used to meet the 22 CEPH and five WKU competencies, as well as the courses being used to meet the foundational knowledge. Gardner needs aligned syllabi for the core MPH courses, as well as the specific assessments being used for the each of the competencies your course is assigned.

Gardner discussed staffing issues:

* keeping course load at three and honoring buyout/released time commitments = some faculty no longer meet from “primary” status.
* because of the competency requirements, it’s important to have core courses be taught by our t/t-t faculty to ensure competency compliance. We also need to ensure that our online students are getting the same/equivalent class, assessments, and experiences as our f2f students.
* We are down faculty lines as well as faculty time. Thus, the priority for now has to be in staffing the MPH core courses first, then the required BSPH courses next.

A discussion about replacing the lines of the optionally retired faculty ensured. Gardner stated that a staffing plan was submitted earlier in the month to replace lines vacated by Tom and Darlene, as well as another T/T position and FT instructor. At present, there was no indication that we will be able to do re-hire the vacated positions.

Gardner announced the draft policy on course formats was approved by the faculty senate in August and will most likely it will go into effect in fall 2018. In order to be counted as a non-distance course, more than 50% of instruction must be in a synchronous classroom setting.

Gardner discussed how the online MPH is an incubated program and students who are in this program are charged a surcharge. Part of these funds are fed back into the program. This is why for each course taught online, we have to have a separate “on the books” section for the online MPH students only, as institutionally there is no way of tracking incubated students through the registration system. At the faculty level, the two online sections add up to one course. Last spring we capped grad enrollments at 25, and the enrollment is split between the sections. The budget was discussed some: Despite being responsible for the program, we have no control of the budget. However, the priority is increasing staffing. Because of how the budget has been parceled out, there is not enough for a t-t faculty position, but there is enough to hire a f/t instructor to help offset the loss of t-t faculty courses in BSPH program by teaching the online MPH courses.

JUMP program was discussed. English and Ding will put together a proposal for next meeting.

Lartey updated us on the BSPH program, including enrollment and graduation data. She launched an orientation survey for new students. She announced that she and Jae Kim will be attending a majors/minor fair on September 19th and a CHHS career day on November 3rd.

There were no standing or ad hoc committee reports. It was decided to disband the ad hoc APE/ILE committee.

Lartey/Ding motion to revise committee policies and procedures for the Joint MPH-BSPH committee, the MPH committee, and BSPH committee as proposed. The proposed changes substitute “PH faculty” for “primary faculty” due to the staffing issues noted above. The motion passed unanimously.

Faculty committee assignments were made.

* Diversity: Farrell (chair), Kim
* Assessment: Gardner/Lartey (co-chairs), Macy
* MPH Admissions: Gardner (chair), English, Ding
* MPH Curriculum: all MPH faculty; chair TBD
* BSPH Curriculum: all PH faculty; chair TBD

Lartey/English motion to adjourn. Passed with two made-in-jest objections by Nelms and Farrell.