**Joint MPH/BSPH Program Committee**

**Minutes: 2/13/2019**

**GRH 2006; 12:30 – 2:30 p.m.**

Present: Ding, Eagle, Farrell, Gardner, Kim, Lartey, Macy, Watkins

The Eagle/Ding motion to approve January workday minutes was approved unanimously and with no changes or discussion.

Gardner gave the MPH report. The CHHS CAPE review summaries are posted in the shared drive. Once the university reviews are completed, we’ll need to look strategically at how changes to certificates, both within and outside of the department, affect our course scheduling. From discussion with administrators, it appears programs will not have to worry about SCHP at the individual faculty level. Macy confirmed this is what she’s hearing during the university-level CAPE review as well.

Gardner stated she was asked to work on a budget to transition the online MPH program out of incubation, and that she wrote a document advocating to leave it in incubation for at least one more year to maximize the possibility of getting another faculty/instructor position. Gardner also talked about the number of ILEs coming up for review and about the annual student awards.

Lartey gave the BSPH report, which included current numbers of newly admitted students and students seeking admission. She spoke about the internship orientation and about her participation on behalf of the BSPH program and DPH in WKU’s Preview Day on February 9th.

There were no standing committee reports, though Gardner expressed thanks to faculty for their quick email vote on changing the name of PH 581 to include “Field Epidemiology” in the title. The change goes to the CHHS curriculum committee for vote on 2/18/19.

Gardner brought up the potential need to reclassify some of our courses from lecture to applied, and a discussion of what constitutes applied ensued. Gardner stated it was her broad understanding was that it encompassed courses that required students to demonstrate skills in class related to the course topics. The Farrell/Ding motion to change the following six courses passed unanimously: PH 520, PH 582, PH 587, PH 575, PH 620, and PH 630. PH 581 and PH 591 are already applied. Gardner will begin the necessary paperwork.

In new business, Macy provided information on the four prominent needs identified through Barren River District Health Department Workforce Development survey: cultural responsiveness/competency; social determinants of health; Public Health 101; and program evaluation. Eagle and Farrell have agreed to provide workforce development sessions on the first two topics respectively, during the BRDHD’s district-wide meeting in the summer. Macy will organize the workforce develop, and recruit students to assist.

The Hooding & Awards Ceremony will be held at 1 p.m. on Saturday, May 11. CHHS conferral is at 6 p.m.

Rust referred people to her monthly report to see what all she’s been doing this semester and spoke about opportunities for embedded and individual projects. She sent out the inaugural edition of the GrAPEvine, and reminded people to send in items for the next edition. Faculty who have not yet read the report were encouraged to do so.

Farrell provided an update on PHUGAS and we discussed ways of increasing participation in the student governance process. Because so many of our students are online, we discussed having online forums rather than f2f meetings. Gardner stated that she will strive to get the agenda out sooner so that students could view, comment, and vote (when applicable) on items.

Macy gave the KPHA update which included a list of past and upcoming events, including the KPHA annual meeting. Please see her report for specifics.

Discussion was held regarding how to conceptualize and construct our new advisory committee. Gardner suggested having a small group of PH professionals who help inform our guiding statements and curriculum, and a larger community-advisory board. Macy suggested having the smaller group convene in the morning, and the larger in the afternoon. Farrell stated we should apply our diversity goals when convening these groups. More discussion and formal write up of policies and procedures needs to be undertaken.

The Lartey/Ding motion to adjourn passed unanimously.