



April 15, 2009

James D. Yager, PhD  
President, Council on Education for Public Health  
800 Eye Street, NW, Suite 202  
Washington, DC 20001-3710

**Master of Public Health Program**

1 Trotter Hall  
1700 Denison Avenue  
Manhattan, KS 66506-5615  
785-532-2042

E-mail: [mphealth@ksu.edu](mailto:mphealth@ksu.edu)  
Website: [www.k-state.edu/mphealth](http://www.k-state.edu/mphealth)

Re: Accreditation Application for Master of Public Health Program at Kansas State University

Dear Dr. Yager:

Please accept this letter and accompanying document as the application to begin consultation with the Council for Education in Public Health (CEPH) for the review process and accreditation of the Master of Public Health (MPH) Program at Kansas State University (K-State).

K-State is a comprehensive, research, land-grant institution, serving students and the people of Kansas, the nation, and the world. Since its founding in 1863, the university has evolved into a modern institution of higher education, committed to quality programs, and responsive to a rapidly changing world and the aspirations of an increasingly diverse society. Together with other major comprehensive universities, K-State shares responsibilities for developing human potential, expanding knowledge, enriching cultural expression, and extending its expertise to individuals, business, education, and government. These responsibilities are addressed through an array of undergraduate and graduate degree programs, research and creative activities, and outreach and public service programs. In addition, our land-grant mandate, based on federal and state legislation, establishes a focus to its instructional, research, and extension activities which is unique among the Kansas Regents' institutions.

During the past six years, K-State has crafted a unique program of study to prepare professionals for work in the field of public health. We have integrated multidisciplinary expertise with more than 50 primary and support faculty from eight departments on campus, housed in four different colleges and two support units. The MPH Program has been developed consistent with K-State's commitment to providing an outstanding educational experience for all of its students, both inside and outside the classroom. By supporting quality undergraduate and graduate education, we prepare well-educated, highly qualified professionals with expertise to compete in dynamic, global job markets. The accompanying information and materials summarize the capabilities of our MPH Program.

We would like to request the services of CEPH for future consultation regarding the review of the MPH Program at Kansas State University. We look forward to working with CEPH professionals, scheduling a consultation visit, learning from an accreditation oriented workshop and submitting an acceptable self-study document to you within two years of being accepted as an applicant. As per the guidelines for new applicants, enclosed with this application is the \$2,000.00 fee to begin the process.

James D. Yager, PhD

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Thank you for your consideration of our MPH Program, to begin the accreditation process.

Sincerely,



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Michael B. Cates  
Director, Master of Public Health Program



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Ralph C. Richardson  
Dean, College of Veterinary Medicine



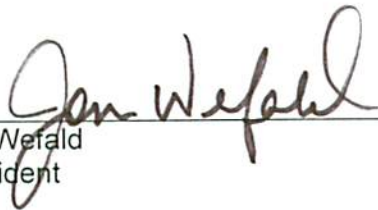
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Carol Shanklin  
Dean of the Graduate School



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M. Duane Nellis  
Provost and Senior Vice President



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Jon Wefald  
President



April 15, 2009

**Master of Public Health Program**

**To:** Council on Education for Public Health (CEPH)

1 Trotter Hall  
Manhattan, KS 66506-5615  
785-532-2042

**From:** Dr. Michael B. Cates, MPH Program Director

Fax: 785-532-4021  
E-mail: [mphealth@ksu.edu](mailto:mphealth@ksu.edu)

**RE:** Application for CEPH accreditation review

Website: [www.k-state.edu/mphealth](http://www.k-state.edu/mphealth)

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The information provided below is submitted in response to the guidelines outlined in CEPH's Accreditation Procedures for new applicants. Item 4 of that document requests documentation that the school or program has met the eligibility items identified below for initial application to CEPH for accreditation review.

**Location in an institution that is regionally accredited (Item 4a):**

The Master of Public Health (MPH) Program at Kansas State University is an interdisciplinary program using resources from the Graduate School and eight academic departments across four colleges and two administrative support units on campus. Kansas State University has been continuously accredited through the Higher Learning Commission of the North Central Association since 1916.

During the last visit of the North Central Association of Colleges and Schools of the Higher Learning Commission (NCA) in 2002, Kansas State University was fully reaccredited through 2012. NCA's report consisted of three sections: Affiliation, Assurance, and Advancement. Each section contains criteria, evidence of fulfillment, evidence that needs strengthening, evidence that requires institutional attention and Commission follow-up, and recommendations of the team.

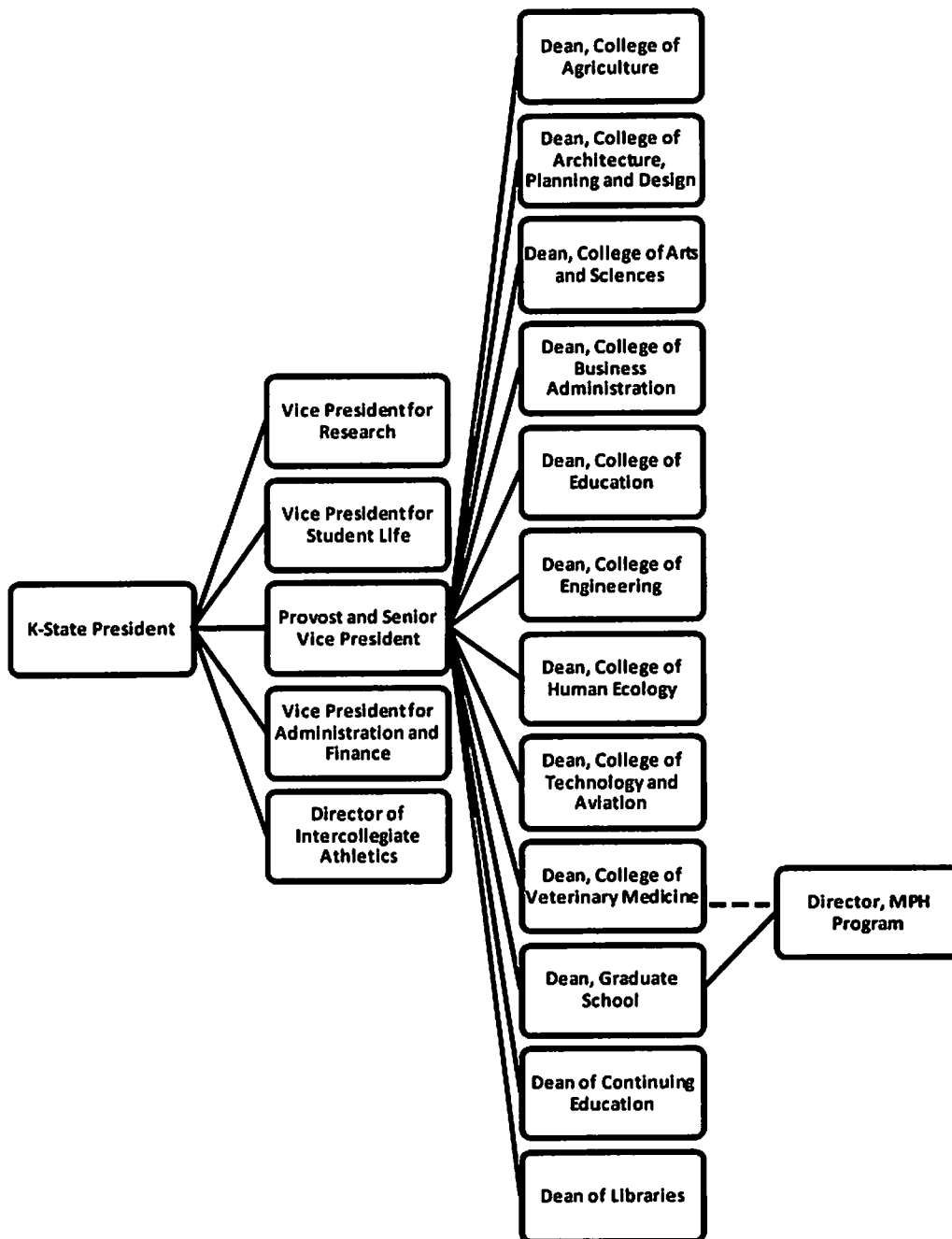
Online verification of regional accreditation is available at:

<http://www.k-state.edu/assessment/accreditation/>

**Organizational structure with assigned responsibility for curriculum development, admission standards, faculty selection and retention, and fiscal planning (Item 4b):**

**Organizational structure:** Kansas State University, the Land Grant institution in Kansas, is one of six state universities under the governance of the Kansas Board of Regents. The university, headed by the President, currently has over 60 academic departments in nine colleges. The Graduate School offers 65 master's degree programs and 45 doctoral programs.

Interdisciplinary programs are managed closely by the Graduate School, but the academic home of the MPH Program at K-State is officially the College of Veterinary Medicine. Therefore, the program director reports to both the Dean of Veterinary Medicine and the Dean of the Graduate School. The graphic below illustrates this organization structure at Kansas State University.



The MPH Program at Kansas State University involves faculty and staff from the following units on campus:

- The Graduate School
- College of Agriculture
  - Department of Animal Sciences – Food Science Institute
- College of Arts and Sciences
  - Department of Kinesiology
  - Division of Biology

- College of Human Ecology
  - Department of Human Nutrition
  - Department of Hospitality Management and Dietetics
- College of Veterinary Medicine
  - Department of Anatomy and Physiology
  - Department of Clinical Sciences
  - Department of Diagnostic Medicine and Pathobiology
- Support Units
  - Division of Public Safety
  - Information Technology Assistance Center

The MPH Program Director has support and assistance from a Program Coordinating Committee, consisting of representatives from each of the four Areas of Emphasis: Food Safety and Biosecurity, Infectious Diseases and Zoonoses, Public Health Nutrition, and Public Health Physical Activity.

**Curriculum development:** The MPH Program, with its curriculum, was approved as a new academic program, by the Kansas Board of Regents in 2003.

Individual course changes go through course/curriculum processes within the specific college home of the course before being sent as a proposal to the Graduate School for processing there. Specific curriculum changes which impact the MPH Program will be considered by both the College involved and the MPH Coordinating Committee.

The Graduate Council receives and reviews all proposals from Colleges which concern graduate courses, academic plans and degree programs. Any program affected by the proposed changes will have input into the review process. When approved by the Graduate Council, the proposals are then considered by the University Faculty Senate. Approval authority for all changes, with very rare exceptions, rests with the Kansas State University Faculty Senate.

**Admission standards:** The responsibility for admission standards is a joint effort between the Graduate School, the MPH Program office, and each core Emphasis Area. The MPH Program office receives and reviews all application materials, incorporating analysis from the Emphasis Area coordinators before making a final recommendation to the Graduate School for admission of individual students. The Graduate School maintains final approval authority for admission to the program.

All new graduate students, both domestic and international, are assigned to one of four categories upon admission as outlined below:

1. Full standing:
  - a. Undergraduate training essentially the same as that at Kansas State University.
  - b. "B" average or higher in the junior and senior years (advanced GPA)
  - c. A combined Graduate Record Examination (GRE) score of 1000 or higher for the verbal and quantitative sections combined. This requirement will be waived for applicants who already hold a graduate degree or a graduate professional degree.

- d. A TOEFL score of 600 (paper) or 100 (internet) is required for applicants whose native language is not English.
  - e. At least one year of health-related experience in a health-care setting is preferred. One year of an approved internship or employment in Extension will count.
2. Provisional:
- a. Transcript evaluation uncertain, as is sometimes the case with international students
  - b. B average or higher in the junior and senior years, but some course deficiencies in undergraduate work
  - c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met
  - d. A TOEFL score of at least 550 (paper-based) or 79 (IBT - internet-based) on the TOEFL is required to be considered for admission to the Graduate School on a provisional basis and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. These students will be required to take the English Proficiency Test (EPT) prior to enrollment. Applicants should contact the English Language Program upon their arrival to arrange for this exam. Those who do not meet the minimum proficiency standard may be required for enrollment in University English courses or for part-time English courses offered by the English Language Program on campus.
3. Probationary:
- a. Grade point average from 2.65 to 2.99 (A=4.00) in the last two years of undergraduate work. If work has shown a marked improvement in later semesters and there are grades of "B" or better in demanding courses in the major and related professional areas, admission is considered.
  - b. Grade point average below 2.65 in last two years of undergraduate work. Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory scores on GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.
4. Special (non-degree):
- a. Students who have an undergraduate degree but do not plan to work for the MPH degree may be admitted to graduate study as special students. No more than 9 credit hours earned as a special student may be applied toward the degree.
  - b. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an MPH degree must make a formal application to the program and be formally admitted by the Graduate School as a student with full standing status.

Note: Provisional and probationary students are advised of deficiencies and of other conditions to be met to achieve admission in full standing. Their status is reviewed after completing 9 credit hours of course work at Kansas State University. Those who have earned grades of "B" or higher and a GPA of 3.0 or higher for the first 9 credit hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in full standing.

**Faculty retention and selection:** The responsibility for faculty selection and retention resides within each academic department at this university. Kansas State University is an equal opportunity employer and actively seeks diversity among its employees. The recruiting unit make vigorous good-faith efforts to recruit minorities and women for positions in which they are not represented to the extent they are deemed to be available in the pool of qualified persons. It must be understood that estimates of availability of minorities and women for specific positions are educated guesses. Ideally, we expect that a good-faith recruitment effort designed to reach all qualified persons would result in an applicant pool and hiring results reflecting our availability estimates.

Individual departments recommend appropriate faculty members for Graduate Faculty status, and the Graduate Council makes final decisions for that status. Any faculty member, with Graduate Faculty status within Kansas State University, may make application for MPH Faculty membership to the MPH Coordinating Committee. The MPH Coordinating Committee has final approval authority for all new MPH faculty.

**Fiscal planning:** The responsibility for fiscal planning is done at multiple levels. Each academic department manages all expenses involving their own courses, to include faculty salaries and benefits for those MPH faculty in their department. Fiscal planning and management for program-wide expenses, to include staff salaries and operating expenses, are provided by the academic home of the program, currently the College of Veterinary Medicine. Management of university-wide expenses related to graduate programs is done by the Dean and Staff of the Graduate School. The Program Director, with direct assistance from the Chief Financial Officer at the College of Veterinary Medicine, works with staff at all levels to ensure adequate resourcing for the program.

#### **Mission with supporting goals and measurable objectives (Item 4c):**

**Mission statement:** The mission of the Kansas State University Master of Public Health Program is to provide education, research and service across multiple disciplines of public health, impacting human, animal, and community health locally, regionally, and globally.

#### **Supporting goals, with measurable objectives:**

- **Education:** Provide comprehensive education and professional development to all students in the substantive areas of public health including: epidemiology, biostatistics, social and behavior sciences, health services administration, and environmental health sciences AND provide excellent training and education in specialized areas of public health, including food safety and biosecurity, infectious diseases and zoonoses, public health nutrition, and public health physical activity.
  - 100% of the specific Program Student Learning Objectives, as required by the Provost, will be addressed by core and elective courses.
  - Each of the four major areas of emphasis will maintain a minimum of 3 core MPH faculty.
  - All students, enrolled during and after Academic Year 2008, will complete 42 hours, to include practice experience and culminating experience for the MPH degree.

- At least 80% of graduates who seek employment will be employed in a relevant field within 12 months of graduation.
- At least 80% of MPH specific students will complete their degree requirements within 24 months of enrollment in the program.
- At least 80% of concurrent degree students (e.g., DVM/MPH) will complete the degree requirements within 5 years of enrollment.
- All MPH Core courses will be offered on-line by end of academic year 2011.
- **Research:** Conduct and communicate collaborative research and scholarship in the public health sciences.
  - Each academic year, 100% of core MPH faculty will communicate public health related research to the public via scholarly presentations and/or publications.
  - At least 50% of public health-related research projects will demonstrate collaboration with government, community, organizational, or private groups.
- **Service:** Influence and support public health practice, to enhance health within Kansas and beyond.
  - Faculty and/or students from each area of emphasis will actively support community education and service projects.
  - Faculty from each area of emphasis will provide public health support or assistance to Kansans and beyond.

**Curriculum plan, consonant with CEPH criteria and timetable for implementation (Item 4d):**

**Curriculum plan:** The MPH Program curriculum has been developed in accordance with CEPH accreditation criteria, utilizing the unique strengths and resources at Kansas State University. Ongoing curriculum development is addressed by the MPH Coordinating Committee which meets monthly and is formalized through the Graduate School's processes.

The MPH Program has a two-year curriculum requiring at least 42 semester credit hours.

**Core:** Students take 16 credit hours of an "MPH Core" consisting of:

- **Biostatistics:** STAT 702 Statistical Methods for Social Sciences or STAT 703 Statistical Methods for Natural Sciences (3 hours);
- **Environmental health sciences:** DMP 806 Environmental Toxicology (2 hours);
- **Epidemiology:** DMP 708 Principles and Methods of Epidemiology (2 hours) and DMP 854 Disease Epidemiology (3 hours);
- **Health services administration:** HMD 720 Administration of Health Care Organizations (3 hours);
- **Social and behavioral sciences:** KIN 818 Social and Behavioral Basis of Public Health (3 hours).



**Requirements and Electives within an Area of Emphasis:** Students then take at least 20 semester credit hours from an approved listing of required and elective courses in their chosen Area of Emphasis:

- **Food Safety and Biosecurity.** The curriculum prepares graduates to recognize, evaluate, and control food-borne agents and toxins. Additional courses emphasize the multidisciplinary nature of food biosecurity and defense research, education and training to the vitality of our communities.
  - **Required Food Safety course (13 credit hours)**
    - FDSCI 501 – Food Chemistry (3 hours)
    - FDSCI 607 – Food Microbiology (4 hours)
    - FDSCI 690 – Principles of HACCP (2 hours)
    - FDSCI 713 – Rapid Methods and Automation in Microbiology (2 hours)
    - FDSCI 730 – Multidisc Overview Food Safety and Security (2 hours)
  - **Electives (7 credit hours).** Students may select their remaining courses from graduate courses as approved by the supervisory committee and program director.
  
- **Infectious Diseases and Zoonoses.** The primary objective is to prepare leaders for zoonoses protection programs, investigation of new and emerging infectious diseases, strengthening the public's ability to respond to bioterrorism and biosecurity emergencies, and coordinating rapid response activities among government, agriculture industries, non-profit organizations, and academia.
  - **Required (No Specific courses required)**
  - **Electives (20 credit hours).** Students may select their remaining courses from graduate courses as approved by the supervisory committee and program director. If student is not a DVM or DVM student, at least 14 of these credit hours must be from Department of Diagnostic Medicine and Pathobiology.
  
- **Public Health Nutrition.** This emphasis focuses on the study of the interaction between nutrition and health and the application of sound nutritional principles to promoting healthy eating. Curriculum topics include: nutritional epidemiology, nutrition and physical activity, and the communication of nutrition messages to at-risk populations.
  - **Required Human Nutrition courses (7 credit hours)**
    - HN 600 – Public Health Nutrition (3 hours)\*
    - HN 844 – Nutritional Epidemiology (3 hours)
    - HN 880 – Graduate Seminar in Human Nutrition (1 hour)

\*May substitute an elective if already taken
  - **Electives (13 credit hours).** Students may select their remaining courses from graduate courses as approved by the supervisory committee and program director.
  
- **Public Health Physical Activity.** Graduates are prepared for experimental, clinical, and epidemiological theory and research addressing the public health issues of promoting physical activity. The curriculum examines the social factors and psychological

determinants associated with failure to initiate and/or adhere to exercise and physical activity programs.

- Required Kinesiology courses (9 credit hours)
    - KIN 830 – Public Health Physical Activity (3 hours)
    - Plus any two of the following:
      - KIN 796 – Topics: Program Planning and Evaluation (3 hours)
      - KIN 800 – Advanced Physiology or Exercise (3 hours)
      - KIN 805 – Physical Activity and Human Behavior (3 hours)
  - Electives (12 credit hours). Students may select their remaining courses from graduate courses as approved by the supervisory committee and program director.
- Combination of Public Health Nutrition and Physical Activity.
    - Required courses (15 credit hours)
      - HN 600 – Public Health Nutrition (3 hours)\*
      - HN 635 or KIN 635 – Nutrition and Exercise (3 hours)\*
      - KIN 796 – Topics: Program Planning and Evaluation (3 hours)
      - KIN 830 – Public Health Physical Activity (3 hours)
      - HN 844 – Nutritional Epidemiology (3 hours)
    - \*May substitute an elective if already taken
    - Electives (6 credit hours). Students must select one graduate course in nutrition and one graduate course in physical activity, as approved by the supervisory committee and program director.

Capstone and Culminating Experience (6 hours). Students must apply their acquired knowledge and skills through 6 semester credit hours of field experience, a combined field experience and report, or an applied research project. The intent is for this portion of the degree program to meet both requirements for practice experience and the culminating experience. With that in mind, the program director works closely with the student and supervisory committee, with help from the emphasis area coordinators, to ensure that the project, the products, and the evaluation truly demonstrate synthesis and an integration of knowledge gained through the public health course work.

**Timetable for curriculum implementation:** The MPH program uses established courses that are offered on a regular basis. Many of the courses are taught by senior faculty and are taken by other students seeking graduate degrees in other disciplines. This fosters a diversity of thought and opinion and exposes MPH students to other graduate disciplines.

MPH courses are graduate courses approved for graduate credit by the appropriate Graduate Council academic area committee. The academic area committees that have reviewed the MPH courses are Applied Natural Sciences, Basic Natural Sciences, and Social Sciences.

After the appropriate Academic Area committee reviews and approves the course for graduate credit, the Graduate Council acts upon the committee's recommendation. The Graduate Council approves all courses that carry graduate credit (except those numbered 500-599) after the course has been approved at the department and college level. Courses used for the MPH Program and student learning outcomes are reviewed every four years as required by the

Graduate Council Committee on Assessment and Program Review. The most recent review was completed in June of 2007.

**Institutional commitment to the development of the MPH program, including evidence of fiscal support (Item 4e):**

**Institutional commitment:** Kansas State University is committed to provide all students with opportunities to develop the knowledge, understanding, and skills characteristic of an educated person. It has also pledged to prepare students for successful employment or advanced studies through a variety of disciplinary and professional degree programs. To meet these intentions, the institution dedicates itself to providing academic and extracurricular learning experiences which promote and value both excellence and cultural diversity. KSU prepares its students to be informed, productive, and responsible citizens who actively participate in advancing cultural, educational, economic, scientific, and socio-political undertakings. There are currently 51 MPH faculty members for this program, and all are Kansas State University Graduate Faculty. As such, many are tenured professors with senior academic rank.

**Financial support:** The Kansas Board of Regents approved the MPH Program in 2003 and in March 2008 reiterated their support for the program when they officially approved our pursuit of accreditation by CEPH. Discussions with the college deans and the Provost during 2008 resulted in the identification of continuing support for the MPH program and in the hiring of the first full-time program director, a program assistant, and general operating support for the program. In addition, support for the accreditation for the MPH Program has been agreed upon from the colleges involved. The College of Veterinary Medicine has committed to fully support the operating expenses of the program, to include the Director's salary. The Graduate School is currently augmenting the college's support by providing the program assistant's salary (0.5 FTE). The university has committed to sustain the program with the necessary faculty resources, at a minimum of three individuals in each of the four major area of emphasis, working more than half-time in public health education, research and/or service.

**Policies and plans for recruitment and selection of faculty and students (Item 4f):**

**Policies:** Notice of Nondiscrimination. This notice fulfills K-State's obligation as a recipient of Federal financial assistance to notify students, parents and others that K-State does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807. The K-State notice includes religion, age, sexual orientation, gender identity, veterans, and disabled veterans as protected classes.

**Recruitment and selection of faculty:** From the University’s Strategic Planning Document approved by Faculty Senate on 11-11-2008. (View online at: <http://www.k-state.edu/provost/planning/strategy/plan12.pdf> ) “Kansas State University is committed to recruiting and retaining excellent faculty members and sustaining an environment which promotes and rewards excellence in teaching and in all forms of scholarship. In doing so, the university actively strives to ensure the highest possible level of ongoing support for the professional development of an engaged and productive faculty.”

**Recruitment and selection of students:** Students are recruited through university recruitment materials, MPH printed materials and the MPH Program website ( [www.k-state.edu/mphealth](http://www.k-state.edu/mphealth) ). Additional, students are recruited through outreach efforts to government and community based public health organizations. Prospective students receive personal and timely responses and attentive follow-up throughout the application process.

Applications are submitted through the Graduate School, either via its website or through the U.S. mail. Admission standards are set by the Graduate School and are the same for all graduate students, both at the master and Ph.D. level, for admission to Kansas State University. The MPH Program director reviews all applications before recommending admission for students to the program. Applicants are selected on the basis of academic merit and evidence of their commitment to public health. Transcripts, standardized test scores (GRE and TOEFL), personal objective statements, references, and work and service experience are all considered in the selection process.

Students admitted into the MPH Program receive a letter from the Graduate School which allows them to enroll at Kansas State University and another letter directly from the MPH Program Director. U.S. students may be admitted either in the fall, summer or spring semesters. All international students are admitted for the fall semester. The MPH Program does not discriminate on the bases of age, race, gender, sexual orientation, religion, national origin or disability.

**Evidence that the program has graduated students (Item 4g):**

The MPH Program at Kansas State University was approved by the Kansas Board of Regents in January of 2003 and in the Fall of 2003 (academic year 2004), the MPH Program admitted its first students. Since then, 24 students have graduated from the program and two more are scheduled to graduate in Spring of 2009. The table below summarizes the number of students enrolled and graduated from the program.

Academic Year	No. Students Started	No. Students Graduated	No. Enrolled in Program
2004	10	0	10
2005	4	1	14
2006	11	4	24
2007	7	8	27
2008	12	5	31
2009	12	6	38
<b>TOTAL</b>	<b>56</b>	<b>24</b>	