
Minutes

Present: Cates, Choma, Heinrich, Larson, Montelone, Procter, Nielsen, Scott

Absent: Barrett, Fung, McElroy, Retzlaff, Stevenson

1. Dr. Cates called the meeting to order at 1:05 PM.
2. The minutes from the August 9, 2010 meeting were approved.
3. Dr. Cates presented an update of MPH student enrollment for the fall semester. There are 23 new students, bringing active enrollment to 70 MPH students and 5 pursuing the Graduate Certificate in Core Public Health Concepts.
4. Dr. Katie Heinrich, Assistant Professor of Kinesiology, was introduced as a new member of the coordinating committee.
5. Dr. Walter Renberg, Associate Professor of Clinical Sciences and Director of International Program at the College of Veterinary Medicine, was approved as a member of the MPH graduate faculty.
6. Curriculum Change. Dr. Cates informed the group that the MPH faculty has approved the new practice requirement, recommended at last month's meeting. The curriculum change is now with the Graduate Council awaiting final approval. When implemented, for all new students in Spring 2011 and beyond, the change will require students to complete a minimum of 3 semester credit hours of field experience, no matter what option they choose for their culminating/capstone experience. For students choosing the thesis option, they would have to complete six hours of thesis research plus the three hours of field experience. There would be no change for those choosing six hours of field experience for their capstone experience.
7. Biostatistics. Dr. Cates told the group that Dean Richardson and Dean Spooner have met on this issue and are preparing to present their needs to the Provost. Dean Richardson and Dean Shanklin have both told Dr. Cates they understand the need for a biostatistics course, taught at Kansas State, by Kansas State faculty.
8. The group discussed the ways to assist in the self-study documentation effort, particularly with collection of research, service, outreach, extension and workforce development data from faculty. They recommended giving examples with each portion of the electronic form, when it is sent out to all faculty. The members expressed interest in having review and editing roles with specific aspects of the document and recommended that we use K-State On-line for their access to the document.

9. Dr. Cates presented the draft proposal (see below) from the Office of Educational Innovation and Evaluation (OEIE) to assist us in our assessment needs. The group discussed various aspects of the proposal, and Dr. Cates asked that any major changes be recommended by the end of the week. The staff at OEIE will then draft some more specific proposals, with cost estimates, for our consideration.
10. The group discussed the impact of the new curriculum change requiring all students to have some field experience credits, particularly with students wanting the thesis option in emphasis areas for which there are few flexible elective hours. The members decided that we would not make any changes, and in effect, highly encourage students to pursue the field experience capstone/culminating experience option. Dr. Cates reported that he had already requested a new staff person for field placement coordination.
11. The committee members briefly discussed admission requirements, particularly the GRE, and considered the data Dr. Cates presented from our graduates (see table). No decision was made to make any changes to our admission requirements at this time.

Kansas State MPH Graduates: Their GRE, Undergrad GPA and final MPH GPA

GRE	Undergrad GPA	MPH GPA
760	3.01	3.545
790	3.60	3.333
840	2.70	3.707
890	2.30	3.912
900	2.69	3.684
910	4.00	3.904
910	3.21	3.710
990	3.42	3.500
1020	3.21	3.619
1060	3.08	4.000
1070	2.60	3.472
1080	2.95	3.826
1090	3.08	3.860
1090	3.74	3.944
1100	3.12	4.000
1120	3.59	3.946
1130	3.16	3.900
1160	3.17	4.000
1160	3.00	3.783
1180	3.50	4.000
1180	3.64	3.923
1190	3.74	3.792
1200	3.88	3.850
1200	3.95	4.000
1220	3.46	3.923
1230	2.91	3.483

12. Schedule of meetings for Fall 2010.

Date	Location	Time
October 13	Union – Room 212	1:00 to 2:30 PM
November 10	Trotter – Room 2	1:00 to 2:30 PM
December 8	Union – Room 212	1:00 to 2:30 PM
January 12	Union – Room 212	1:00 to 2:30 PM

13. Meeting adjourned at 2:30 PM.

**Evaluation and Assessment Proposal for the
K-State Masters of Public Health Program
Fall 2010**

Submitted by the Office of Educational Innovation and Evaluation

The Masters of Public Health Program (MPH) at K-State has received approval to begin the process for accreditation from the Council for Education on Public Health (CEPH). As part of this process, the program must submit a self-study report in June 2011. In preparation for these efforts, the MPH consulted with the Office of Educational Innovation and Evaluation (OEIE) about available services to support the accreditation requirements and the self-study process. After reviewing the initial materials provided by the director of the MPH program, OEIE proposes the following activities. Please note that all of the activities suggested below will be done in collaboration with the MPH program.

1. Identify and establish a feedback loop to use for program improvement.
2. Create a timeline of assessment planning and action activities between fall 2010 and June 2011.
3. Conduct a curriculum analysis – systematic review of syllabi, textbooks and other relevant materials as appropriate to help clarify learning objectives and determine alignment between program objectives and the individual courses.
4. Develop document to show alignment between Kansas Regents and CEPH accreditation requirements; e.g. Gap Analysis
5. Compile an assessment matrix to identify overall program assessment activities.
6. Develop measures to assess learning outcomes in the short-term in preparation for the accreditation process. These assessments may include:
 - a. exit interviews (students);
 - b. alumni survey;
 - c. employer surveys;
 - d. faculty surveys;
 - e. embedded assessment items to include in courses;
 - f. scoring rubric for practice experience and culminating experience.
7. Develop additional measures to assess the learning outcomes in the long-term, e.g. do the current outcomes address the program goals and objectives? Do the outcomes need to be modified? If so, how; if not, what evidence supports their sustainability?
8. Develop a mechanism to build upon and maximize the MPH faculty and staff's capacity for program evaluation throughout the assessment process with the intent of embedding an improvement process beyond accreditation.

**Proposed Assessment Matrix
K-State Masters of Public Health Program
(select Education measures provided)**

Goal	Program Level Objective	Outcome Measure	OEIE Proposed Activity
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.	Curriculum analysis (systematic review of the syllabi, textbooks, and other relevant materials). This review can be used to help clarify learning objectives across the program as well as to document which courses cover which objectives.	Collaborate with MPH program to develop process for collecting materials and conducting regular review.
	Each of the four major areas of emphasis will maintain a minimum of 3 core MPH faculty.	Assessment of program records documenting faculty participation.	Review existing process – provide feedback as requested.
	All students, enrolled during and after Academic Year 2008, will complete 42 hours, to include practice experience and culminating experience for the MPH degree.	Assessments of program records documenting enrollment and completion of the required course work including the practice experience and the culminating experience.	Develop and/or refine rubric for culminating experience. Work with program to establish working database to track enrollment.
	At least 80% of graduates who seek employment will be employed in a relevant field within 12 months of graduation.	Graduates employment history will be documented on regular surveys. Rates of employment in relevant fields will be recorded.	Develop and/or refine alumni survey to track employment. Develop and/or refine employer survey to document
	At least 80% of MPH specific students will complete their degree requirements within	Assessment of program records to document student enrollment and progress.	Review existing process – provide feedback as requested.

Goal	Program Level Objective	Outcome Measure	OEIE Proposed Activity
	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.	Assessment of program records to document concurrent degree student enrollment and progress.	Review existing process – provide feedback as requested.
	All MPH Core courses will be offered on-line by end of academic year 2011.	Assessment of program records to document planning and action taken to offer all core courses on-line.	Review existing process – provide feedback as requested.
<u>Research</u> : 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.	TBD	TBD
	At least 50% of public health-related research projects will demonstrate collaboration with government, community, organizational, or private groups.	TBD	TBD
<u>Service</u> : 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.	TBD	TBD
	Faculty from each area of emphasis will provide public health support or assistance to Kansans and beyond.	TBD	TBD