## MINUTES OF THE MASTER OF PUBLIC HEALTH COORDINATING COMMITTEE

**Date:** January 12, 2011  
**Time/Location:** 1:00 PM, Union Room 212

**Members Present:** Cates, Choma, Fung, Heinrich, Kastner, Kidd, Kelly, Larson, Procter, Retzlaff, Stevenson

**Members Absent:** McElroy, Montelone

**Called to Order:** By director Dr. Cates at: 1:00 PM  
**Quorum:** x Yes ____ No  
**Adjourned:** 2:25 PM

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>PRESENTATION/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CALL TO ORDER</strong></td>
<td>Meeting was called to order by Dr. Cates</td>
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<tr>
<td><strong>APPROVAL OF MINUTES FROM LAST MEETING</strong></td>
<td>It was moved and seconded that the minutes from the December 8, 2010 be approved as distributed.</td>
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| **FACULTY ITEMS**                | Dr. Cates introduced Dr. Tanda Kidd, Human Nutrition as a new member of the Coordinating Committee, replacing Dr. Samara Joy Nielsen that resigned her position at K-State.  

The committee introduced themselves to Dr. Kidd and mentioned the emphasis area they represented. |
<table>
<thead>
<tr>
<th>STUDENT ITEMS</th>
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<tbody>
<tr>
<td>Ms. Stevenson passed out the student progress chart and Dr. Cates discussed its use as a management tool. Yellow indicates something needs to be done (either a POS is needed, they are currently enrolled in the course, or are eligible for field experience and/or graduation); Green indicates there is a POS approved and on file; Purple indicates concurrent MPH/DVM students; Blue are new students starting Spring 2011; and Red indicates action needed.</td>
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<tr>
<td>More than 25 students need to turn in their POS. The POS must be completed at least the semester before they graduate. The Graduate School handbook indicates the POS should be completed after completion of 9 credit hours.</td>
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<tr>
<td>Approximately 29 students have completed more than 30 hours and are potentially eligible for field experience and are within 1-2 classes of graduation.</td>
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<td>Eric Kelly announced that he had been accepted to K-State’s Veterinary School and will start Fall 2011. In the fall he will need to be replaced by another student on the committee, but will serve until then and help with recruiting his replacement.</td>
<td>Dr. Larson suggested we hold another orientation seminar for all students before open enrollment for Summer and Fall semesters to review requirements and answer any questions.</td>
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<td>Ashley Bredenberg was accepted at St. George’s University Caribbean Veterinary School. She will return during the summer to finish up her MPH.</td>
<td>iSIS enrollment opens for Summer/Fall 2011 March 28.</td>
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### COURSE ITEMS

Statistics is adding a Biostatistics course to be available Fall 2011 semester. In February, it will be voted on by the Statistics faculty and then sent through the approval process to add the course.

The committee discussed a curriculum change replacing STAT 702 or 703 with the proposed Biostatistics course; the approval for the curriculum change may be concurrent with the consideration/approval of the new graduate course.

### PROGRAM RELATED ITEMS

Dr. Cates updated the group on the meeting with Deans and Department Heads on December 16, 2010. Bruce Shubert and Cindy Bontrager were in attendance from the Budget Office to explain the flow of tuition dollars. Concern is still on sustainability.

Field Experience page on the website has been reorganized and the forms updated. Outline of new page was passed out. Please review and let MPH office know of questions/changes that need to be made. (See attachment.)

The Deans did not see the need for a Field Experience coordinator to help with placements. They indicated that existing faculty could handle the load.

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Curriculum Change: Survey MPH Graduate Faculty for vote to replace STAT 702/703 with the Biostatistics course. Once the course number is available from statistics, paperwork will be sent to the Graduate Council for approval of the change.

Change will be for both Certificate and MPH degree program.

Update MPH handbook to reflect wording for Certificate to reflect that a currently enrolled graduate student in another curriculum may request a waiver for Biostatistics if they have had STAT 702/703. MPH students will not be able to request a waiver.

Draft agreement to be submitted to the Provost is on K-State online, once agreement is finalized by the Deans, it will be placed on K-State online.

Suggestion was made that Field Experience could be moved to a DCE class and a portion of the fees would then go back to the MPH program. Those fees could be used to fund a half-time field experience coordinator.
| ACCREDITATION ITEMS | Section 1.6 on resources -- No one really knows the historic funding model that is used to allocate funds, but it is not flexible enough in the short-term to respond to growing programs. All colleges, except the Vet School, receive a portion of graduate tuition in their total allocation. No solution was proposed for this dilemma. 

Need information on other resources at K-State for report, such as types and size of labs, library size and holdings, etc. Anne Stearns in Planning and Analysis has been looking for information, but hasn’t come up with anything yet. 

We received a letter from Dr. Brian Niehoff (Associate Provost) concerning our accreditation. The Office of Assessment would like a copy of our assessment documents once they are prepared. 

Meeting to review draft accreditation document is scheduled for Wednesday, February 23 from 1 to 5 PM, Mosier Hall, N202. 

CEPH consultation visit is scheduled for Tuesday, March 8, 2011. |
| --- | --- |
|  | Suggestion to invite Steven Hawks (Assistant Director in the Office of Assessment) to meeting on February 23 to help with document. 

Check to see if the grant specialists in each emphasis area or Pre-Award Services have information on resources we can use. Sometimes this information is included in grant applications. 

All participating Deans have been invited to meeting with the CEPH consultant on March 8 from 2-4 PM. |
## Other

Excellence in Public Health was discussed. Each year we have increased our attendance. Megan Kilgore, the event coordinator for the Vet School will help. We do not want to schedule against a known conflict if possible. The date may have to be the week before or after national public health week. We also talked about using a different venue, such as a room in the new Leadership Studies building or Hale library for convenience and to conserve dollars.

To increase student involvement in the event, Dr. Retzlaff suggested we hold a competition/contest for students to make and submit a short “YouTube” type video about public health that we could use. A monetary prize would create interest and appeal to students. Suggested amounts for the prize were discussed (around $100).

Dr. Choma announced that Introduction to Public Health for 3 credit hours (KIN 110, HN 110, DMP 110) had 14 students and needed a few more. They have an instructor that will teach this semester and Fall semester. Please let advisors and any undergraduates know about the course.

Dr. Procter to check dates for Extension annual meeting in April.

“Against the Odds: Making a Difference in Global Health” display will be at K-State April 4 – May 13, 2011. Need location for display.

Send Public Health Club’s meeting dates and speakers to MPH faculty.

## Future Meeting(s)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>February 9, 2011</td>
<td>12:30 to 2 PM</td>
<td>Trotter Hall, Room 112-Dean’s Conference Room</td>
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<tr>
<td>February 23, 2011</td>
<td>1 to 5 PM</td>
<td>Mosier Hall, N-202</td>
</tr>
<tr>
<td>March 9, 2011</td>
<td>12:30 to 2 PM</td>
<td>Trotter Hall, Room 112-Dean’s Conference Room</td>
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<tr>
<td>April 13, 2011</td>
<td>12:30 to 2 PM</td>
<td>Trotter Hall, Room 112-Dean’s Conference Room</td>
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<tr>
<td>May 11, 2011</td>
<td>12:30 to 2 PM</td>
<td>Union, Room 209</td>
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<tr>
<td>June 8, 2011</td>
<td>12:30 to 2 PM</td>
<td>Union, Room 202 (different room)</td>
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<tr>
<td>July 13, 2011</td>
<td>12:30 to 2 PM</td>
<td>Union, Room 209</td>
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<tr>
<td>August 10, 2011</td>
<td>12:30 to 2 PM</td>
<td>Union, Room 209</td>
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Field Experience in Public Health

All Master of Public Health (MPH) degree candidates at Kansas State University are required to complete a 6 credit hour field experience. Thesis and Master's Report option students must complete a minimum of 3 credit hours of field experience.

*Guidelines for Students

1. About
2. Field Experience Guidelines [Handbook 12.11.2]
3. Enrollment and Hour Requirements [Handbook 12.11.3]
4. Process and Approval Procedures [Handbook 12.11.5]
5. Agency Field Experience Sites [Handbook 12.11.6]
6. Ideas for Field Experience (pdf of where our past graduates have gone and other places to search)

7. Field Experience Forms
   --Field Experience in Public Health Agreement
   --Field Experience Description (to be attached to the Agreement)
   --Student Evaluation of Field Experience Placement
   --Agency Preceptor Evaluation of the Student

*Guidelines for Hosting an MPH Student

1. 10 Reasons to Host an MPH Student
2. Frequently Asked Questions
3. Agency Preceptor Evaluation of the Student [form]

If your agency has a field experience opportunity for an MPH student, please fill out the form below:

4. Request Form to Host an MPH Student [form]

*Field Experience Travel Awards

1. Field Experience Travel Award Application
2. International Experience Travel Award Application

*Field Experience Forms

1. Field Experience in Public Health Agreement
2. Field Experience Description (to be attached to the Agreement)
3. Student Evaluation of Field Experience Placement
4. Agency Preceptor Evaluation of the Student

*K-REx Repository of MPH Field Experience Reports