

K-State MPH Executive Council Meeting
Location: Heritage Room, Weber Hall – March 28, 2018 at 10:30 AM
Minutes

In attendance: Chengappa (DMP for Mosier); Haub (FNDH); McElroy (KIN for Harms); Mulcahy (MPH); Neill (STAT); Titgemeyer (AS&I); Spooner (BIOL); Stevenson (MPH Office).

1. **Call to Order:** Dr. Mulcahy called the meeting to order at 10:35 AM. There was a quorum present.
2. **Approval of Minutes:** Minutes were approved from the November 28, 2017 meeting.
3. **Items of Business:**

- Dr. Mulcahy reviewed the student numbers and recent student activities listed below. The MPH student census has remained about the same for the last couple of years. Included in the numbers are certificate students. There was a brief discussion about the number of students in the PHN and PHPA emphasis area.

Student Numbers (to date below). Spring and Summer 2018 list of graduating students (to date) (Attachment 1):

Emphasis Area	# of Continuing Students (start of Sp 2018)	# Graduating Sp & Su 2018)	# Admitted for Su & Fall 2018	Total
Certificate Only	16	3	1	14
Food Safety	2		1	3
Infectious Diseases	46	10	1	37
Public Health Nutrition	10		2	12
Public Health Physical Activity	12	1		11
Total	86	14	5	77

- Student participation and activities of note:
 - Chris Omni, MPH in PHPA was awarded a 2018 MPHTC student stipend (Region 7) for her field experience "Walk with Ease" targeting Black women.
 - Public Health Week (April 2-8). Tuesday, April 3, The Comprehensive Public Health Group student club will host a panel of MPH graduates discussing what you can do with an MPH degree and their career path. There will be one panel member from each emphasis area.
 - In conjunction with Riley County Health Department, annual BugAPalooza, Thursday, April 5 at Wefald Pavilion in City Park. MPH is sponsoring a special poster competition for students on any public health themed project.
 - One student will present research at Kentucky Conference on Health Communication in Lexington, KY, April 12-14.
 - One student will participate in the Minorities in Agriculture Natural Resources and Related Sciences conference, April 4-8.
 - Three students will participate in the Food Safety, Public Health and Animal Welfare course in Padova, Italy, June 16-30.
- Course and Curriculum Item. New listing of courses should be effective Spring 2019. (No course additions nor deletions, changing the way they are listed for accreditation purposes.) New

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students being admitted for Fall 2018 will follow the new listing, and any existing student without a Program of Study on file will also follow the new listing.

Dr. Neill updated the group on the new MS in Data Analytics available Fall 2018. Some of the courses may be of interest to MPH students.

- CEPH Update and Accreditation Dates
 - Draft will be ready for review in late May. Gathering data from faculty members. Dr. Mulcahy reviewed the data being gathered from faculty currently and what is still required.
 - Accreditation Calendar Dates
 - June, 6, 2018, consultation visit to review document.
 - October 15, 2018, self-study document due for copies/ mailing to reach CEPH by October 22.
 - December 21, 2018, comments from reviews with changes that need to be made to the document.
 - February 21, 2019, final self-study due.
 - March 21-22, 2019, On-site visit.
 - Decision, CEPH council decision at least 18 weeks after site visit.
 - Agreement of Support
 - Mark-up copy (Attachment 2) was reviewed. Those in attendance agreed to sign the updated agreement. Signatures of the department heads not in attendance will be obtained. Once all department heads have signed, it will be presented to the Deans to sign at their meeting.
4. **Next Meeting:** TBA Fall 2018 Semester
5. **Adjourn:** The meeting was adjourned at 11:25 AM.

Attachment 1 – Spring and Summer 2018 MPH Graduates

Ct	Student	Start	Yrs in Prog	Major Professor	Committee	Area	Defense Date, Time and Title
1	Alves, Sara	9/1/2014	3.7	Larson	Nagaraja, Chengappa	IDZ	February 19 @ 9:00 AM, Mosier Hall Rm 202 -- Laboratory Guidebook to the Interpretation of Enterics
2	Gasper, Rebecca	9/1/2016	1.7	Mailey	Heinrich, Rosenkranz S.	PHPA	April 6 @ 2:30 PM, Union Rm 207 Thesis: Effects of a brief web-based intervention on motivation, attitude, and physical activity in adults and Field Experience at Kansas Department of Health and Environment
3	Jafarian, Sohaila	1/1/2014	4.4	Mulcahy	Davis, Kastner	IDZ	April 27 @ 12:00 Noon, Coles Hall Rm 235 – A Community Based Primary Healthcare Approach to Water, Sanitation, and Hygiene (WASH) in Rural Nicaragua
4	Johnson, Dana	1/1/2016	2.4	Mulcahy	Platt, Hsu	IDZ	December 14 @ 9:00 AM, Coles Hall Rm 343 -- Sexually Transmitted Infections: A Major Health Issue in Saline County, Kansas
5	Keith, Marie	9/1/2014	3.7	Davis	Cernicchiaro, Chengappa	IDZ	April 16 @ 3:00 PM, Mosier Hall Rm N202 -- Identifying Gaps in Rabies Post-Exposure Prophylaxis in Rural Hunan Province
6	McDonald, Jennifer	9/1/2014	3.7	Fleming	Nutsch, Muturi	IDZ	April 20 @ 1:00 PM, 3081 Engineering Hall -- Policy Review: School exclusion policy for non-vaccinated students
7	Noviyanti, FNU	9/1/2016	1.7	Larson	Kastner, Sanderson	IDZ	April 6 @ 1:00 PM, Mosier Hall Rm N202 – Education International Students about Rabies through the Kansas State University Rabies Laboratory
8	Pearson, Jessica	9/1/2016	1.7	Adams	Larson, Mulcahy	IDZ	April 4 @ 11:00 AM, Mosier Hall Rm 202 -- Field Experience at Riley County Health Department
9	Taylor, Serina	9/1/2016	1.7	McGill	Adams, Mulcahy	IDZ	March 28 @ 9:00 AM, Mosier Hall Rm 202 -- Student Outbreak Response Team
10	Templeon, Andrew	9/1/2015	2.7	McGill	Mur, Mulcahy	IDZ	April 9 @ 12:30 PM, Coles Hall Rm 343 -- Field Experience at KDHE, Bureau of Disease Control & Prevention as a DIS Field Agent
11	Voss, Kelly	9/1/2014	3.7	KuKanich	Larson, Renberg	IDZ	March 19 @ 3:00 PM, 113 Trotter Hall -- Public Health Risk in Animal Shelters

Kansas State University Master of Public Health Program Agreement of Support

The Kansas State University Master of Public Health (MPH) Degree Program is an interdisciplinary graduate program of the Graduate School, involving multiple departments within four academic colleges at the university: Agriculture, Arts and Sciences, Human Ecology, and Veterinary Medicine. As an interdisciplinary program, roles and responsibility are distributed among the many partners. This agreement provides details of these roles and responsibilities.

Primary MPH faculty are defined as those spending a majority of time/effort (.50 FTE or greater) on activities associated with the public health program and who teach at least one MPH course. Affiliate MPH faculty are other than primary faculty who teach, advise, conduct research, and/or perform outreach, extension, and administrative duties related to public health.

The Provost, Kansas State University, will:

1. Ensure the program meets all Board of Regents requirements for a graduate program.
2. Annually allocate funds to support and sustain the MPH Program and meet the Council on Education for Public Health (CEPH) accreditation standards. This will be done by allocation of funds to the participating academic colleges to support faculty salaries and benefits and related program costs. An additional allocation for operating funds will be made to the college serving as the academic home for the Director.
3. Ensure that policies and procedures are implemented for interdisciplinary programmatic input into all MPH faculty member recruiting and evaluation, and MPH-related course development and assessment.

College of Agriculture, Department of Animal Sciences and Industry, and Food Science Institute will:

1. In collaboration with the College of Veterinary Medicine, provide a minimum of three primary MPH faculty members for the Food Safety and Biosecurity area of emphasis.
2. Encourage other faculty to participate, as affiliate members, of the MPH Program.
3. Provide at least one section per year of any departmental courses required for the MPH degree.
4. Ensure faculty availability to provide advising and to serve as graduate supervisory committee members for MPH Program students.
5. Provide Department Head participation in the MPH Executive Council, to meet at least one time per semester (generally **two** times per year).
6. Provide Dean participation in the MPH Board of Directors, to meet at least one time per year.
7. Assure expeditious resolution of any curricular issues related to the MPH Program brought forward by the MPH Program Director.

College of Arts and Sciences, Department of Statistics and Division of Biology will:

1. In collaboration with the College of Veterinary Medicine, provide a minimum of three primary MPH faculty members for the Infectious Diseases and Zoonoses area of emphasis.
2. Encourage other faculty to participate, as affiliate members, of the MPH Program.
3. Provide at least 35 seats per year, dedicated to MPH Program students, for the core course "Fundamental Methods of Biostatistics."
4. Provide at least one section every two years, or more often if demand dictates, of any other departmental courses required for the MPH degree.
5. Ensure faculty availability to provide advising and to serve as graduate supervisory committee members for MPH Program students.
6. Provide Department Head participation in the MPH Executive Council, to meet at least one time per semester (generally **two** times per year).
7. Provide Dean participation in the MPH Board of Directors, to meet at least one time per year.
8. Assure expeditious resolution of any curricular issues related to the MPH Program brought forward by the MPH Program Director.

College of Human Ecology, Departments of **Food Nutrition Dietetics and Health and Kinesiology will:**

1. Provide a minimum of three primary MPH faculty members for the Public Health Nutrition area of emphasis.
2. Provide a minimum of three primary MPH faculty members for the Public Health Physical Activity area of emphasis.
3. Encourage other faculty to participate, as affiliate members, of the MPH Program.
4. Provide at least 35 seats per year dedicated to MPH Program students, for the core course "Administration of Health Care Organizations."
5. Provide at least 35 seats per year, dedicated to MPH Program students, for the core course "Social and Behavioral Bases of Public Health."
6. Provide at least one section every two years, or more often if demand dictates, of any other departmental courses required for the MPH degree.
7. Ensure faculty availability to provide advising and to serve as graduate supervisory committee members for MPH Program students.
8. Provide Department Head participation in the MPH Executive Council, to meet at least one time per semester (generally **two** times per year).
9. Provide Dean participation in the MPH Board of Directors, to meet at least one time per year.

10. Assure expeditious resolution of any curricular issues related to the MPH
11. Program brought forward by the MPH Program Director.

College of Veterinary Medicine, Departments of Diagnostic Medicine and Pathobiology and Clinical Sciences will:

1. In collaboration with the College of Arts and Sciences, provide a minimum of three primary MPH faculty members for the Infectious Diseases and Zoonoses area of emphasis.
2. In collaboration with the College of Agriculture, provide a minimum of three primary MPH faculty members for the Food Safety and Biosecurity area of emphasis.
3. Encourage other faculty to participate, as affiliate members, of the MPH Program.
4. Provide at least 35 seats per year dedicated to MPH Program students, for each of the core courses "Introduction to Epidemiology" and "Environmental Health."
5. Provide at least 10 seats per year in "Veterinary Epidemiology" and "Intermediate Epidemiology" as alternative core courses in epidemiology for MPH Program students.
6. Provide at least one section per year of any departmental courses required for the MPH degree.
7. Ensure faculty availability to provide advising and to serve as graduate supervisory committee members for MPH Program students.
8. Provide Department Head participation in the MPH Executive Council, to meet at least one time per semester (generally two times per year).
9. Provide Dean participation in the MPH Board of Directors, to meet at least one time per year.
10. Assure expeditious resolution of any curricular issues related to the MPH Program brought forward by the MPH Program Director.
11. Provide office space and information, communication, personnel, finance and other administrative support for the program's director and staff while the MPH Program Director is a faculty member in the college.

Governance.

The college that provides the faculty position and salary for the MPH Program Director will be the academic home. Currently, the academic home of the Master of Public Health Program is the College of Veterinary Medicine, with the MPH Program Director reporting directly to its Dean. As with other Graduate Programs at Kansas State University, the Dean of the Graduate School will have oversight of graduate student admissions and progress as well as course and curriculum issues.

The MPH Program Director will act as the administrative head of this interdisciplinary program. In addition to making recommendations on admissions and student outcomes to the Dean of the Graduate School, and coordinating all administrative support for the program, the MPH Program Director will be responsible for programmatic oversight of MPH courses, faculty qualifications, and advisory board governance.

The MPH Program Board of Directors will be comprised of participating college Deans (Agriculture, Arts & Sciences, Human Ecology, Veterinary Medicine and the Graduate School) and the MPH Program Director. The Board of Directors will meet at least once a year to reaffirm the institution's commitment to the public health values, mission and competencies, as required by the CEPH and recommended by the MPH Program Director and MPH Faculty Advisory Council (see below). Because all participating Deans are committed to supporting and funding the required MPH courses, as well as the numbers of primary and affiliate faculty adequate to meet accreditation criteria, the Board will address any unmet resourcing needs for the MPH Program and assure that the MPH Program Director and department units have resolved any curricular concerns, if present, as expeditiously as possible.

The MPH Program Executive Council will be comprised of the MPH Program Director and all department division heads who supervise primary faculty and/or instructors of core courses. Deans of partnering colleges will serve as ex-officio, non-voting members of the Executive Council. The Executive Council will meet a minimum of three times a year, with a focus on strategic planning, faculty assignments, course availability and funding, and the assurance of proper curricular control, to satisfy CEPH accreditation requirements.

The MPH Faculty Advisory Council will be comprised of the MPH Program Director and three primary faculty members from each area of emphasis and at least one MPH student representative, along with core course instructors. This Council will meet at least six times a year, monitoring student learning and curricular offerings (e.g., syllabus reviews, outcomes assessment, course evaluations).

The Council will assure that course content and implementation align with the public health competencies as defined by CEPH and the MPH Program. In the event that the Faculty Advisory Council identifies shortcomings in the program, the MPH Program Director will initiate steps to rectify the problems by engaging the appropriate department head(s) and curricular governing bodies. The primary faculty will also provide admissions recommendations and identify advisors for applicants to the MPH Program for their specific area of emphasis. Other sub-committees may be formed, as needed, from this Advisory Council and/or the affiliate MPH faculty membership, to support the program in obtaining and maintaining accreditation. The MPH Program Director may add additional faculty members, as non-voting members, at his/her discretion.

~~The MPH External Advisory Council, comprised of at least five members and representing public health practice outside the university approved by the Faculty Advisory and Executive Councils, will meet at least once a year, to discuss linkages between academia and practice, such as necessary competencies and field experience opportunities.~~

~~The MPH Student Council, comprised of at least one representative from each area of emphasis and one student pursuing the Graduate Certificate in Public Health Core Concepts, will meet at least once each semester. This council will discuss student issues and provide perspectives to the MPH Program Director, Executive Council, Advisory Council and/or External Advisory Council and will be a course of communication and interaction for all MPH Program students on campus.~~

Faculty Recruiting and Retention.

Each primary and affiliate MPH faculty member will have a primary appointment in one of the academic colleges, and all expenses related to the recruiting and retention of those faculty members will be the responsibility of the individual college Deans and Department Heads. The MPH Director will participate in all search processes, as approved by the Executive Council, for all MPH primary

faculty members. The proportion of salary devoted to the MPH Program will be reported annually to the MPH Director.

Primary Faculty Plans of Work.

Each participating MPH faculty member and his/her department head will include MPH Program-related responsibilities in the annual reports establishing personal goals and objectives for the upcoming evaluation period for all MPH faculty members in his or her department. The MPH Program Director will provide input about primary faculty members, regarding their MPH Program participation, to department heads for annual evaluations and programs of work.

Course Development and Sustainability.

The College Deans and Department Heads are responsible for ensuring the consistent, predictable availability of graduate courses which are required for the MPH degree. All expenses, related to the courses, are the responsibility of the Deans and Department Heads and the amounts should be reported to the MPH director, as part of each college's contribution to the program.

New courses will be developed, as necessary and as approved through the regular Kansas State University course and curriculum process.

The MPH Program Director will provide any programmatic survey data, related to specific courses to the appropriate department heads on no less than an annual basis.

Major Professors/Graduate Supervisory Committee Members.

Deans and Department Heads will enable and encourage MPH faculty members to serve as advisors, major professors and supervisory committee members for the MPH Program and students. The representative(s) to the MPH Faculty Advisory Council from the appropriate area of emphasis, in coordination with their department head(s), will provide an initial advisor for each student within two weeks of a request from the MPH Program Director and will assist the student in their first year to identify all members of his/her supervisory committee. The initial advisor generally will become the major professor unless a change is requested by the student and/or advisor.

Communications.

The MPH Program Director will communicate via email, phone calls and regular meetings with the College of Veterinary Medicine Dean, the MPH Executive Council, the MPH Faculty Advisory Council and the MPH External Advisory Council for routine information and decision making related to the program. The Director will also provide routine programmatic updates to the Graduate School Dean, and the program staff will coordinate with the Graduate School staff on all administrative actions related to admissions, student progress and assessment, and course and curriculum issues.

The MPH Program Director will provide a program update to the Provost and all Deans at least annually.

All supporting colleges and departments, through appropriate points of contact, will provide necessary data to meet any and all university, accreditation or other requirements

Signed:

Dr. April Mason, Provost Kansas State University	Date	Dr. Derek Mosier, Department. Head Diagnostic Medicine/Pathobiology	Date
Dr. Carol Shanklin, Dean Graduate School, KSU	Date	Dr. Craig Harms, Department. Head Kinesiology	Date
Dr. John Floros, Dean College of Agriculture	Date	Dr. Mark Haub, Department. Head Food Nutrition Dietetics and Health	Date
Dr. Amit Chakrabarti, Dean College of Arts & Sciences	Date	Dr. James Neill, Department Head Statistics	Date
Dr. John Buckwalter, Dean College of Human Ecology	Date	Dr. Evan Titgemeyer, Interim Head Animal Sciences and Industry	Date
Dr. Bonnie Rush, Interim Dean College of Veterinary Medicine	Date	Dr. Elizabeth Davis, Department Head Clinical Sciences	Date
Dr. Ellyn Mulcahy, Director MPH Program	Date	Dr. Brian Spooner, Director Division of Biology	Date