

**MINUTES OF THE MASTER OF PUBLIC HEALTH EXECUTIVE COUNCIL**

**Date:** July 9, 2013

**Location:** Mara Conference Center  
(4<sup>th</sup> Floor Trotter)

**Members Present:** Cates (MPH), Chengappa (DMP), Dzewaltowski (Kinesiology), Gadbury (Statistics), Rush (Clinical Sciences)

**Ex-Officio Members Present:** Buckwalter (Dean, Human Ecology), Floros (Dean, Agriculture), Richardson (Dean, Veterinary Medicine), Shanklin (Dean, Graduate School)

**Other:** Stevenson (MPH)

**Not Present:** Dorhout (Dean, Arts & Sciences), Haub (Human Nutrition), Odde (Animal Sciences), Sneed (HMD), Spooner (Biology)

**Called to Order:** By Dr. Cates at: 10:30 AM

**Quorum:**  X  Yes      No

**Adjourned:** 12 Noon

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
<b>CALL TO ORDER</b>	Meeting was called to order by Dr. Cates.	
<b>APPROVAL OF MINUTES FROM LAST MEETING</b>	Minutes from March meeting were approved in March via e-mail and posted.	
<b>INTRODUCTIONS</b>	Dr. Gary Gadbury (Dept. Head, Statistics) and Dr. John Buckwalter (Dean, Human Ecology) were introduced. Dr. Gadbury is a voting member and Dr. Buckwalter is an Ex-Officio member.	
<b>ELECTION OF NEW CHAIRPERSON FOR AY 2014</b>	The group elected Dr. David Dzewaltowski (Dept. Head, Kinesiology) as the chairperson for the Executive Council for AY 2014.	
<b>MPH PROGRAM UPDATE AND DISCUSSION ITEMS</b>	To maximize discussion time, previous to the meeting, the group received the following update via e-mail from Dr. Cates (copies attached): <ul style="list-style-type: none"> <li>• Report to MPH Executive Council, Summer 2013</li> <li>• Spring 2013 MPH Graduate Students Exit Survey Results</li> </ul>	

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<ul style="list-style-type: none"> <li>• MPH Faculty Major Professor and Committee Members report</li> <li>• CEPH Accreditation Timeline</li> <li>• CEPH Accreditation – Possible Questions</li> <li>• CEPH Site Visit Draft Agenda</li> </ul> <p>The group discussed several items related to the MPH report:</p> <p>-- Admission Numbers: Dean Shanklin questioned the drop in new student starts this year, compared to last year. Dr. Cates reminded the group that the program goal, approved by the provost, deans, department heads and faculty in the self-study report, is 25-35 per year and we have met or exceeded that goal for the past 4 years. Other parts of this discussion included the high percentage of part-time students we have historically attracted and the possible use of total student FTEs in a goal. The program does currently track total FTEs, but it has not been used as a goal.</p> <p>-- Academic Advising and Advising related to Research: The group discussed the relatively low scores on graduate exit surveys regarding academic and research related advising. Dr. Cates reported that the program is working with OEIE to continue to analyze this type of data, from multiple groups, in a longitudinal manner, to watch for any trends. All survey reports are shared with both the Faculty Advisory Council and the Executive Council. The group discussed possible solutions, but no decisions were made for action.</p> <p>The group also discussed the difference between professional masters and regular MS students and faculty involvement. Many times if students are on a non-research track they get lost in the department. One observation was that faculty may be more interested in working with non-research students if there was a publication that came out of their capstone and/or field experience. MPH degree requirements do not include a research publication. Communication between students and their advisor is the critical element. Research students tend to have more natural communication opportunities than non-research students.</p>	<p>Dr. Cates will continue to work with faculty and prospective students in our current manner, to recruit high quality graduate students into the program, with the target of 25-35 new students a year.</p> <p>The MPH Program staff will continue to collaborate with OEIE on programmatic assessment, sharing results with faculty and administration and working with them toward resolving any issues.</p>

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	<p>Dr. Cates reminded the group that the MPH Agreement of Support does state that MPH faculty commitments to the MPH program and its students would be documented in the plans of work or something similar; with our decentralized approach to governance and faculty resourcing, he said it is very important for accreditation that this commitment, related to sustainability, is evident. Dr. Chengappa and Dr. Dzewaltowski shared that they document the commitment.</p>	<p>Department heads will ensure that MPH faculty commitments to this graduate program are documented as in the MPH Agreement of Support.</p>
<p><b>ACCREDITATION ITEMS</b></p>	<p>Dr. Cates reminded the group that the CEPH accreditation site visit is currently scheduled for October 27-29, 2013, and the program determines the agenda. He presented a draft agenda, and the groups he suggested:</p> <ul style="list-style-type: none"> <li>• MPH Program Board of Directors (the 5 deans)</li> <li>• MPH Executive Council (the 8 department heads)</li> <li>• Current MPH students (during lunch)</li> <li>• MPH Primary Faculty (50% or more commitment to the program and at least 3 faculty per emphasis area – currently 14 members)</li> <li>• MPH Faculty (all others including those that teach core courses)</li> <li>• Alumni and Community Representatives</li> </ul> <p>After review of the draft agenda the group suggested that the department heads meet after the MPH faculty.</p>	<p>Dr. Cates will revise the draft agenda to include the council's recommendation that we place the department heads after the MPH faculty.</p>
<p><b>OTHER</b></p>	<p>None</p>	
<p><b>FUTURE MEETING(S)</b></p>	<p>Fall 2013, TBD</p>	<p>The MPH Program staff will work with the Chairman and members to schedule the next meeting in the fall semester.</p>