

MINUTES OF THE MASTER OF PUBLIC HEALTH EXECUTIVE COUNCIL

Date: September 19, 2011

Location: Trotter Hall, Rm 112

Members Present: Cates (MPH), Chengappa (DMP), Dzewaltowski (Kinesiology), Haub (Nutrition), Meredith (HMD), Neill (Statistics), Odde (AS&I), Rush (Clinical Sciences)

Ex-Officio Members Present: Montelone (representing Interim Dean, Arts & Sciences), Pierzynski (Interim Dean, Agriculture), Richardson (Dean, Veterinary Medicine), Shanklin (Dean, Graduate School)

Other: Stevenson (MPH)

Not Present: Moxley (Dean, Human Ecology)

Called to Order: By director Dr. Cates at: 9:02 AM **Quorum:** X Yes No **Adjourned:** 10:35 AM

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
CALL TO ORDER	Meeting was called to order by Dr. Cates	
APPROVAL OF MINUTES	First meeting of council; there were no minutes to approve.	
FALL SEMESTER STUDENT UPDATE	<p>Dr. Cates provided an update on student enrollment for Fall 2011. (Attachment 1)</p> <p>The group discussed several aspects of current enrollment. Some key points:</p> <ol style="list-style-type: none"> 1. Fall enrollment has increased significantly in the last two years. 2. There are many part-time students in the program, with about 25% concurrent DVM/MPH and several other non-traditional students. The definition we use for a full-time student is one who takes 18 hours in an academic year; we aim for full-time students to complete the degree in less than 24 months. 3. No capacity limits for non-core courses have been seen. 4. Capacity limits for core courses have created a bottle neck to which faculty have responded. DMP 754 has 50 seats; DMP 806 is adding 	<p>Dr. Cates will provide the group updated statistics from the 20th day and the portion of DCE credit hours for the past two academic years. (Attachment 2)</p>

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<p>another section; HMD 720 offered an in-class section Fall 2011; KIN 818 will offer an on-line section Summer 2012; STAT 701 will be offered each semester.</p> <p>The group discussed the impact of DCE and other fees, and Dr. Odde asked about the proportion of DCE credit hours vs other credit hours.</p>	
<p>ACCREDITATION UPDATE</p>	<p>Dr. Cates updated the group on the status of accreditation application. A second extension was requested on September 1, 2011 which moves the document due date and site visit to 2013 with the accreditation decision in 2014. If all issues are resolved, the document may be submitted earlier which would move up the site visit. CEPH's committee only meets twice a year, therefore decisions are only made in the summer and fall.</p> <p>The resourcing model is still a road block to accreditation and CEPH has recently emailed (Attachment 3) concerns over the current governance structure and resourcing. We must be able to show sustainability and responsiveness of the program, and the program administration must have adequate curricular influence. The group discussed possible solutions, to include further changes to the support agreement (Attachment 4).</p> <p>Dr. Cates reminded the department heads of the need to include specific commitments for MPH faculty (particularly primary MPH faculty and core course instructors) in those individuals' new plans of work for CY 2012.</p> <p>A suggestion was made to consider adding a student fee on top of tuition to support the MPH program as a source of revenue for the high demand MPH program.</p>	<p>The members will provide the MPH Director any further recommendations for the draft support agreement. (Attachment 4)</p> <p>Dr. Cates will visit with CEPH leaders regarding their concerns about the support agreement and our governance and resources.</p> <p>The department heads will include MPH duties in appropriate faculty members' plans of work, as stated in the support agreement.</p>

<p>NEXT STEPS</p>	<p>Dr. Cates provided a list of potential next steps which includes curriculum changes and further work on student learning and programmatic assessment. Dean Richardson has another meeting with senior university leaders regarding resource issues for graduate programs like this one.</p> <p>Deans Richardson and Shanklin have another meeting with Provost Mason and VP Shubert regarding resource issues for graduate programs like this one.</p>	
<p>OTHER</p>		
<p>FUTURE MEETING(S)</p>	<p>Spring Semester 2012</p>	<p>The MPH Office will coordinate the next formal meeting early in the Spring semester.</p>

Attachments

Attachment 1. PowerPoint Slides

<div data-bbox="216 224 573 313" data-label="Image"> </div> <div data-bbox="178 358 613 393" data-label="Section-Header"> <h3>Master of Public Health Program</h3> </div> <div data-bbox="220 415 567 472" data-label="Text"> <p>MPH Executive Council Meeting September 19, 2011</p> </div> <div data-bbox="186 505 588 573" data-label="Text"> <p>Mike Cates, DVM, MPH, DACVPM Director, MPH Program James B. Nichols Professor of Veterinary Medicine</p> </div>	<div data-bbox="930 220 1073 258" data-label="Section-Header"> <h3>Agenda</h3> </div> <ul style="list-style-type: none"> • New Organization / Governance • Fall Semester Student Update • Accreditation Update • Next Steps 	<div data-bbox="1476 220 1698 256" data-label="Section-Header"> <h3>Organization</h3> </div> <div data-bbox="1339 298 1837 553" data-label="Diagram"> </div>																																																																						
<div data-bbox="298 638 491 669" data-label="Section-Header"> <h3>Governance</h3> </div> <ul style="list-style-type: none"> • MPH Executive Council <ul style="list-style-type: none"> – Department Heads <ul style="list-style-type: none"> • With Primary Faculty members • With MPH Core Course Instructors – Deans (ex-officio) • MPH Faculty Advisory Council <ul style="list-style-type: none"> – Primary Faculty Members – Core Course Instructors – Others, as determined by Program Director (e.g., representatives from MPH Students, One Health Kansas, Extension Faculty, etc.) • MPH External Advisory Council – TBD • MPH Student Council – TBD 	<div data-bbox="753 638 1203 673" data-label="Section-Header"> <h3>New MPH Program Students</h3> </div> <div data-bbox="741 691 1203 956" data-label="Figure"> <table border="1"> <thead> <tr> <th>Academic Year</th> <th>Summer</th> <th>Spring</th> <th>Fall</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>2004</td><td>0</td><td>0</td><td>11</td><td>11</td></tr> <tr><td>2005</td><td>0</td><td>0</td><td>4</td><td>4</td></tr> <tr><td>2006</td><td>0</td><td>0</td><td>11</td><td>11</td></tr> <tr><td>2007</td><td>0</td><td>0</td><td>7</td><td>7</td></tr> <tr><td>2008</td><td>0</td><td>0</td><td>12</td><td>12</td></tr> <tr><td>2009</td><td>0</td><td>0</td><td>14</td><td>14</td></tr> <tr><td>2010</td><td>0</td><td>0</td><td>37</td><td>37</td></tr> <tr><td>2011</td><td>0</td><td>0</td><td>44</td><td>44</td></tr> <tr><td>2012</td><td>0</td><td>0</td><td>24</td><td>24</td></tr> </tbody> </table> </div> <div data-bbox="871 966 1102 998" data-label="Text"> <p>Note: 2012 number only includes enrollment for Fall 2011</p> </div>	Academic Year	Summer	Spring	Fall	Total	2004	0	0	11	11	2005	0	0	4	4	2006	0	0	11	11	2007	0	0	7	7	2008	0	0	12	12	2009	0	0	14	14	2010	0	0	37	37	2011	0	0	44	44	2012	0	0	24	24	<div data-bbox="1344 638 1858 673" data-label="Section-Header"> <h3>Official MPH Degree Enrollment</h3> </div> <div data-bbox="1354 691 1837 956" data-label="Figure"> <table border="1"> <thead> <tr> <th>Year</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr><td>2003</td><td>5</td></tr> <tr><td>2004</td><td>13</td></tr> <tr><td>2005</td><td>14</td></tr> <tr><td>2006</td><td>21</td></tr> <tr><td>2007</td><td>20</td></tr> <tr><td>2008</td><td>26</td></tr> <tr><td>2009</td><td>38</td></tr> <tr><td>2010</td><td>67</td></tr> <tr><td>2011</td><td>87</td></tr> </tbody> </table> </div>	Year	Enrollment	2003	5	2004	13	2005	14	2006	21	2007	20	2008	26	2009	38	2010	67	2011	87
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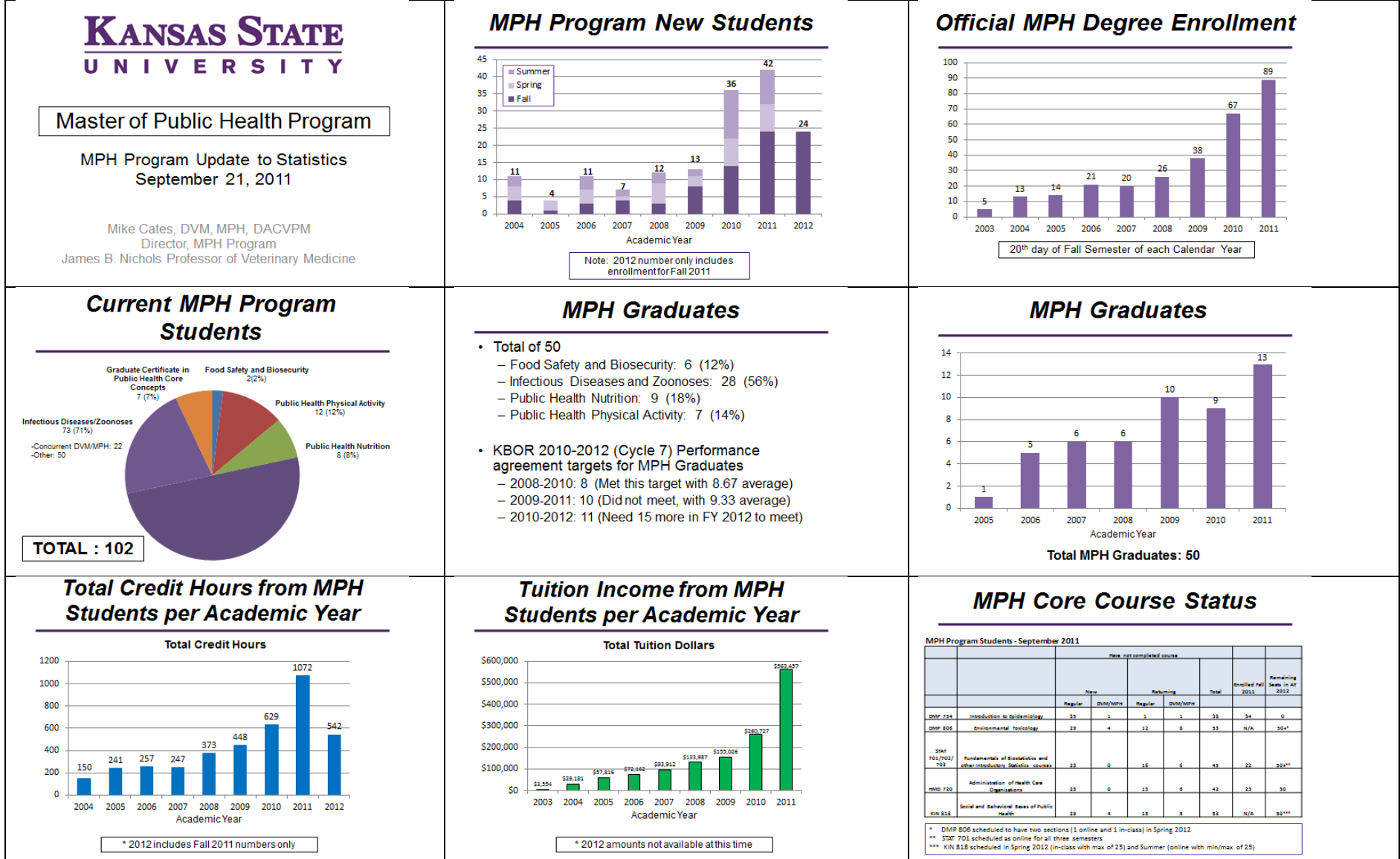
<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">MPH Graduates</h3> <ul style="list-style-type: none"> • Total of 50 <ul style="list-style-type: none"> – Food Safety and Biosecurity: 6 (12%) – Infectious Diseases and Zoonoses: 28 (56%) – Public Health Nutrition: 9 (18%) – Public Health Physical Activity: 7 (14%) • KBOR 2010-2012 (Cycle 7) Performance agreement targets for MPH Graduates <ul style="list-style-type: none"> – 2008-2010: 8 (Met this target with 8.67 average) – 2009-2011: 10 (Did not meet, with 9.33 average) – 2010-2012: 11 (Need 15 more in FY 2012 to meet) 	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">MPH Graduates</h3> <p style="text-align: center; margin-top: 10px;">Total MPH Graduates: 50</p>	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Where are they now? K-State MPH Graduates</h3> <ul style="list-style-type: none"> • More Education <ul style="list-style-type: none"> – Medical School – Veterinary School – Physical Therapy – PhD Programs • International agencies <ul style="list-style-type: none"> – Mekong Minority Foundation – Chemonics International • Private and Non-Profit Organizations <ul style="list-style-type: none"> – Genesis Laboratories – Boehringer Ingelheim Vetmedica – Tri-Health Corporation – DuPont/Danisco – Kansas Red Cross – Private Veterinary Practice • Universities <ul style="list-style-type: none"> – Kansas State University – Yale University • Federal Government <ul style="list-style-type: none"> – CDC – USDA – FDA – U.S. Army • State and County Government <ul style="list-style-type: none"> – Kansas Dept. of Health / Environment – Kansas Dept. of Agriculture – Nebraska Dept. of Health – Missouri Extension – Riley County Extension – Shawnee County Extension – Sedgwick County Health Department 																																																																
<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Total Credit Hours from MPH Students per Academic Year</h3>	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Tuition Income from MPH Students per Academic Year</h3>	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">MPH Core Course Status</h3> <p style="font-size: small; margin-bottom: 5px;">MPH Program Students - September 2011</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th rowspan="3"></th> <th rowspan="3"></th> <th colspan="6" style="text-align: center;">New or completed course</th> <th rowspan="3">Enrolled Fall 2011</th> <th rowspan="3">Remaining Seats in AY 2012</th> </tr> <tr> <th colspan="2">New</th> <th colspan="2">Returning</th> <th rowspan="2">Total</th> </tr> <tr> <th>Regular</th> <th>DVM/MPH</th> <th>Regular</th> <th>DVM/MPH</th> </tr> </thead> <tbody> <tr> <td>DMP 734</td> <td>Introduction to Epidemiology</td> <td>31</td> <td>1</td> <td>1</td> <td>1</td> <td>34</td> <td>34</td> <td>0</td> </tr> <tr> <td>DMP 806</td> <td>Environmental Toxicology</td> <td>29</td> <td>4</td> <td>12</td> <td>6</td> <td>51</td> <td>N/A</td> <td>50**</td> </tr> <tr> <td>STAT 701/702/703</td> <td>Fundamentals of Statistics and other introductory statistics courses</td> <td>23</td> <td>0</td> <td>16</td> <td>6</td> <td>45</td> <td>22</td> <td>50**</td> </tr> <tr> <td>WHD 720</td> <td>Administration of Health Care Organizations</td> <td>23</td> <td>0</td> <td>13</td> <td>6</td> <td>42</td> <td>23</td> <td>30</td> </tr> <tr> <td>KIN 818</td> <td>Social and Behavioral Bases of Public Health</td> <td>29</td> <td>4</td> <td>15</td> <td>5</td> <td>53</td> <td>N/A</td> <td>50***</td> </tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;"> * DMP 806 scheduled to have two sections (1 online and 1 in-class) in Spring 2012 ** STAT 701 scheduled as online, for all three semesters *** KIN 818 scheduled in Spring 2012 (in-class with max of 25) and Summer (online with min/max of 25) </p>			New or completed course						Enrolled Fall 2011	Remaining Seats in AY 2012	New		Returning		Total	Regular	DVM/MPH	Regular	DVM/MPH	DMP 734	Introduction to Epidemiology	31	1	1	1	34	34	0	DMP 806	Environmental Toxicology	29	4	12	6	51	N/A	50**	STAT 701/702/703	Fundamentals of Statistics and other introductory statistics courses	23	0	16	6	45	22	50**	WHD 720	Administration of Health Care Organizations	23	0	13	6	42	23	30	KIN 818	Social and Behavioral Bases of Public Health	29	4	15	5	53	N/A	50***
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<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Brief History</h3> <ul style="list-style-type: none"> • Initiated by Dr. Holcomb / Human Ecology • KBOR approved new program in 2003, with “reallocation of resources” • Program Office moved to Vet Med in 2008 • First full-time Director hired in late 2008 • First application for accreditation - 2009 • CEPH Self-Study period: June 2009-2011 • Consultant visit: March 2011 • First extension approved, to June 2012 • Second extension requested 	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Consultant’s Major Concerns</h3> <ul style="list-style-type: none"> • Resources – commitment and sustainability • Program Evaluation – goals which “drive” • Curricular Evaluation and Standardization – competencies for each area of emphasis • Organization / Governance – “proximate control” by program administration and feedback loop • Field Experience capacity and link to competencies • Student Advising and Career Counseling – appropriate advising for prospective and current students 	<h3 style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Status</h3> <ul style="list-style-type: none"> • Resources: still a show stopper; multiple meetings with leaders, and more to come; CEPH likes draft agreement but still has some concerns • Program Evaluation: tweaked a bit, but waiting on resource model; one round of surveys completed • Curricular Evaluation / Competencies: much progress toward revised curriculum and assessment • Organization/Governance: progress; need signed agreement • Field Experience: progress on standardization and new sites; need coordinator (with more resources) • Advising and Career Counseling: more central assistance and presentations 																																																																

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<p style="text-align: center;"><u>Self-study Timeline</u></p> <ul style="list-style-type: none"> • Self-study document submission: requested deadline of June 22, 2013 • Submission may be earlier • Site visit scheduled for 5 months after self-study document submission • Council decisions on accreditation only twice a year—Summer and Fall meetings 	<p style="text-align: center;"><u>Next Steps</u></p> <ul style="list-style-type: none"> • Resource Model – Upcoming discussions • Support Agreement – revisions / signatures • Plans of work for primary faculty members • Curriculum changes • Standardized assessment tools • MPH External Advisory and Student Councils 	<p style="text-align: center;"><u>Next Steps</u></p> <div style="border: 1px solid red; padding: 5px;"> <ul style="list-style-type: none"> • Resource Model – Upcoming discussions • Support Agreement – revisions / signatures • Plans of work for primary faculty members </div> <ul style="list-style-type: none"> • Curriculum changes • Standardized assessment tools • MPH External Advisory and Student Councils
<p style="text-align: center;"><u>Next Meetings</u></p> <ul style="list-style-type: none"> • MPH Executive Council: Fall / Spring? • Coordinating Committee: Monthly through December 2011; transition to Advisory Council • MPH Faculty Advisory Council: start in 2012 • MPH External Advisory Council: target Spring 2012 • MPH Student Council: TBD (working with Public Health Club and MPH Students) 		

Attachments

Attachment 2. MPH Student Update (20th day census)



Attachments

Attachment 3. Recent E-mail from CEPH

From: Mollie Mulvanity [mailto:mmulvanity@ceph.org]
Sent: Friday, September 16, 2011 4:14 PM
To: Michael Cates
Subject: RE: Draft Support Agreement at Kansas State University

Hello,

So sorry for the delay! I wanted to give your message some thought and to chat with Laura, in case she had additional insights. Here's our analysis: Reviewers are likely to hone in on the fact that, in this agreement, the program director has an opportunity to "talk to," "give advice to," and "interact with" faculty who are teaching MPH courses. But, what if the faculty teaching them disagree? What "teeth" does the program director have to ensure that the courses are intended for (not incidental to) MPH students? The devil is in the details, but this may still not go quite far enough with curriculum.

Resources tie in too - what if there is a faculty member who refuses to implement necessary changes in a course? The program could probably choose to not enroll its students in the course, but does the program have any control over resources to replace the course?

I know that these questions may seem overly detailed or "worst-case scenario," but I also know that they are questions that are likely to arise.

I hope that this is helpful. I'll be traveling on Monday and Tuesday, but if you'd like to talk later next week, I will be available.

Regards,
Mollie

From: Michael Cates [mailto:mcates@vet.k-state.edu]
Sent: Mon 9/12/2011 8:30 AM
To: Mollie Mulvanity
Subject: FW: Draft Support Agreement at Kansas State University

Good morning!
I just wanted to make sure my September 2nd note, with questions, made it to you OK.
Thanks,
Mike

From: Michael Cates
Sent: Friday, September 02, 2011 9:54 AM
To: 'Mollie Mulvanity'
Subject: RE: Draft Support Agreement at Kansas State University

Thanks Mollie for such a quick response!

Currently, the Coordinating Committee (to be renamed Faculty Advisory Council) recommends curriculum changes, which then progress to a vote of the entire MPH faculty, and on to the normal university course and curriculum change process (Graduate Council approval, Faculty Senate Academic Affairs approval, and then entire Faculty Senate approval). Overall, that concept for curriculum issues will not change, but we have added the Executive Council into the governance structure mainly so that I can have more formal, direct interaction with the various Deans and Department Heads on current course and faculty issues. Do you think that will be sufficient for curricular (and faculty / course) influence, from a program administration perspective, since I have no direct-reporting faculty and no MPH specific courses?

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We are still working on resource issues with the Provost and Vice President for Administration. As you might remember, the College of Veterinary Medicine gets no funding from any graduate tuition, yet provides the majority of academic support and all day-to-day operating support to our program, from its own funding streams. The other participating colleges sustain their own parts of the program—the courses, the faculty, and other expenses, through their own funding streams. You voiced concerns over the overall sustainability of such a structure. We are still struggling on how to document this type of resourcing, and we hope the university will change the resource model, to at least re-invest our tuition dollars back into the program. If you have any suggestions, we would definitely welcome them.

Thanks again for all your help! Enjoy the weekend,
Mike

From: Mollie Mulvanity [mailto:mmulvanity@ceph.org]
Sent: Friday, September 02, 2011 9:34 AM
To: Michael Cates
Subject: RE: Draft Support Agreement at Kansas State University

I think that this looks great. Curricular control is the most challenging issue—as I understand it, this is covered (implicitly) in the definition of the curriculum committee and a bit more explicitly in the statement about the program director providing feedback to department heads.

Regards,
Mollie
Mollie Mulvanity, MPH
Deputy Director, Council on Education for Public Health (CEPH)
800 Eye Street, NW, Suite 202, Washington, DC 20001-3710
Phone: (202) 789-1050; Fax: (202) 789-1895
E-Mail: mmulvanity@ceph.org Web: www.ceph.org

From: Michael Cates [mailto:mcates@vet.k-state.edu]
Sent: Thursday, September 01, 2011 10:12 AM
To: Mollie Mulvanity
Subject: Draft Support Agreement at Kansas State University

Mollie,

Good morning! When you visited us in March for your consultant visit, you recommended that we have a very specific support agreement, outlining the responsibilities of each of our supporting deans and department heads. We have been through various revisions, culminating in the attached document.

As you might remember, there is no direct funding mechanism for our program; instead, the various supporting colleges provide faculty and courses to sustain us. We are hoping for a more specific funding mechanism, but the university has not yet agreed to a model.

Would you be willing to quickly review this draft and give us your insights?

Thanks,
Mike
Michael B. Cates, DVM, MPH, DACVPM
Professor and Director, Master of Public Health Program
Kansas State University, 311 Trotter Hall
Manhattan, KS 66506-5615
(785) 532-2117
cates@ksu.edu
www.ksu.edu/mphealth

Dr. Michael Cates: 785-532-2117
Barta Stevenson: 785-532-2042
E-mail: mphealth@ksu.edu
Website: www.k-state.edu/mphealth

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Attachment 4. Version 20110901 of Agreement

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 graduate faculty who are interested in the program and 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. Provide a funding mechanism for the program, adequate for long-term sustainment and accreditation of the program through the Council on Education for Public Health (CEPH).

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 3 times per year).

College of Arts and Sciences, Departments of Statistics and Kinesiology, and Division of Biology will:

1. Provide a minimum of three primary MPH faculty members for the Public Health Physical Activity 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 students, for the core course STAT 701.

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4. Provide at least 35 seats per year, dedicated to MPH students, for the core course KIN 818.
5. Provide at least one section every two years, or more often if demand dictates, of any other departmental courses required for the MPH degree.
6. Ensure faculty availability to provide advising and to serve as graduate supervisory committee members for MPH Program students.
7. Provide Department Head participation in the MPH Executive Council, to meet at least one time per semester (generally 3 times per year).

College of Human Ecology, Departments of Human Nutrition and Hospitality Management and Dietetics will:

1. Provide a minimum of three primary MPH faculty members for the Public Health Nutrition area of emphasis.
2. Encourage other faculty to participate, as affiliate members, of the MPH Program.
3. Provide at least 35 seats per year (1 or 2 sections), dedicated to MPH students, for the core course HMD 720.
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 3 times per year).

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 (1 or 2 sections), dedicated to MPH students, for each of the core courses DMP 754 and DMP 806.
5. Provide some seats in DMP 708 as an alternative core course in epidemiology.
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 3 times per year).

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9. Provide office space and information, communication, personnel, finance and other administrative support for the program's director and staff while the program director is a faculty member in the college.

Governance.

The college that provides the faculty position and salary for the program director will be the academic home. Currently, the academic home of the Master of Public Health Program will be in the College of Veterinary Medicine, with the Director reporting directly to the 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 Program Director will act as the administrative head of this interdisciplinary program, making recommendations on admissions and student outcomes to the Dean of the Graduate School, and coordinating all administrative support for the program.

The Program Director will chair the MPH Program Executive Council, comprised of the Department Heads with core faculty and/or instructors of core courses (e.g., Animal Sciences and Industry, Clinical Sciences, Diagnostic Medicine and Pathobiology, Hospitality Management and Dietetics, Human Nutrition, Kinesiology, and Statistics. Deans of partnering colleges will serve as ex-officio members. The Executive Council will meet a minimum of three times a year, with a focus on strategic planning, faculty resourcing and course availability.

The MPH Faculty Advisory Council, comprised of three primary faculty members from each area of emphasis and at least one MPH student representative, along with core course instructors, will meet at least seven times a year, providing insights on student learning and course/curriculum issues. The primary faculty will 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 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 Program Director, Executive Council, Advisory

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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 core and affiliate MPH faculty member will have a primary appointment in one or more 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 core faculty members. The data, related to 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 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 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

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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.

Attachments

Signed:

Dr. April Mason, Provost, Kansas State University

Date

Dr. Carol Shanklin, Dean, Graduate School, KSU

Date

Dr. Gary Pierzynski, Interim Dean, College of Agriculture

Date

Dr. Peter Dorhout, Dean, College of Arts & Sciences

Date

Dr. Virginia Moxley, Dean, College of Human Ecology

Date

Dr. Ralph Richardson, Dean, College of Veterinary Medicine

Date

Dr. Michael Cates, Director, MPH Program

Date

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Signed:

Dr. M. M. Chengappa, Department Head, Diagnostic Med/Pathobiology Date

Dr. David Dzewaltowski, Department Head, Kinesiology Date

Dr. Mark Haub, Interim Department Head, Human Nutrition Date

Dr. James Neill, Department Head, Statistics Date

Dr. Ken Odde, Department Head, Animal Sciences and Industry Date

Dr. Bonnie Rush, Department Head, Clinical Sciences Date

Dr. Jeannie Sneed, Department Head, Hosp. Management/Dietetics Date