

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

**Date:** March 1, 2012

**Location:** Mosier Hall N202

**Members Present:** Cates (MPH), Chengappa (DMP), Dzewaltowski (Kinesiology), Neill (Statistics), Odde (AS&I),

**Ex-Officio Members Present:** Richardson (Dean, Veterinary Medicine), Shanklin (Dean, Graduate School)

**Other:** Stevenson (MPH), Montelone (Arts & Sciences)

**Not Present:** Dorhout (Dean, Arts & Sciences), Haub (Nutrition), Moxley (Dean, Human Ecology), Pierzynski (Interim Dean, Agriculture), Rush (Clinical Sciences), Sneed (HMD)

**Called to Order:** By director Dr. Cates at: 10:35 AM **Quorum:**  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</b>	Minutes from September 19, 2011 were approved.	Post minutes to website and K-State Online
<b>FALL SEMESTER STUDENT UPDATE</b>	Dr. Cates provided a quick update on: (Attachment 1) <ul style="list-style-type: none"> <li>• Students</li> <li>• Graduates</li> <li>• KBOR Program Review</li> <li>• CEPH Accreditation (item below)</li> </ul>	
<b>MEMBERSHIP CHANGES</b>	Item: Adding representation from the Division of Biology. Background: Dr. Chapes is a core faculty member for the Infectious Diseases area of emphasis. He is a faculty member in the Division of Biology, but the Division of Biology has no representation on this committee.  It was discussed, seconded and passed that the head of the Division of Biology be added to this governing group for the MPH Program.	Invite the Director for the Division of Biology to be a member of this governing group.

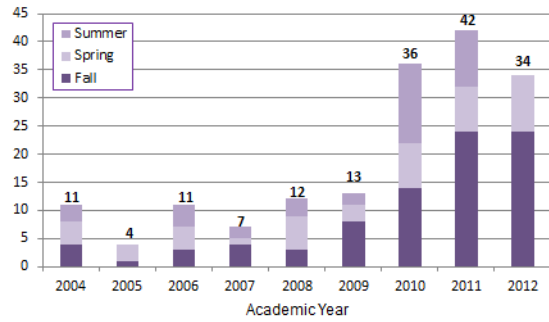
AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<p>The group also discussed the potential for recruiting Biology faculty as affiliate MPH faculty members.</p>	
<p><b>ACCREDITATION UPDATE</b></p>	<p>Dr. Cates updated the group on what has been accomplished for CEPH accreditation so far:</p> <ul style="list-style-type: none"> <li>• Timeline               <ul style="list-style-type: none"> <li>○ Self-study document due before May 24,2013 (document submitted at least 5 months before site visit)</li> <li>○ Site visit scheduled October 27-29, 2013</li> </ul> </li> <li>• Competencies for core / each emphasis area</li> <li>• Curriculum changes for each emphasis area</li> <li>• Student Learning Assessment</li> <li>• Programmatic Assessment               <ul style="list-style-type: none"> <li>○ Assessment tool</li> <li>○ Surveys of various stakeholders</li> </ul> </li> </ul> <p>Item: MPH faculty commitment. Background: All core faculty members (each with 50% or more of time spent on public health and responsibility for teaching at least one MPH course)(at least 3 primary faculty required per area of emphasis) need to have their MPH commitment noted on their annual plans of work. The group discussed the need for each core faculty member to include their commitment of 50% (or more) of their time to the MPH Program to their department head in their annual review document.</p> <p>The group also discussed faculty TEVALs. Department heads only see faculty TEVALs if the faculty are willing to share them with their department head during their annual review. Dr. Neill reported that because of a system problem, there were no TEVALs for STAT 701 Fall semester. The group recommended the MPH Faculty discuss the possibility of sharing TEVALs for core courses with the MPH Program Director as part of the programmatic assessment process.</p> <p>Item: Resource model for MPH Program. Background: The resourcing model is still a road block to accreditation and CEPH. The program must be sustainable and the program administration must have proximate control of</p>	<p>MPH Program director will provide a letter to the department head of core faculty concerning their MPH participation for the past year each year in December/January before their annual review.</p> <p>MPH Faculty Advisory Council will discuss the possibility of sharing TEVALs from MPH Core Courses with the MPH Program Director.</p>

AGENDA ITEM	PRESENTATION/DISCUSSION	RECOMMENDATION/ACTION
	<p>program-related resources. The most recent support agreement draft is attached (Attachment 2).</p> <p>Dean Richardson, Ms. Roddy and Dr. Cates met with the Provost and Vice President Shubert on February 7 and presented a funding proposal for the MPH Program. The total cost of the MPH Program is around \$2.3 million. The direct cost to the Vet School is around \$240,000. The proposal was rejected but the Provost agreed to give the Vet School \$100,000 additional funding each year as long as it continues to support the MPH Program office. Dr. Neill asked if the support he was receiving for the GTA for STAT 701 would be continued. No one knew and Dean Shanklin suggested that each year the funding would need to be requested.</p> <p>The group discussed the need for sustainability and many ideas were presented and discussed. It was decided that there needs to be a meeting of the Deans to discuss submitting a proposal to the Provost for an acceptable resourcing model for the MPH Program.</p>	<p>No recommendations at this time. Deans will meet and present proposal to the Provost.</p>
<b>OTHER</b>	<p>Dean Shanklin reported that as part of the Higher Learning Commission re-accreditation procedure, K-State had received a Best Practices report for distance education. She had reviewed it and commented that K-State was not meeting all of the guidelines. This may impact the MPH Program because all of the core courses are delivered via distance education.</p>	
<b>FUTURE MEETING(S)</b>	Fall Semester 2012	The MPH Office will coordinate the next formal meeting early in the Fall semester.

## Attachments

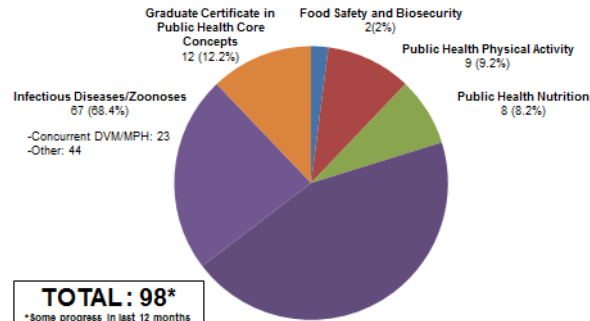
### Attachment 1. Program Update

#### MPH Program New Students



Note: 2012 number only includes enrollment for Fall 2011 and Spring 2012

#### Current MPH Program Students



#### MPH Graduates

- Food Safety / Biosecurity: 6
- Infectious Diseases / Zoonoses: 31
- Public Health Nutrition: 10
- Public Health Physical Activity: 12
- TOTAL: 59

\*Expect 8 more graduates in May 2012

#### KBOR Program Review

- MPH Program exceeded KBOR requirements:
  - 20/yr enrolled (averaged over 34)
  - 5 graduates/year (averaged 8)(15 last yr)
- Original documents submitted April 8, 2011
  - Program Review Report
  - Assessment of Student Learning
- University review received August 17, 2011
- Revisions, plus 2-page summaries, submitted September 26, 2011
- University documents sent February 2012

## Attachments

### Attachment 2. Most recent Support Agreement – Draft Version 20120229

## 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 participate in the program at less than .50 FTE 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).
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 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 (Fundamental Methods of Biostatistics).

## Attachments

4. Provide at least 35 seats per year, dedicated to MPH students, for the core course KIN 818 (Social and Behavioral Basis of Public Health).
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 dedicated to MPH students, for the core course HMD 720 (Administration of Health Care Organizations).
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 dedicated to MPH students, for each of the core courses DMP 754 (Introduction to Epidemiology) and DMP 806 (Environmental Toxicology).
5. Provide at least 10 seats per year in DMP 708 (Veterinary Epidemiology), as an alternative core course in epidemiology for MPH 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 3 times per year).
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.

## Attachments

### **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 is the College of Veterinary Medicine, with the 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 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 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.

## Attachments

### **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 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

## Attachments

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