
Minutes

Present: Cates, Choma, Heinrich, Kastner, Kelly, Larson, McElroy, Montelone, Nielsen, Retzlaff, Stevenson

Absent: Barrett, Fung, Procter

1. Dr. Cates called the meeting to order at 1:05 PM.
2. Minutes from the September 8, 2010 meeting were approved.
3. Dr. Samara Joy Nielsen, Assistant Professor of Nutrition, was approved as a member of the MPH graduate faculty.
4. The committee welcomed Dr. Justin Kastner, Assistant Professor in the Department of Diagnostic Medicine and Pathobiology (replacing Dr. Morgan Scott), and Eric Kelly, MPH graduate student representative, as new members of the coordinating committee.
5. Student information update: Dr. Cates announced the Fall 2010, 20th day enrollment – 67 MPH students and 5 certificate students, compared with Fall 2009, 20th day enrollment – 38 MPH students and 0 certificate students.
6. Dr. Cates presented the draft Statement of Work from the Office of Educational Innovation and Evaluation (OEIE) to the group for our assessment needs, and the committee saw no need for changes. Dean Richardson has approved the funding for the agreement with OEIE, to do the assessment for accreditation needs.
7. The committee discussed international student admission and U.S. immigration regulations, limiting online courses for students with F1 and J1 visas. Dr. Cates reported on his meeting with the representatives from the Graduate School and International Student and Scholar Services on the subject. The committee decided to limit new on-campus admissions of international students to the Fall Semester only. The group did agree to allow eligible international students to complete online courses before coming to campus.
8. There was a brief discussion regarding cohorts for all students, but Dr. Cates reminded the group that a majority of our students are part-time, and with the current course limitations, it would be very difficult to maintain cohorts throughout the program. No proposals or decisions were made on the topic.
9. Dr. Cates announced that our most recent curriculum change, requiring field experience for all students, was approved by the Graduate Council at their October meeting. It will be effective for all MPH degree students, admitted in Spring 2011 or

subsequent semesters. The requirements have been published in the MPH Graduate Handbook, Section 12.11 Capstone/Culminating Experience Requirements and Guidelines.

10. The committee discussed a possible new requirement for MPH students to complete a minimum number of credit hours toward their Program of Study before enrolling in field experience. Currently, there is no standard requirement in the MPH Graduate Handbook, leaving the decision to Major Professors and Committee Members. Members asked to discuss this topic further at the November meeting.
11. Dr. Cates asked Dr. Montelone to update the group on the status of a new Biostatistics course, as required by accreditation criteria. Earlier in the month, we had been notified by the Statistics Department Chair that he had identified a possible adjunct professor, qualified to develop and teach the course. Dr. Montelone told the group that the professor had rejected the initial offer but that further negotiations might continue.
12. Self-Study Data Call. Dr. Cates told the group that approximately half of the MPH graduate faculty members have responded to the data call for research, service/extension/outreach and work force development activities for Chapter 3 of the Self-Study Document. Members of the Coordinating Committee agreed to contact faculty in their emphasis areas that have not responded.
13. Self Study Document. Committee members volunteered to review and edit sections of the self-study document, once a draft of each section is prepared. As suggested and agreed to by members, the sections and other information will be posted to K-State Online Coordination Committee site.

Committee Members	Section
Retzlaff	1. The Program
Nielsen and Larson	2. Instructional Development
Kastner, McElroy and Montelone	3. Creation, Application and Advancement of Knowledge
Heinrich and Choma	4. Faculty, Staff, and Students

14. Dr. McElroy requested a future discussion and review of a fifth area of emphasis – Public Health Nutrition and Physical Activity. It is currently listed as a viable option, but not a distinct emphasis area. The group was reminded that each emphasis area needed to have a minimum of 3 “core” faculty members and needed to be distinct from the others. The discussion will continue at the meeting in November.

15. Schedule of meetings for Fall 2010.

Date	Location	Time
November 10	Trotter – Room 2	1:00 to 2:30 PM
December 8	Union – Room 212	1:00 to 2:30 PM
January 12	Union – Room 212	1:00 to 2:30 PM

16. Meeting adjourned at 2:30 PM.