
Minutes

Present: Cates, Choma, Heinrich, Kastner, McElroy, Montelone, Retzlaff, Procter, Stevenson

Absent: Barrett, Fung, Kelly, Larson, Nielsen

1. Dr. Cates called the meeting to order at 1:05 PM.
2. Minutes from the October 13, 2010 meeting were approved.
3. MPH Faculty changes:
 - Dr. Katie Heinrich, Assistant Professor in Kinesiology and Dr. Melinda Wilkerson, Associate Professor in Diagnostic Medicine/Pathobiology were approved as members of the MPH graduate faculty.
 - Dr. Sanjeev Kumar Narayanan, Assistant Professor in Diagnostic Medicine/Pathobiology was reinstated as a member of the graduate faculty
 - Dr. Delores Chambers, Associate Professor in Human Nutrition was removed as a member of the graduate faculty at her request.
4. The committee discussed prerequisite guidelines for field experience. CEPH guidelines state the experience needs to be an “application of knowledge,” so one consideration was how many and what type of MPH courses should we require the student complete before they are eligible for field experience.

Some points included:

- Emphasis area electives may be more important than the core courses for the application of knowledge.
- There is always an exception and we don't want to be so prescriptive that flexibility for the student to participate in unique opportunities may be lost.
- Responsibility of major professor and committee to guide the student.

The committee decided:

- The student's major professor and committee would make the determination of when the student was adequately prepared to pursue their field experience.
- The following general guideline would be included in the MPH Graduate Handbook:

“Typically the field experience is completed at the end of the coursework for the MPH so that the student may apply the knowledge gained from those graduate courses.”
- The Field Experience Agreement form will be modified to include a section the student fills out listing their coursework and any experiences they have had that has prepared them for their field experience.

5. The discussion continued on how many areas of emphasis we should move forward with. After a brief discussion given the CEPH accreditation requirements, the committee decided that the four current emphasis areas were adequate and allowed enough flexibility so that a student could combine public health nutrition and public health physical activity if they so desired.
6. The members discussed the process for Field Experience Travel Awards and Excellence in Public Health at K-State held each April and decided that:
 - We would form an ad hoc committee nominated from the MPH Graduate Faculty. They would be asked to review the applications and make decisions regarding field experience travel awards and the individual Excellence in Public Health Awards.
 - Each travel award would not exceed \$1,000.
 - The MPH Program Director would determine the amount available each year for travel awards.
 - Deadlines for applications will be included on the website and align closely with other similar deadlines at this university.
7. Course sharing with other universities. Dr. Cates and Dr. Montelone reviewed the recent meeting between the Institute for Academic Alliances, One Health Kansas and the MPH Program, regarding MPH course sharing. One of the deliverables in the One Health grant is course sharing between the MPH Programs at the University of Kansas and Kansas State University. The committee raised several points of concern, to include loss of revenue, decision-making process, along with adequate course availability. Dr. Cates explained that this is just one possible way to seamlessly augment the capacity for students to complete required courses. The committee agreed that the process for course sharing should move very slowly and that the best way for improving course availability was to expand course capacity in our university within the supporting departments.
8. A draft for a new marketing brochure was passed out and discussed. The Vice President for Communication and Marketing is making changes in university-wide branding; so, the committee recommended no large investment for new brochures. Dr. Cates and Barta reminded the group that we might make small purchases before we deplete our current supply.
9. The committee briefly discussed the accreditation process. The accreditation self study document is progressing, and drafts of most sections are posted to K-State online for the committee to finish editing before the January committee meeting. Dr. Cates offered assistance to any of the work groups if and when they need it. At the current time, section volunteers are below.

Committee Members	Section
Retzlaff, Procter, Fung	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

The committee members asked Barta to send out direct reminders of the work groups and their sections.

10. Next meetings with location and time:

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

11. Meeting adjourned at 2:30 PM.