

K-State MPH Faculty Advisory Council Minutes
March 9, 2012 – Trotter Hall, Mara Conference Center (4th Floor)

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|-------------------------|--|
| Members Present: | Cates, Chapes, Heinrich, Kastner, Kelly, Nutsch, Rosenkranz |
| Not Present: | Canter, Blair, Fung, Haub, Larson, McElroy, Montelone, Renter, van der Merwe, Wang |
| MPH Office: | Stevenson |

- Dr. Cates called the meeting to order at 1:15 PM; there was not a quorum present.
- **Approval of minutes**
The minutes were not approved due to the lack of a quorum present. Approval of minutes will be conducted via e-mail to all members.
- **Old Business** None

- **Information Items**

KBOR Review. Dr. Cates updated the group on the recent KBOR review of the program.

- MPH Program exceeded KBOR requirements:
 - 20/year enrolled (we averaged over 34)
 - 5 graduates/year (we averaged 8) (15 last year)
- 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

MPH Curriculum Changes. The curriculum changes are on the agenda for Faculty Senate next week (March 13) so they have been passed by the Academic Affairs Committee. No problems are anticipated because they are listed on the Consent Agenda.

- **Discussion / Action Items Program Related Items**

1. Travel scholarships for Summer 2012. The MPH Office has received 2 applications for travel this summer. The group was in favor of extending the period until April of this year for summer travel and changing overall deadlines to: November for Spring travel; April for Summer travel; and July for Fall travel. The reasoning was that our deadlines are earlier than the notification to the students by agencies/organizations offering internships
2. Resources and support agreement. Dr. Cates updated the group on the progress of discussions with the Provost concerning sustainable financial resources for the program along with the support agreement, which has not been signed. Overall, the total cost of the program including graduate faculty salaries and benefits, office support and staff, and the director's salary and benefits is around \$2.4 million. The annual Vet School support is

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somewhere between \$230,000 to \$250,000. A meeting was held with the Provost in February, and she agreed to reimburse the Vet School \$100,000 for support of the program in addition to the current support (support for STAT 701 and DMP 806 plus the half-time program assistant). Deans Richardson and Shanklin have agreed that if a sustainable financial model that addresses CEPH's concerns about the program isn't in place by July 1 that they will support withdrawal of the accreditation application. Deans Richardson and Shanklin along with Dr. Cates and Ms. Roddy are meeting with the other Deans on March 12 to discuss the support agreement and sustainable financial model for the program.

3. TEVAL scores for MPH core courses. Some type of assessment feedback is needed by the MPH director for core courses. It is Dr. Cates understanding that all course sections are required to have TEVALs filled out and the results go to the faculty. The faculty may, but are not required, to share their TEVAL scores with their respective Department Head. All faculty members present were under the impression that it was required to share the TEVALs with their Department Head. Some departments require faculty to sign an agreement with their Department Head that they will share their TEVAL scores with them. There was a brief discussion about using an Axio Survey to obtain information for the MPH Program. It was the general consensus that there would be no problems with sharing TEVALs with the MPH Program for programmatic assessment.
4. Addition of instruction for DMP 854 to this council. Background: DMP 854 Intermediate Epidemiology is a required core course for students that opt to take DMP 708 Veterinary Epidemiology. The group discussed and advised that since all instructors of core courses are on this council, that the instructor for DMP 854 (Mike Sanderson) should also be added as a council member.
5. Field experience requirements. Background: The Faculty Senate has defined what constitutes an undergraduate credit hour for the Higher Learning Commission: 15 contact hours/credit hour and 2 outside hours of work for every contact hour (Attachment 1 is from the Faculty Senate agenda dated February 14, 2012 and posted to the University Handbook as section F115: Credit Hour). It is understood the Graduate Programs could/would require more effort.

The MPH Program has a Field Experience requirement for a "fulltime field experience of 6 credit hours, approximately 480 clock hours need to be worked in the agency setting. This is equivalent to 80 hours for each 1 semester credit hour" (MPH Handbook, 12.10.3). There is no Graduate School requirement for how many clock hours a student must work for 1 graduate credit hour.

Using the guideline established for an undergraduate credit hour, our field experience requirement is almost double the credit hour requirement.

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The MPH office researched the requirements for surrounding programs (Attachment 2). Since our requirement for contact hours/credit hour is one of the highest, it was discussed if we should reduce the number of contact hours/credit hour. The rationale was:

- The 480 hours generally requires 12 weeks of 40 hours/weeks to complete
- Summer school is only 8 weeks long
- It is difficult (almost impossible) for students to complete in a summer and graduate in August since the Graduate School has moved up deadline dates
- The requirement has required students to spread their field experience over two semesters and pay for extra credit hours
- Many agencies don't offer 480 internships/field experience/practicum placements
- No one in the meeting or the MPH Program office knows the history of how the 480 contact hours was determined

After the brief discussion, it was decided that the MPH Program office will gather more information about programs similar to ours before a decision to reduce the number of field experience hours/credit hour is considered.

6. External Advisory Council membership. Dr. Cates asked the group for suggestions for members for the External Advisory Council. Discussion/suggestions were at least 8 members on the council and maybe two per emphasis area. The council would meet at least once a year. Some specific recommendations:

- Someone from the Kansas Public Health Association (KPHA)
- Someone from other health agencies in the state
- One of our MPH graduates that is working in the public health arena
- Dr. Paul Benne, LTC, Director of the Public Health Department at Fort Riley
- Dr. Ingrid Garrison, the Public Health Veterinary for Kansas with KDHE and a DVM/MPH/DACVPM
- Ms. Ginny Barnard, Riley County Extension Agent and one of our MPH graduates
- Someone from a county health department (Riley County and/or Johnson County)
- Dr. David E. Granstrom from AVMA Division of Education

• **Meetings Schedule**

2nd Friday of each month (May is 1st Friday) at 1:15 to 2:45 PM in Mara Center (Trotter Hall)

--Next meeting: Friday, April 13th

- **Meeting adjourned** at 2:45 PM

• **Action Items**

| # | Item | Responsible Party |
|---|--|--------------------|
| 1 | Approval of Minutes via e-mail. | MPH Program office |
| 2 | Research on field experience/internship/practicum requirements for other programs. | MPH Program office |

Attachments

Attachment 1. Attachment 4 from Faculty Senate Agenda, dated February 14, 2012

Addition to University Handbook, Section F: Instruction – Academic Procedures F115: Credit Hour

Credit Hour

F115 One Credit Hour: the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for one academic hour of credit to be composed of a lecture or class to meet for one hour per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks. A laboratory class period equivalent to an academic hour of credit would either meet for one three-hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two-hour laboratory period with one hour of student effort expected outside the class period, each week for 15 weeks. Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week semester. It should be noted that the judgment of the amount of academic effort that comprises one hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate.

The following information is to be placed in the Department Head's Manual and elsewhere as needed:

- A. **Contact Period:** For a regular semester session, each academic day is divided into standard contact periods of 50 minutes each and a 10-minute period for travel time between classes, or a standard 75-minute contact period and a 10-minute period for travel time between classes. To accommodate special needs of faculty, approval may be given to hold classes at nonstandard times. Depending on the credit hours assigned to a course and the type of classes used for the course, different combinations of these standard contact periods could be used.
- **Lecture/recitation classes:** For each credit hour assigned, a course containing lecture or recitation classes will typically have one 50-minute standard-contact-period class each week during the semester.
 - **Laboratory/studio classes:** For each credit hour assigned, a course containing laboratory or studio classes will typically have a class with three sequential 50-minute standard-contact-periods each week during the semester, or two sequential 50-minute standard-contact-periods each week during the semester, plus one hour of effort assigned outside of class. Traditionally, the extra 60 minutes outside of class is for writing reports or completing graphics or studio assignments.
 - **Internship/practicum/independent study/individual instruction classes:** For each credit hour assigned, the amount of effort required to complete the class and its assignments is equivalent to the amount of effort required for lecture or laboratory classes with the same credit. Thus, any combination of contact time and effort outside the contact time would equate to three hours of effort each week for 15 weeks.
 - **Distance/online classes:** For each credit hour assigned, the amount of effort required to complete the class and its assignments is equivalent to the amount of effort required for a similar or the same lecture or laboratory class with the same credit. Thus, any combination of contact time (online synchronous or asynchronous work) and effort beyond the contact time would equate to three hours of effort each week for 15 weeks.

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- B. The following requirements define the amount of contact and outside of class time in minutes for standard class periods during a five-day week. Lengths of sessions shorter than 15 weeks are also discussed.

1. For the 15-week semester:

A one-credit-hour lecture or recitation course will typically have one 50-minute contact period each of 15 weeks, for a total of 750 minutes of contact time (final exam in the 16th week). It is expected that the average student would also spend two hours of effort outside of the class per week for this one hour of credit on assignments, reading, homework, and other work. Thus, the total time expected would be 2250 minutes (750 in class plus 1500 outside of class) per semester for one hour of course credit.

For a two-credit-hour class, the expectation would be for a total of 1500 minutes of contact time in the class and 3000 minutes of time spent outside of class, or 4500 minutes of total time. For a three-credit-hour class, the expectation would be for a total of 2250 minutes of contact time in the class and 4500 minutes of time spent outside the class, or 6750 minutes of total time. As more credit hours are added to lecture or recitation classes, the expected time in and outside of class would simply be multiples of the above examples.

For a one-hour laboratory/studio class, two example formats are described below.

- A format requiring three sequential standard-contact-periods will typically have 170 minutes of contact time in the laboratory/studio for each of 15 weeks, for a total contact time of 2550 minutes for the semester.
- A format requiring two sequential standard-contact-periods plus one hour of work outside of class will typically have 110 minutes of contact time in the laboratory/studio for each of 15 weeks, plus 60 minutes of work outside of class per week, for a total of 1650 minutes in class and 900 minutes outside of class, or 2550 total minutes for the semester.

As laboratory/studio classes add more credit hours, the total effort would simply be multiples of the above time requirements.

2. For Shortened Academic Sessions:

Since the final exams for shortened session classes are given during the final class periods, there may be slightly fewer minutes expected for the classes. Examples are shown below for some standard summer and intersession courses.

- **Eight-week summer session class:** A three-credit-hour lecture or recitation course has the equivalent of a 60-minute class period every day for 38 class days. This schedule results in 2280 minutes of contact time, with the expectation of another 4560 minutes of time spent outside of class, for a total time expected of 6840 minutes.
- **Six-week summer session class:** A three-credit-hour lecture or recitation course has the equivalent of 80-minute class periods every day for 28 class days. This results in 2240 minutes of contact time, with the expectation of another 4480 minutes of work outside of the classroom, for a total time expected of 6720 minutes.
- **Four-week summer session class:** A three-credit-hour lecture or recitation course has the equivalent of 120 minutes of class contact every day for 19 class days. This schedule results in 2280 minutes of contact time, with the expectation of another 4560 minutes of time spent outside of class, for a total time expected of 6840 minutes.
- **Three-week intersession class:** A three-credit-hour lecture or recitation course has the equivalent of 160 minutes of class contact every day for 14 class days. This provides a

Attachments

total of 2240 minutes of contact time, with the expectation of another 4480 minutes of work outside of the classroom, for a total time expected of 6720 minutes.

3. **Special Policies Relating to Intersession:**

As course sessions are shortened, the amount of time expected for students' work outside of class makes it extremely challenging, if not logistically impossible for the average student to take more than three hours during an intersession. For example, in a three week three-credit-hour course, students would be expected to be in class for nearly three hours each day, and spend an average of nearly 4.5 hours per day working outside of class over the 18 total days (14 class days plus 4 weekend days). For this reason, students are not allowed to take more than 4 credit hours of courses during any three week intersession. In addition, courses taught during intersession must abide by the policy that each credit hour of the class requires at least one week of class-related time.

Attachments

Attachment 2. Comparison of MPH Program's Practicum/Internship/Field Experience Requirements

| Type | University | Practicum | | | Total Required | Practicum / Cr hrs | Program Hrs | |
|---------|----------------------|---|---|--------|--|--------------------|-------------|----------------------------------|
| | | Class | Work | Report | | | Hrs | Other Info |
| Program | Missouri | 3 hrs | 6 hrs - 360 hrs | 3 hrs | 12 hrs | 60 | 45 | 39 hrs required, 6 hrs electives |
| Program | K-State | | 6 hrs - 480 hrs | | 6 hrs | 80 | 42 | |
| Program | University of Kansas | PRVM 891 + PRVM 893 | 3 hrs - 400 hrs (includes writing report) | 3 hrs | 6 hrs | 67 | 42 | |
| | | | | | | | | |
| School | Nebraska | 3 hrs - 150 hrs service learning w/preceptor + 3 hrs (150 hrs) research or program evaluation w/paper | | | 6 hrs - 300 hrs | 50 | 45 | |
| School | Oklahoma | CPH 7003 | 2 hrs - 160 hrs | | Didactic course + Practicum + Presentation | 80 | 44 | |
| School | Colorado | 2 hrs | 2 hrs - 120 hrs | 2 hrs | 6 hrs | 60 | 42 | |