

**K-State MPH Faculty Advisory Council Minutes**  
**April 13, 2012 – Trotter Hall, Mara Conference Center (4<sup>th</sup> Floor)**

<b>Members Present:</b>	Canter, Cates, Heinrich, Kelly, McElroy, Montelone, Nutsch, Rosenkranz, Sanderson, van der Merwe,
<b>Not Present:</b>	Blair, Chapes, Fung, Haub, Larson, Kastner, Renter, Wang
<b>MPH Office Staff and MPH Students:</b>	Stevenson Bono (PHN), O'Neal (PHPA)

- Dr. Cates called the meeting to order at 1:15 PM with a quorum present.
- **Approval of minutes**  
The minutes from March 9 meeting were approved.
- **Old Business**  
See discussion items – Field Experience contact hours.
- **Information Items**
  - Projected Spring 2012 Graduates (Attachment 1).
  - Draft checklist for advisors and students (Attachment 2). The group quickly reviewed the draft checklist and made suggestions for improvements. The MPH office will create a draft for all emphasis areas and send out for review. Eventually, the checklist will also be posted to website for use by faculty advisors and students.
  - Website updates. New curriculum requirements for all emphasis areas are posted on our website, with the new requirements pdf at top of page and old requirements pdf posted at bottom of page.
  - Travel Awards for Summer 2012. Based on the recommendations of the Travel Awards Committee, 3 travel awards were approved; the students have been notified.
- **Discussion / Action Items Program Related Items**
  1. Field Experience Requirements. The group reviewed and discussed field experience requirements, comparing those in this program to MPH requirements at other institutions. Information in Attachments 3 and 4 included the verbiage in our MPH Graduate Student Handbook, the current CEPH Accreditation Criteria, and requirements from 24 different institutions. The focus for the discussion was acceptable minimum number of contact hours with the agency/organization required for field experience credit.

A search of the files and requests to past and present faculty and administrators revealed no background on the current requirement of 480 contact hours.

After a lengthy discussion, a motion was passed to revise the field experience requirements for the MPH degree at Kansas State University, to include the following:

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- Students completing field experience to include a capstone project (6 credit hours) will have a minimum of 240 contact hours at the public health agency;
  - Students completing 3 credit hours of field experience in public health in addition to 6 hours of master's thesis credit will have a minimum of 180 contact hours at the public health agency;
  - Minimum contact hours will be those hours spent in a non-academic setting in an agency/organization with a mentor;
  - Students may complete more than the minimum number of hours if agreed upon by them and the agency/organization;
  - Contact hours will not include:
    - travel to or from the agency;
    - any work done at home or in any other non-agency setting.
  - This change in the contact hour requirement will be effective Summer 2012 and for anyone who has not yet started their field experience requirement.
2. External Advisory Council membership. Attachment 5 lists the suggestions we have received thus far for the External Advisory Council. Dr. Cates asked for additional suggestions on the composition of the council. The group discussed the topic, to include names, positions, and/or agencies, as well as possible size. Some of the specific suggestions included:
- Keep the total membership number relatively small;
  - Include at least one member from each area of emphasis;
  - Consider individuals from a variety of local, state, and public health-related agencies;
  - Include at least one MPH graduate from Kansas.

No final decisions were made at this time, but Dr. Cates recommended that we have this council in place for a meeting sometime in the fall of 2012. He encourage the members to send more suggestions.

• **Action Items**

#	Item	Responsible Party
1	March 2012 minutes posted to website and K-State online.	MPH Program office
2	Create checklist files for each emphasis area.	MPH Program office
3	Update MPH Graduate Handbook concerning Field Experience contact hours	MPH Program office

- **Meeting adjourned** at 2:45 PM
- **Next Meeting:** Friday, May 4<sup>th</sup>, 1:15 to 2:45 PM in Mara Center (Trotter Hall)

## Attachments

### Attachment 1. Spring 2012 MPH Field Experience Defense/Thesis Final Exams

#	MPH Student	Date	Time	Place	Title
1	Reece, Thomas	27-Mar	9:00 AM	Mosier N202	Public Health and Production Medicine Aspects of vH1N2 Influenza Virus
2	England, Lauren (Sp 2013 Graduate)	9-Apr	2:00 PM	Mosier N202	Potential Pathways for Mycobacterium Bovis Zoonotic Transmission to Humans
3	Lopez, Tara	12-Apr	2:00 PM	Leadership Studies Rm 113	A Characterization of Injuries Among Active Duty Personnel at Fort Riley, Kansas
4	Bauer, Abigail	16-Apr	10:30 AM	115 Justin	The Effects of Communal Eating on Perceived Social Support and Academic success in First Year College Students
5	Horton, Bryna Nicole	19-Apr	9:00 AM	Coles 343	Outdoor Mass Gatherings in Kansas: An Examination of Local Health Department Awareness and Involvement
6	Sourou, Sabi	19-Apr	2:00 PM	Mosier N202	Health Communication to Prevent Human Cases of Brucellosis and Bovine Tuberculosis as Transmitted Through Milk in Ethiopia
7	Taylor, Melissa	25-Apr	10:30 AM	Justin 146	Nutrition and Health Education Experience in Riley County

Please feel free to attend these presentations and support our students.

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**Attachment 2. Draft MPH Course Checklist**

**Student:** \_\_\_\_\_

**Area:** Infectious Diseases and Zoonoses

<input type="checkbox"/> <b>Core Courses</b>			<b>Hrs</b>	<b>Completed</b>
<input type="checkbox"/>	STAT 701	Biostatistics	3	
<input type="checkbox"/>	DMP 806	Environmental Toxicology	2	
<input type="checkbox"/>	DMP 754	Introduction to Epidemiology	3	
	<b>OR</b>			
<input type="checkbox"/>	DMP 708	Veterinary Epidemiology	2	
<input type="checkbox"/>	DMP 854	Intermediate Epidemiology	3	
<input type="checkbox"/>	HMD 720	Administration of Health Care Organizations	3	
<input type="checkbox"/>	KIN 818	Social and Behavioral Basis of Public Health	3	
		<b>Total Required</b>	<b>14 or 16</b>	

☐ **Program of Study completed, signed + turned in to MPH office**

☐ **Emphasis Area Courses for Infectious Diseases and Zoonoses**

Students admitted to the program Fall 2012 and beyond must follow the course groupings below.

Those admitted earlier may follow the groupings below or the old program.

**Select 2-3 courses**

<input type="checkbox"/>	ASI 540	Principles of Animal Disease Control	3	
<input type="checkbox"/>	BIOL 530	Pathogenic Microbiology	3	
<input type="checkbox"/>	BIOL 545	Human Parasitology	3	
<input type="checkbox"/>	BIOL 546	Human Parasitology Laboratory	2	
<input type="checkbox"/>	BIOL 604	Biology of Fungi	3	
<input type="checkbox"/>	BIOL 675	Genetics of Microorganisms	3	
<input type="checkbox"/>	BIOL 687	Microbial Ecology	3	
<input type="checkbox"/>	BIOL 730	General Virology	3	
<input type="checkbox"/>	DMP 712	Veterinary Bacteriology and Mycology (lecture only)	3	
<input type="checkbox"/>	DMP 718	Veterinary Parasitology (DVM students only)	4	
<input type="checkbox"/>	DMP 722	Veterinary Virology (DVM students only)	3	
<input type="checkbox"/>	DMP 860	Pathogenic Mechanisms (alternate years)	3	

**Select 1-2 courses**

<input type="checkbox"/>	BIOL 670	Immunology	4	
<input type="checkbox"/>	BIOL 671	Immunology Laboratory	2	
<input type="checkbox"/>	DMP 705	Principles of Veterinary Immunology (DVM students only)	3	
<input type="checkbox"/>	DMP 850	Domestic Animal Immunology	3	

**Select 2-3 courses**

<input type="checkbox"/>	BIOL 529	Fundamentals of Ecology	3	
<input type="checkbox"/>	DMP 770	Fundamental Concepts in Emerging Pathogenic Disease	3	
<input type="checkbox"/>	DMP 801	Toxicology	3	
<input type="checkbox"/>	DMP 816	Trade & Agricultural Health (online)	2	
<input type="checkbox"/>	DMP 844	Global Health Issues (online)	3	
<input type="checkbox"/>	DMP 888	Globalization, Cooperation & the Food Trade (online)	1	
<input type="checkbox"/>	ENTOM 849	Biology of Disease Vectors	3	
<input type="checkbox"/>	FDSCI 690	Principles of HACCP (online)	2	
<input type="checkbox"/>	FDSCI 730	Overview of Food Safety and Security	2	
<input type="checkbox"/>	FDSCI 731	Food Protection and Defense - Essential Concepts (online)	2	

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<input type="checkbox"/>	GEOG 508	Geographic Information Systems I	3	
<input type="checkbox"/>	GEOG 708	Geographic Information Systems II (prereq GEOG 508)	3	

**Select 1-2 courses**

<input type="checkbox"/>	DMP 753	Veterinary Public Health (DVM students only)	2	
<input type="checkbox"/>	DMP 830	Quantitative Analysis	3	
<input type="checkbox"/>	DMP 854	Intermediate Epidemiology	3	
<input type="checkbox"/>	DMP 855	Disease Detection, Surveillance and Risk Assessment	3	
<input type="checkbox"/>	DMP 871	Molecular Diagnostics of Infectious Diseases	3	
<input type="checkbox"/>	DMP 954	Advanced Epidemiology	3	
<input type="checkbox"/>	STAT 704	Analysis of Variance	2	
<input type="checkbox"/>	STAT 705	Regression and Correlation Analysis	2	
<input type="checkbox"/>	STAT 716	Non-parametric Statistics	2	
<input type="checkbox"/>	STAT 717	Categorical Data Analysis	3	
<input type="checkbox"/>	STAT 720	Design of Experiments	3	
<input type="checkbox"/>	STAT 730	Multivariate Statistics Methods	3	

**Select 1 course**

<input type="checkbox"/>	DMP 815	Multidisciplinary Thought and Presentation	3	
<input type="checkbox"/>	MC 750	Strategic Health Communication (alternate years)	3	
<input type="checkbox"/>	MC 760	Communication and Risk (alternate years)	3	
		<b>Total Required</b>	<b>36</b>	

☐ **Field Experience Form signed + turned in to MPH office**

☐ **Field Experience Credit Requirement**

**Field Experience Only**

<input type="checkbox"/>	DPM 840	Field Experience	6	
		<b>Total Required</b>	<b>6</b>	

**OR Field Experience and Thesis**

<input type="checkbox"/>	DMP 840	Field Experience	6	
<input type="checkbox"/>	DMP 899	Thesis Research	3	
		<b>Total Required</b>	<b>9</b>	
		<b>Total Required for Degree</b>	<b>42</b>	

☐ **Copy of report and/or thesis to committee 2 weeks before defense**

☐ **Form to Schedule Final Exam signed, defense time and place scheduled + turned in to MPH office**

Note: This form is provided as a tool to help you plan and complete your MPH degree. It does not replace visiting with your major professor and committee members.

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**Attachment 3. CEPH Requirements**

**2.4 Practical Skills.** All graduate professional public health degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to students' areas of specialization.

**Interpretation.** The program must provide opportunities for professional public health degree students at the master's and doctoral levels to apply the knowledge and skills being acquired through their courses of study. Practical knowledge and skills are essential to successful practice. A planned, supervised and evaluated practice experience is an essential component of a professional public health degree program. These opportunities can take place in a variety of agencies and organizations and should include local and state public health agencies to the extent possible and appropriate. Opportunities may also include those in appropriate local, state, national and international non-governmental agencies and organizations. An essential component of the practice experience is supervision by a preceptor qualified to evaluate the professional competence of the student. Programs must have well-defined learning objectives, procedures and criteria for evaluation of the practice experience. Individual waivers, if granted, should be based on well-defined criteria; the possession of a prior professional degree in another field or prior work experience that is not closely related to the academic objectives of the student's degree program should not be sufficient reason for waiving the practice requirement.

While there are advantages to a practice placement conducted full-time in a concentrated block of time, this is not always possible for students. Programs should be sensitive to the constraints of students and may develop alternative modes for providing practice experiences. If the student can do a placement only in his or her regular place of employment, the assignment must extend beyond or be something other than his or her regular work duties and allow application of the knowledge and skills being learned. There should be regular assessment and evaluation of practice placement sites and preceptor qualifications.

Residents in preventive medicine, occupational medicine, aerospace medicine and public health and general preventive medicine completing their academic year in the program may count their practicum year, accredited by the Accreditation Council for Graduate Medical Education, as the required practice experience for the MPH program.

**Required Documentation.** The self-study document should include the following:

- a. Description of the program's policies and procedures regarding practice placements, including the following:
  - selection of sites
  - methods for approving preceptors
  - opportunities for orientation and support for preceptors
  - approaches for faculty supervision of students
  - means of evaluating student performance
  - means of evaluating practice placement sites and preceptor qualifications
  - criteria for waiving, altering or reducing the experience, if applicable
- b. Identification of agencies and preceptors used for practice experiences for students, by specialty area, for the last two academic years.
- c. Data on the number of students receiving a waiver of the practice experience for each of the last three years.

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- d. Data on the number of preventive medicine, occupational medicine, aerospace medicine and general preventive medicine and public health residents completing the academic program for each of the last three years, along with information on their practicum rotations.
- e. Assessment of the extent to which this criterion is met and an analysis of the program's strengths, weaknesses and plans relating to this criterion.

**2.5 Culminating Experience. All graduate professional degree programs identified in the instructional matrix shall assure that each student demonstrates skills and integration of knowledge through a culminating experience.**

**Interpretation.** A culminating experience is one that requires a student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. It must be used as a means by which faculty judge whether the student has mastered the body of knowledge and can demonstrate proficiency in the required competencies. Many different models are possible, including written or oral comprehensive examinations, applied practice projects, a major written paper such as a thesis or an applied research project, development of case studies, capstone seminars and others. Each professional public health degree program, whether at the master's or doctoral level, must require a culminating experience.

In those instances when the practice experience is closely linked with the culminating experience, it is essential that these assignments be planned and implemented to assure that the student applies skills from across the curriculum and demonstrates synthesis and integration of knowledge. A major project or analytical paper would, in most cases, be a component of the culminating experience. The evaluation of the practice experience takes on special significance when it is linked to the culminating experience.

**Required Documentation.** The self-study document should include the following:

- a. Identification of the culminating experience required for each professional public health degree program. If this is common across the program's professional degree programs, it need be described only once. If it varies by degree or specialty area, sufficient information must be provided to assess compliance by each.
- b. Assessment of the extent to which this criterion is met and an analysis of the program's strengths, weaknesses and plans relating to this criterion.

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**Attachment 4. Background Information on Field Experience Requirements**

The Faculty Senate has defined what constitutes a credit hour for the Higher Learning Commission: 15 contact hours/credit hour and 2 outside hours of work for every contact hour.

From the MPH Handbook: 12.10.3 Enrollment and hour requirements

Students enroll for the field experience in public health through their major advisor using the course number in the area of emphasis, or in their home department. However, the faculty advisor for the field experience does not have to be the student's major professor. A faculty member other than the advisor of record may be in a better position to provide guidance in finding and benefiting from the best site placement. The faculty member who assists with the placement will continue to serve as the university supervisor during the field experience.

The preferred arrangement for the field experience is at the end of the coursework. In extenuating situations, it may be necessary for the experience to be spread over two semesters, either fall and spring or spring and summer. **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.**

A student who elects to do a combination of a Thesis (6 credit hours) plus a field experience for 3 credit hours, would work approximately 240 clock hours in the agency. **During the summer semester, the field experience could be fulltime (40 hours per week) for a period of 12 weeks, or a total of 480 clock hours. Three credit hours taken during a fall or spring semester would be 16 hours per week for 15 weeks for a total of 240 clock hours.**

According to university policy, international students must complete an additional form for the International Student Office on campus before beginning their field experience.



## Attachments

	Type	University	Accredited by CEPH?	Practicum / Field Experience				Total Credits	Practicum Hours per credit	Hours required for MPH Degree	Other Info
				Credit for Class	Work		Report / Project Credit hrs				
					Minimum contact hrs	Credit for Work					
1	Program	Florida A&M Univ	Yes		100	6	3	9	34	48	Required: (10 hrs work/wk in Florida Dept of Health)
2	School	Colorado	Yes	2	120	2	2	6	60	42	
3	Program	Wayne State Univ	Yes		135	3	3	6	45	42	
4	Program	Idaho State Univ	Yes		150	4	6	9	50	48	
5	Program	New Mexico State	Yes	1	150	3-4		4	50	44-49	Offer On-line program
6	Program	Case Western Reserve	Yes		160	9		9	18	42	
7	Program	Indiana University (Purdue - Indianapolis)	Yes		160	3	3	6	54	45	
8	School	Oklahoma	Yes	Yes	160	2		6	80	44	
9	Program	Des Moines Univ	Yes		180	4	2	5	60	45	
10	Program	Eastern Kentucky	Yes		180	3	1	4	80	43	180 of 240 on site
11	Program	Oregon State Univ	School Applicant		200	4		6	50	59+ Term = 40 sem	
12	School	Univ of Florida	Yes		240	5	x	5 to 8	48	42	Offer joint DVM/MPH degree
13	Program	Univ of Nevada, Reno	Yes	3	270	6	x	9	45	42	
14	Program	Univ of Utah	Yes		270	6		6	45	45	Also offer MSPH
15	Program	NW Ohio Consortium for Public Health (Bowling Green + Univ of Toledo)	Yes	3	275	4	Part of class?	6	46	45	
16	Program	Brigham Young Univ	Yes		300	6	3	9	50	49	
17	School	Nebraska	Yes		300	6	x	6	50	45	
18	Program	Northern Illinois Univ	Yes		300	3-6	1	6	50	43-46	Offer On-line program
19	School	Univ of Georgia	Yes	1	300	6	3	10	50	45	
20	Program	Georgia Health Sciences Univ	Yes	3	320	2		5	160	53	320-480 On-line program
21	Program	Missouri	Yes	3	360	6	3	12	60	45	39 required, 6 electives
22	Program	Washington Univ St. Louis	Applicant		360	3		3	120	45	
23	Program	Univ of Kansas	Yes		400	3	3	6	67	42	400 over 10 weeks
24	Program	Univ of Wisconsin - Madison	Yes	1	400	6		7	67	42	
25	Program	K-State	Applicant		480	6	x	6	80	42	

## Attachments

### Attachment 5. External Advisory Council suggestions

Current suggested names/positions for External Advisory Council (in no particular order)

1. Paul Benne, MD, MPH, Chief of Preventive Medicine, Fort Riley;
2. Ingrid Garrison, DVM, MPH, Kansas State Public Health Veterinarian;
3. David Granstrom, DVM, PhD, Director, Education and Research Division, American Veterinary Medical Association;
4. Eileen Schwartz, Executive Director, Kansas Public Health Association;
5. Robert F. St. Peter, MD, President/CEO of Kansas Health Institute OR  
Gianfranco Pezzino, MD, MPH, Senior Fellow and Strategy Team Leader, Kansas Health Institute

NOTE: These are just some suggested names so far; no one has been contacted to find out interest or availability.