

## MPH Committee Policies and Procedures

### I. Purpose and Scope

The primary purpose of the MPH Committee is to ensure that the MPH program attracts and retains qualified students and provides them with high-quality, graduate-level professional preparation that is competency-based and meets accreditation standards set forth by the Council for Public Health Education (CEPH). The MPH Committee is charged with oversight of all MPH program activities and requirements, as well as the oversight of the MPH Joint-Undergraduate and Master Program (JUMP) and all graduate certificates. The committee is, however, advisory: All substantial recommended changes must be proposed to and approved by the Governance Committee of the Programs of Public Health.

### II. Policies

A. Committee Leadership. The MPH Curriculum Committee is chaired by the MPH Academic Program Coordinator.

B. Committee Membership.

1. Faculty teaching MPH core courses
2. MPH program staff
3. Graduate representative s/elected from the student governance organization (PHUGAS)
4. Adjuncts and part-time faculty teaching in the MPH program

C. Responsibilities.

1. Recruitment
  - a. Maintain up-to-date recruitment materials
  - b. Actively recruit priority populations
2. Admission
  - a. Establish and communicate admission criteria based on best practices
  - b. Create procedures for processing applications
3. Advising and Retention
  - a. Create advising policies and procedures that are efficient and student-centric
  - b. Create up-to-date student guidebooks
  - c. Maintain student organizational site and social media
4. Curriculum
  - a. Systematically and routinely assess the MPH curriculum to ensure courses reflect higher-order learning and assessment, are competency based and

relevant to the PH workforce, emphasize applied and integrative learning, and are compliant with accreditation requirements and instructional objectives.

- b. Recommend modifications to program requirements and curriculum, including proposing new courses and certificates.
- c. Develop and provide instructional/informational materials for students related to program requirements.
- d. Complete WKU assurance of student learning for MPH program and certificates.
- e. Ensure syllabi are compliant with University and program standards.
- f. Develop and assess MPH competencies.
- g. Keep abreast of changes in national credentialing standards and competencies related to MPH and certificates.

### III. Procedures

- A. Meetings. The MPH Committee will meet at least once per year.
  1. Minutes will be kept and submitted to the Governance Committee for approval
  2. A simple majority is needed for a motion to pass and be sent to the Governance Committee. Each member has a single vote, with the exception of adjuncts and faculty who have a primary appointment in a different program; collectively, they have a single vote.
- B. Curricular Review. Conducted every 3.5 years, per assessment plan
  1. Internal review of core content for each core course
  2. Internal review of competency alignment for each core course
    - a. Identify competency assessments for CEPH
  3. External review of curriculum by core advisory group
- C. Syllabi Review. Conducted annually, per assessment plan, to ensure:
  1. MPH foundational knowledge learning objectives are clearly identified, where applicable;
  2. MPH foundational ~~and concentration~~ competencies met by the course are clearly stated on the syllabus;
  3. learning objectives reflect higher order learning and, where appropriate, align with stated competencies, making recommendations to faculty, if needed, for revision; and,
  4. syllabi meet policies set forth by WKU Policy and program protocols.
- D. Instructional Assessment. Conducted at the end of each semester to:
  1. assess and monitor progress in meeting stated instructional objectives

IV. Related Policies  
MPH Admission Policy

V. Related Documents  
Syllabus template  
Assessment plan

Revised: October 2020; December 2016; February 2008;  
Reason for Revision: Update for consistency with program practices

Committee Established: January 2008