

**West Chester University
College of Health Sciences
Department of Health**

Master of Public Health Program Bylaws

Administrative Home: Department of Health, College of Health Sciences, West Chester University

MPH Program Committee

Approval Date: May 3, 2016

Bylaws Effective Date: May 3, 2016

Article I. Objective

- A. **Degree offered:** The Master of Public Health (MPH) program is a departmentally-based program administratively housed in the Department of Health at West Chester University (WCU). The MPH program prepares students for the Master of Public Health (MPH) degree that is conferred by WCU on satisfactory completion of all requirements for the degree. The MPH degree is a professional degree.
- B. **Discipline:** Public health is the organized efforts of society to protect and improve the health of all individuals, families, communities, and populations, locally and globally. The core scientific disciplines of public health include epidemiology, biostatistics, social and behavioral sciences, health services management, and environmental health sciences.
- C. **Mission:** The mission of the MPH program in the Department of Health at WCU is to enable students to develop skills and apply knowledge from multiple disciplines for the promotion and protection of health in human populations and to serve as effective practitioners and leaders in the fields of community health, health care management, environmental health, and nutrition.
- D. **Extension of these bylaws to Graduate Certificate Programs:** The bylaws as stated in this document apply to all Graduate Certificate Programs administratively housed in the Department of Health at WCU. These include: Certificate in Gerontology, Certificate in Emergency Preparedness in Public Health, and Certificate in Health Care Management, and Certificate in Integrative Health). The courses in these certificate programs overlap with courses in the MPH program and the faculty who teach and administer the graduate certificate programs are mostly the MPH program faculty.

Article II. Administration

The MPH program will be administered and all its activities will be vested in an Executive Committee consisting of the Director of the MPH program and the Coordinators of the current tracks in the MPH program (community health, health care management, environmental health). The Chairperson of the Department of Health will serve as an ex-officio member with equal voting privilege as other members of the Executive Committee. The Director of the MPH program will serve as chairperson of the Executive Committee.

Article III. Director of the MPH Program

- A. **Director Appointment Process:** The Director of the MPH Program is appointed by the Chair, Department of Health in consultation with the MPH Program Executive Committee.
- B. **Term of appointment:** Variable, as decided by the Chair, Department of Health and the MPH Program Executive Committee.
- C. **Responsibilities of the Director of the MPH Program:**
- provide overall academic leadership for the MPH program;
 - coordinate all administrative matters pertaining to the program with the WCU Office of Graduate Studies;
 - represent the interests of the program to the College and University administrators;
 - seek and manage fiscal and human resources for the program;
 - develop and implement policies for the program;
 - call and preside at meetings of the MPH Program Executive Committee;
 - call and preside at meetings of the MPH Program Committee;
 - ensure accuracy of all publications (print or online) related to the program
 - coordinate program's graduate course offerings with MPH Track Coordinators and Chairperson of the Department of Health;
 - submit course change or approval forms to the Curriculum and Academic Policies Council;
 - nominate graduate advisors for appointment;
 - ensure fair distribution of allotted graduate assistants in fall and spring semesters;
 - lead the self-study and accreditation process for the program;
 - develop and submit Self-Study and other reports needed by WCU or the Council on Education for Public Health;

Article V. Committees

A. Executive Committee

1. **Membership:** The Executive Committee includes the Director of the MPH Program; the track coordinators for community health, health care management, environmental health, and the Chairperson of the Department of Health.
2. **Chairperson:** The Director of the MPH Program will serve as the chair.
3. **Term of appointment:** Two years, renewable.
4. **Voting rights:** All members have equal voting rights.
5. **Role and function:** The Executive Committee is the policy-making body of the MPH Program. The committee will establish permanent or ad hoc committees or working groups as relevant to the MPH Program's needs. The committee will also discontinue ad hoc committees or working groups when the assigned charge has been fulfilled. All minutes of the meeting will be documented and circulated to all MPH Program faculty.
6. **Frequency of meetings:** At least once a semester in fall and spring and as needed.

B. MPH Program Committee

1. **Membership:** Membership on the MPH Program Committee is open to all currently tenured or tenure-track faculty in the Department of Health, who teach or are qualified to teach candidates for the MPH degree by virtue of their expertise in core public health disciplines (epidemiology, biostatistics, social and behavioral sciences, health services management, and environmental health sciences) or related areas and two MPH Student Representatives
2. **Membership requirements:** Members of the MPH Program Committee should be active in all three areas that are identified as core functions for tenure-track and tenured faculty, namely teaching, scholarly activities, and service as defined by the Collective Bargaining Agreement in place. Members of the MPH Program Committee are expected to participate in the meetings of the committee during the academic year and when the university is in session.
3. **Ex-Officio Members:** The Chairperson of the Department of Health (or her/his designee) and the President of the MPH Student Advisory Board (or her/his designee) and one student representative are ex-officio members of the MPH Program Committee.
4. **Chairperson:** The Director of the MPH Program will serve as the chair.
5. **Term of appointment:** Automatic, based on Article V.B.1. and V.B.2. Student members serve a renewable one-year term.
6. **Voting rights:** All members, including ex-officio members, have equal voting rights.
7. **Role and function:** The MPH Program discusses curriculum, policies, procedures, and current and future direction and needs pertaining to the program, reviews feedback and suggestions from MPH Student Advisory Board, and makes recommendations to the Executive Committee. It also helps with implementation of policies and procedures associated with the MPH program.
8. **Frequency of meetings:** The MPH Program Committee shall meet at least once a month (excluding summer). Additional meetings may be held as and when necessary, or upon petition of at least four members of the Committee.

C. MPH Track Committees

1. **Number of Track Committees:** Three: one each for the number of track in the MPH Program (i.e., Community Health Track Committee; Health Care Management Track Committee; Environmental Health Track Committee).
2. **Membership:** Membership on the specific Track Committee is open to all currently tenured or tenure-track faculty in the Department of Health, who teach or are qualified to teach candidates for the MPH degree by virtue of their expertise in the specific track domain (Community Health or Health Care Management or Environmental Health).
3. **Ex-Officio Members:** A student member appointed by the President of the MPH Student Advisory Board and Track Coordinator to serve as her/his designee on each Track Committee.
4. **Chairperson:** The Track Coordinator for the track will serve as the chair of the respective MPH Track Committee.
5. **Term of appointment:** Two years, renewable. Student members serve a renewable one-year term.
6. **Voting rights:** All members, including ex-officio members, have equal voting rights.
7. **Role and function:** The MPH Track Committee reviews teaching evaluations, course syllabi and other related documents in the context of the MPH program's teaching mission and accreditation requirements, such as assuring that programmatic competencies and course objectives are being met. It also recommends curricular changes pertaining to the track to the Executive Committee.

8. **Frequency of meetings:** Each MPH Track Committee shall meet at least once a semester (excluding summer). Additional meetings may be held as and when necessary.

D. MPH Community Service Committee

1. **Membership:** MPH Program Director, a member from each of the three tracks, who offers a service learning opportunity for students in the specific track, and a MPH Student Representative.
2. **Ex-Officio Members:** The Director of Service Learning and Volunteer Programs at West Chester University
3. **Chairperson:** As decided by the group.
4. **Term of appointment:** Three years, renewable. Student member serves a renewable one-year term.
5. **Voting rights:** All members, including ex-officio members, have equal voting rights.
6. **Role and function:** This committee ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to service. This committee ensures compliance with CEPH Criteria related to service and oversees data collection for the MPH Community Service Annual Report. The data gathered measures the MPH Program objectives and outcomes related to service and provides the committee with feedback to form recommendations for program improvement action plan development, and action plan prioritization. The MPH Community Service Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and is submitted to the MPH Program Director at the end of spring semester each year for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Community Service Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

E. MPH Research Committee

1. **Membership:** A faculty member from each track, coordinator of graduate certificate in Integrative Health, coordinator of graduate certificate in Gerontology, and MPH Student Representative
2. **Ex-Officio Members:** Invited, as needed
3. **Chairperson:** As decided by the group.
4. **Term of appointment:** Three years, renewable. Student member serves a renewable one-year term.
5. **Voting rights:** All members of the committee.
6. **Role and function:** This committee ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to research. This Research Committee ensures compliance with CEPH Criteria related to research, establishes research priorities and tracks faculty and student research productivity. This committee provides recommendations for research improvement, develops action plans and prioritizes action plans. The MPH Research Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Research Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

F. MPH Core Course Committee

1. **Membership:** Faculty who teach a core course (HEA 516, HEA 520, HEA 526, HEA 632, HEA 648, ENV 530, HEA 649, HEA650) preferably two times a year or at least once a year, and MPH Student Representative
2. **Ex-Officio Members:** None
3. **Chairperson:** As decided by the members
4. **Term of appointment:** Three years, renewable. Student member serves a one-year renewable term.
5. **Voting rights:** All member of the committee.
6. **Role and function:** Ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to core courses. Ensures compliance with CEPH Criteria related to education, evaluation and competencies for MPH Core courses. Collects data regarding MPH Program objectives, outcomes and competencies for the MPH Core Course Coordinators' Annual Report. The committee also includes feedback with recommendations for program improvement and action plans. This committee prioritizes MPH core course action plans for the upcoming academic year. The MPH Core Course Committee Annual Report serves as the reporting and documentation mechanism for this committee's work throughout the academic year. This annual report is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Core Course Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

G. MPH Applied Learning Experience (ALE) Committee

1. **Membership:** MPH Program Director, ALE Faculty Supervisors from each of the four tracks. Adjunct ALE Faculty Supervisors/ALE Site Supervisors and MPH Student Representative
2. **Ex-officio Members:** None
3. **Chairpersons:** ALE Coordinator
4. **Terms of appointment:** Two years, renewable. Student member serves a one-year renewable term.
5. **Voting rights:** All members of the committee.
6. **Role and function:** This committee ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to the MPH culminating activity and the practice (practicum) experience. The ALE Committee ensures compliance with CEPH Criteria related to the culminating activity and practice experience and collects data for the ALE Committee Annual Report. The data focus on the ALE sites, ALE Faculty Advisors and ALE Site Supervisors and student evaluations. This committee continues to monitor the progress of the ALE, continues to revise ALE requirements (as needed) along with establishing ALE priorities provides recommendations for ALE improvement, develops action plans and prioritizes action plans for the upcoming academic year. The MPH/ ALE Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Applied Learning Experience Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

H. MPH Public Health Workforce Development Committee

1. **Membership:** By rotation, select faculty members from MPH Program Committee and MPH Student Representatives.
2. **Ex-officio Members:** Leaders from local/state/regional/national professional organizations that is co-hosting the particular Workforce Development initiative
3. **Chairpersons:** Faculty member from the MPH Program Committee.
4. **Terms of appointment:** 1-2 years as required.
5. **Voting rights:** All members including ex-officio members.
6. **Role and function:** MPH Public Health Workforce Development Committee: This committee ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to Public Health Workforce Development. The Public Health Workforce Development Committee ensures compliance with CEPH Criteria related to the workforce development, establishes workforce development priorities, monitors the progress of the yearly conference provides recommendations for conference improvements, develops action plans and prioritizes the action plans for the upcoming academic year. Develops and administers the Public Health Workforce Development Needs Assessment (every two years) and makes recommendations for workforce development activities. The MPH Public Health Workforce Development Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and the annual report is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Public Health Workforce Development Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

I. MPH Conference Planning Committee

1. **Membership:** By rotation, select faculty members from MPH Program Committee, MPH Student Representatives and CHS Business/Outreach Manager.
2. **Ex-officio Members:** Leaders from local/state/regional/national professional organizations that is co-hosting the particular Workforce Development initiative
3. **Chairpersons:** Faculty member from the MPH Program Committee (Track Elective faculty member) and a leader from the professional organization that is co-hosting the specific workforce development initiative.
4. **Terms of appointment:** 1-2 years as required.
5. **Voting rights:** All members including ex-officio members.
6. **Role and function:** MPH Committee: This committee ensures overall compliance with MPH Program goals, objectives, outcomes and evaluation related to the coordination and development of the MPH Conference. The MPH Conference Planning Committee ensures compliance with CEPH Criteria related to the conference development, establishes annual conference priorities, monitors the progress of the yearly conference provides recommendations for conference improvements, develops action plans and prioritizes the action plans for the upcoming academic year. The MPH Conference Planning Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and the annual report is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Conference Planning Committee will meet as needed when developing and coordinating the MPH Conference.

J. MPH Student Advisory Board

1. **Membership:** Current MPH students who are nominated/elected/volunteered to serve as President, Vice President, Secretary, Social Networking and Publicity Chair, Liaison to the WCU Graduate Student Association, a representative from each of the four Tracks, a student representing international students, and a student representing the Fast Track program.
2. **Ex-officio Members:** Faculty Advisor from the MPH Program
3. **Chairpersons:** The President
4. **Terms of appointment:** Two years.
5. **Voting rights:** All members
6. **Role and function:** This committee provides the MPH Program Committee with advice on all program matters of importance to students, in order to assure student participation in the governance of the MPH Program. At least 1 - 2 students serve as representatives to the MPH Program Committee and attend all relevant departmental faculty meetings. Change of composition of this committee occurs when students resign or are replaced as they graduate. The MPH Student Advisory Board Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year and is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Student Advisory Board will at least twice a semester. Additional meetings will be scheduled as needed.

K. MPH Community Advisory Board

1. **Membership:** All members of the MPH Program Committee (including MPH Student Representatives) and at least three members of the community representing each of the three tracks (Community Health, Environmental Health and Health Care Management) with at least one of the three community members representing each track is an alumni/na of the MPH program.
2. **Ex-Officio Members:** The Dean of the College of Health Sciences, the Associate Dean of the College of Health Sciences, and the Chairperson, Department of Health.
3. **Chairpersons:** A Track Coordinator and a member on the Community Advisory Board, representing a community organization with links to the MPH program, will serve as co-chairpersons.
4. **Terms of appointment:** Three academic years. Student members serve a one-year renewable term.
5. **Voting rights:** All members, including ex-officio members, have equal voting rights.
6. **Role and function:** The committee is charged to review the overall MPH Program in terms of community needs and future directions in public health. Committee members review the MPH curriculum and MPH accreditation documents related to the program. The members of this committee provide recommendations for program revisions and changes along with support for practicum and career advisement. Members also provide opportunities in public health related to internships, careers in public health, and opportunities for MPH students and faculty to engage in public health-related research and service. The MPH Community Advisory Board Committee Annual Report serves as the reporting and documentation mechanism for this committees' work throughout the academic year. This annual report is submitted to the MPH Program Director at the end of spring semester for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** Meet at least once an academic year.

Article VI: Student Representatives on Committees

- A. **Committee Appointment Process:** The President of the MPH Student Advisory Board in conjunction with the Director of the MPH Program will appoint current, preferably full-time graduate students in the MPH program to the various committees.
- B. **Committees on which students serve:**
1. MPH Program Committee
 2. MPH Track Committees (Three Track Committees)
 3. MPH Community Service Committee
 4. MPH Research Committee
 5. MPH Applied Learning Committee
 6. MPH Public Health Workforce Development Committee
 7. MPH Conference Planning Committee
 8. MPH Community Advisory Board
 9. Any ad hoc committee or working group appointed by the MPH Executive Committee.
- C. **Term of service and reappointment:** Students serve for a term of one academic year, with the potential for reappointment.
- D. **Voting rights:** Students are voting members of the various committees on which they serve.
- E. **Recusal of Student Members or Representatives:** The chairperson of any committee with one or more student member shall excuse the student representative(s) from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, disciplinary issues related to students, and during ranking of current students for funding.

Article VII. MPH Graduate Student Advising

All students currently enrolled in the MPH program in various tracks will receive academic advising (as specified in the current Collective Bargaining Agreement for faculty) from faculty who are affiliated with that track. For scheduling courses and other academic advising matters, faculty in each track may opt for individual meetings with each student or for group advising sessions. Group advising sessions, if chosen, will be held once during fall and spring semesters with adequate notification to the students.

Article VIII. Quorum

A quorum for the various committees is a majority (greater than 50 percent) of all members eligible to vote. Passage of substantive business requiring a vote of the membership as a whole requires at least an affirmative majority vote (greater than 50 percent) of all members voting. On occasions when a member is unable to vote in person, casting a vote via e-mail or a written ballot is permitted.

Article X. Amendments to the Bylaws

- A. **Process for proposing amendments:** Amendments to the bylaws are to be proposed in writing, by at least three members of the MPH Program Committee, to the Director of the MPH Program.
- B. **Circulation of proposed amendments to MPH Program Committee:** Information on proposed amendments to the bylaws will be circulated by email to all members of the MPH Program Committee.

- C. **Voting process and quorum for acceptance of proposed amendments:** After sharing of the proposed amendments with all members of the MPH Program Committee, voting on proposed amendments will take place either at the next MPH Program Committee meeting or via e-mail giving a period of at least a week for members to cast their vote. A quorum of the eligible faculty must vote, and amendments will pass if at least two-thirds of the voting members approve the amendment.
- D. **Publication and circulation of amended bylaws:** The bylaws will be updated, recorded, and circulated to all interested parties including MPH Program Committee, MPH Student Advisory Board, MPH Community Advisory Board, and relevant College and University administrators in within the next 15 business days.

Submitted by:

Lynn Carson
Name

Lynn Carson
Signature

5/6/2016
Date

Approved by:

MPH Program Committee Members	
Committee Members	Constituent Representation
Dr. Lynn Carson (Chair)	MPH Program Director/ CH Faculty
Dr. Debra Bill	Community Health Track Coordinator/ CH Faculty
Dr. Sharon DeJoy	CH Faculty
Dr. Christine William	CH Faculty
Dr. Mary Bowen	CH Faculty
Dr. Whitney Katirai	CH Faculty
Dr. Harry Holt	Health Care Management Track Coordinator/HCM Faculty
Dr. Gopal Sankaran	HCM Faculty
Dr. Mathias Akuoko	HCM Faculty
Dr. Charles Shorten	Environmental Health Track Coordinator/EH Faculty
Dr. Neha Senger	EH Faculty
Dr. Donald McCown	Integrative Health Track Coordinator/IH Faculty
Ms. Melissa Heivly	MPH Student Representative
Ms. Jordan Buckley	MPH Student Representative

MPH Program Committee

5-3-16
Date

Submitted and Reviewed by the MPH Community Advisory Board

Debra Bill
Dr. Debra Bill, Co-Chair, MPH Community Advisory Board

5/6/16
Date

Christine Dziembowski
Christine Dziembowski, MPH, CHES
Co-Chair, MPH Community Advisory Board

5/6/16
Date