

**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:** October 14, 2022

**Bylaws Effective Date:** October 15, 2022

**Article I. Objective**

- A. **Degree offered:** The Master of Public Health (MPH) program is a 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 MPH program leverages the power of partnerships and engagement in research, education, and service to prepare diverse public health professionals that advocate and promote health, well-being, and human rights for all people.
- D. **Values:** All public health professionals are invited to adopt and further the following core values to promote the health of all individuals and communities.

**Community Engagement**

We develop mutually beneficial partnerships regionally and globally to facilitate sustainable capacity building and engage community stakeholders in decision making processes.

**Diversity and Inclusion**

We commit to and support the diversity and inclusivity of individuals, institutions, and communities. We are working to address historical institutional racism and marginalization through public health efforts.

**Human Rights and Justice**

We respect human dignity by promoting human rights for all and addressing social, racial, economic, and environmental injustice in our practice at the behavioral, institutional, and systemic levels.

**Interprofessional Collaboration**

We address complex public health issues through ethical and professional practice, compassion, and collaboration with professionals from a range of disciplines.

### **Lifelong Learning**

We are committed to evidence-based practice, seek opportunities for professional growth, and share our expertise with colleagues and the community.

- E. **Extension of these bylaws to the Health Care Management Graduate Certificate Program:** The bylaws as stated in this document apply to the Graduate Certificate Program in Health Care Management administratively housed in the Department of Health at WCU. The courses in this certificate program overlaps with courses in the MPH program and the faculty who teach and administer the graduate certificate programs are 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, Coordinators of the current tracks in the MPH program (community health, environmental health, and health care management), and the Assessment Coordinator. 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 Department of Health Chair in consultation with the College of Health Sciences Dean.
- B. **Term of appointment:** Variable, as decided by the Department of Health Chair in consultation with the College of Health Sciences Dean.
- 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 Graduate School
  - 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
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  - 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 IV. Committees

### A. Executive Committee

1. **Membership:** The Executive Committee includes the Director of the MPH Program; the track coordinators for community health, environmental health, health care management, the Assessment Coordinator, 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. This committee is responsible for reviewing and addressing feedback related to their track from the MPH Student Advisory Board end-of-year report, Community Advisory Board meetings, and other routine assessments summarized in the annual MPH Assessment Report.
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 or related areas and one MPH Student Representative from the MPH Student Advisory Board
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 their designee) and the President of the MPH Student Advisory Board (or their designee).
4. **Chairperson:** The Director of the MPH Program will serve as the chair.
5. **Term of appointment:** Automatic, based on Article VI 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 committee members discuss 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; Environmental Health Track Committee; Health Care Management 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.
3. **Ex-Officio Members:** A student member appointed by the President of the MPH Student Advisory Board and Track Coordinator to serve as their 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 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. These committees are responsible for reviewing and addressing feedback related to their track from the MPH Student Advisory Board end-of-year report, Community Advisory Board meetings, and other routine assessments summarized in the annual MPH Assessment Report. 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 and Service-Learning Faculty Associate of the Center for Civic Engagement & Social Impact 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 review service items in programmatic surveys. 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. At the end of each spring semester, the MPH Community Service Committee will summarize the committee's work, collected feedback and related discussion, and any changes for improvement. This summary will be sent to the Assessment Coordinator for inclusion in the MPH Annual Report.
7. **Frequency of meetings:** The MPH Community Service Committee will meet once an academic year. Additional meetings may be held as and when necessary.

#### **E. MPH Research Committee**

1. **Membership:** A faculty member from each track 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 committee's 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 MPH course 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. 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:** ALE Coordinator(s), MPH Program Director, College of Health Sciences Director of Internship & Practicum Experiences, ALE Faculty Supervisors from each of the three tracks, MPH Student Representative
2. **Ex-officio Members:** None
3. **Chairperson:** ALE Coordinator(s)
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 Community Advisory Board and Public Health Workforce Development Committee**

1. **Membership:** All members of the MPH Program Committee (including MPH Student Representative) 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 alumni 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:** One MPH faculty member 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 MPH Community Advisory Board and Public Health Workforce Development Committee: This committee ensures overall compliance with MPH Program goals, objectives, outcomes, and evaluation related to facilitating MPH Community Advisory Board Meetings and Public Health Workforce Development. The 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 workshop/conference improvements, develops action plans and prioritizes the action plans for the upcoming academic year. Develops and recommends items to include in alumni and stakeholder surveys and makes recommendations for workforce development activities.

The Committee develops agendas and facilitates the biannual MPH Community Advisory Board (CAB) meetings. The MPH CAB reviews 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. overall Committee's 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 Community Advisory Board and Public Health Workforce Development Committee will meet once a semester (excluding summer). Additional meetings may be held as and when necessary.

#### **I. MPH Student Advisory Board**

1. **Membership:** Current MPH students who are nominated/elected/volunteered to serve as President, Vice President, Secretary, Social Media Outreach Manager, a representative from each of the three Tracks, Liaison to the WCU Graduate Student Association, and liaison to the American Public Health Association.
2. **Ex-officio Members:** Faculty Advisor from the MPH Program
3. **Chairpersons:** The Student President
4. **Terms of appointment:** One year (renewable)
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 one student serves as representative 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 and MPH Program Committee Meeting Report serve as the reporting and documentation mechanisms 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 meet at least twice a semester. Additional meetings will be scheduled as needed.

#### **Article V: 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 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 Community Advisory Board and Public Health Workforce Development Committee
  7. 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 VI. 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 VII. 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, online survey software, or a written ballot is permitted.

**Article VIII. 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:

Stacie M. Metz	<i>Stacie m. metz</i>	10/15/2022
Name	Signature	Date

Approved by:

MPH Program Committee Members	
Committee Members	Constituent Representation
Dr. Zeinab Baba	MPH Assessment Coordinator, Core and Community Health Faculty
Dr. James Brenner	Department of Health Chair



Dr. Lorenzo Cena	Core and Environmental Health Faculty
Dr. Sharon DeJoy	Core and Community Health Faculty
Sara Hassan	MPH Student Advisory Board President
Dr. Harry Holt	Health Care Management Track Coordinator, Core and Health Care Management Faculty
Dr. Erin Knight	Core and Health Care Management Faculty
Dr. Stacie Metz	MPH Program Director and Graduate Coordinator, Community Health Faculty
Dr. Nene Okunna	Health Care Management Faculty
Dr. Gopal Sankaran	Core and Health Care Management Faculty
Dr. Ramona Stone	Community Health Track Coordinator, Core and Community Health Faculty, Applied Learning Experience Coordinator
Dr. Chiwoneso Tinago	Core and Community Health Faculty
Dr. Melanie Vile	Environmental Health Track Coordinator and Environmental Health Faculty