BSPH Curriculum Committee

Policies and Procedures

I. Purpose and Scope

The primary purpose of the BSPH Curriculum Committee is to ensure that the BSPH program provides 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 BSPH Curriculum Committee is charged with oversight of all BSPH program requirements, as well as the oversight of all undergraduate certificates and minors. The committee is, however, advisory: All substantial recommended changes must be proposed to and approved by the Governance Committee.

II. Policies

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

B. Committee Membership.

1. Faculty with a primary teaching assignment in the BSPH program
2. Full-time faculty who teach undergraduate courses with PH designation
3. Program staff
4. Undergraduate representative from the student governance organization (PHUGAS)
5. Adjuncts and part-time faculty teaching in the BSPH program, including faculty with a primary assignment to a different program.

C. Responsibilities.

1. systematically and routinely assess the BSPH program’s curriculum to ensure courses are competency based and relevant to the PH workforce, emphasize applied learning, and are compliant with accreditation requirements and instructional objectives.
2. Recommend modifications to program requirements and curriculum, including proposing new courses, minors, and certificates.
3. Develop and provide instructional/informational materials for students related to program requirements.
4. Complete WKU assurance of student learning for BSPH program and certificates.
5. Ensure syllabi are compliant with University and program standards.
6. Develop and assess program competencies.
7. Keep abreast of changes in national credentialing standards and competencies related to BSPH and certificates.

III. Procedures

A. Meetings. The BSPH Curriculum 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 who collectively have a single vote.
3. Curricular Review. Conducted every 3.5 years, per assessment plan
4. Internal review of core content for each core course
5. Internal review of CEPH alignment for each core course
   1. Identify assessments for CEPH
6. External review of curriculum by core advisory group

C. Syllabi Review. Conducted annually.

1. ensure BSPH foundational knowledge learning objectives are clearly identified, where applicable;
2. ensure BSPH competencies met by the course are clearly stated on the syllabus;
3. ensure learning objectives reflect higher order learning and, where appropriate, align with stated competencies, making recommendations to faculty, if needed, for revision; and,
4. ensure syllabi meet policies set forth by WKU Policy and program standards.

D. Instructional Assessment. Conducted at the end of each semester.

1. assess and monitor progress in meeting stated instructional objectives

IV. Related Policies

Syllabus Template

Assessment Plan

Governance Committee Policy

Revised: 5/11/2022; October 2020 ; 12/07/2016; 2/13/08

Committee Established 1/17/08

Reason for 10/2020 Revision: Update for consistency with program practices

Reason for 5/2022 Revision: Redefined membership and voting rights