



## Terms of Reference

### Master of Public Health Program Committee Department of Public Health Sciences

December 19, 2019

#### 1. Mandate

To ensure the effective administration of the MPH program in accordance with the administrative policies and procedures of the Department of Public Health Sciences and the University. These policies and procedures are outlined in the [Faculty of Health Sciences Graduate Council Manual](#), [General Regulations of the School of Graduate Studies \(SGS\)](#), and other policies approved by the Department's Graduate Education Committee (GEC).

#### 2. Guiding principles

- To stay current with developments in the field of public health
- To model and foster professionalism among its members and students
- To conduct business in alignment with agreed strategic goals and desired outcomes
- To represent the interests of the program and liaise effectively with members of the Department, Faculty and University
- To monitor and address student concerns in a timely, responsive manner

#### 3. Responsibilities

To provide a forum for discussion and decisions on MPH program matters including:

- Planning and evaluation of strategic program goals and outcomes
- Curriculum content and delivery
- Issues related to staff capacity and operating budget
- Program communications, program promotion and student recruitment
- Management of student admissions process
- Delivery of the practicum placement
- Issues of individual student performance (in coordination with GEC Coordinator)
- Student supports, including academic advising, professional and career development
- Responsiveness to changes in the field

#### 4. Process for decision making

The committee will aim for consensus, but decisions may be carried with a 2/3 majority vote that must include the approval of the MPH Program Director.

#### 5. Reporting

The MPH Program Committee reports to the Graduate Education Committee and to the Department of Public Health Sciences.

#### 6. Membership and roles

The committee is comprised of:



#### MPH Director

The Director will:

- a. Chair the Committee, or assign a delegate (including other members of the Committee)
- b. Provide a regular Chair's report at monthly meetings
- c. Ensure that Program Committee effectively addresses all of its responsibilities (See section 3)
- d. Represent the MPH Program at the Graduate Education Committee and at meetings of the Department of Public Health Sciences, or assign a delegate
- e. Give input on Departmental budget as it relates to the MPH program as a member of the Departmental Finance Committee.
- f. Serve as liaison with other Department faculty on Program Committee matters
- g. Chair the MPH Core Admissions Committee
- h. Act as an MPH student Academic Advisor
- i. Represent the program in the Canadian Network of Schools and Programs for Public Health

#### MPH Program Graduate Assistant

The Graduate Assistant will:

- a. Provide a regular Administration report at monthly meetings, including information on the admission process, scheduling, events and any other administrative issues
- b. Record and circulate minutes of regular MPH Program Committee meetings
- c. Book rooms and distribute a schedule of monthly Committee meetings to all members
- d. Participate in MPH Core Admissions Committee

#### MPH Senior Program Officer

The Senior Program Officer will:

- a. Provide regular reports on Communications, Strategic Planning, Quality Improvement, and Policies and Procedures at monthly meetings
- b. Participate in the MPH Core Admissions Committee
- c. Act as an MPH student Academic Advisor

#### MPH Professional Development Officer

The Professional Development Officer will:

- a. Provide a regular Professional Development report at monthly meetings, including information on issues related to the practicum placement
- b. Participate in the MPH Core Admissions Committee
- c. Act as a MPH student Academic Advisor

#### KFL&A Public Health Representative

The KFL&A Public Health Representative will:

- a. Provide a regular KFL&A Public Health report at monthly meetings, highlighting relevant events, decisions, and trends in the public health field from a local public health agency perspective
- b. Advise on program strategic planning, evaluation and quality improvement
- c. Serve as liaison between the MPH program and KFL&A Public Health leadership
- d. Participate in student mentorship



### Public Health Physician

The Public Health Physician will

- a. Provide a regular report at monthly meetings, highlighting relevant events, decisions and trends in the public health field from a public health physician's perspective
- b. Advise on program strategic planning, evaluation and quality improvement
- c. Serve as liaison with physicians and public health professionals external to the Department
- d. Act as an MPH student Academic Advisor

### Public Health Sciences Faculty Member at Large

The Faculty Member at Large will:

- a. Serve in the role for two years. Extension is at the discretion of the Member and the MPH Program Director.
- b. Provide a regular report at monthly meetings, highlighting Department, Faculty or University issues relevant to the program from a faculty perspective
- c. Advise on program strategic planning, evaluation and quality improvement
- d. Act as an MPH student Academic Advisor

### Public Health Sciences MPH Student Representative

The Student rep will:

- a. Provide a regular report at monthly meetings, highlighting program-related issues on behalf of the current MPH class from the student perspective
- b. Report back to MPH students on Program Committee discussion, decisions and rationale
- c. Advise on program strategic planning, evaluation and quality improvement

**7. Meetings**                    MPH Program Committee meetings will be held monthly.

**8. Annual Review**            These terms and membership will be reviewed annually and revised accordingly.

### **Document History**

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