1.5 Governance. The program administration and faculty shall have clearly defined rights and responsibilities concerning program governance and academic policies. Students shall, where appropriate, have participatory roles in the conduct of program evaluation procedures, policy setting and decision making.

Required Documentation.
a. **A list of standing and important ad hoc committees, with a statement of charge, composition and current membership for each**

Governing Council--this is the CEOMPH's main governing body, and is responsible for the approval of academic policy and the overall coordination of the program among the partner members. Members are graduate deans or their equivalents from each of the partner universities. It meets twice yearly and as needed.
- Chand Midha, PhD, Executive Dean of the Graduate School (UA)
- Donna Schultheiss, PhD, Interim Dean of Graduate Studies (CSU)
- Walter Horton, Jr., PhD, Dean of Graduate Studies (NEOMED)
- Randy Leite, PhD, Dean, College Health Sciences and Professions (OU)
- (Chair) Sal Sanders, PhD, Dean, College of Graduate Studies (YSU)

Program Coordinating Council—this is the committee of university coordinators and director, and is responsible for the coordination and oversight of all program activities. They meet most months by conference call and as needed.
- Amber Murray, MSN, MPH, BSN, Senior Instructor, Nursing (UA)
- Don Allensworth-Davies, PhD, MSc, Assistant Professor, Health Sciences (CSU)
- (Chair) Amy Lee, MD, MPH, MBA, Professor. of Community Medicine (NEOMED)
- Tania Basta, PhD, MPH, Associate Professor, Department of Social and Public Health (OU)
- Keisha Robinson, DrPH, MPH, Associate Professor, Department of Health Professions (YSU)
- Patrick Tucker, Class 2014 representative
- Rhonda Abrams, Class 2015 representative

Admissions Committee—this committee makes recommendations regarding the admission process and standards for the program, evaluates all student applications for the CEOMPH, and makes recommendations for acceptance of applicants to each of the individual member institutions. They meet two to three times a year and make decisions after May by email.
- Michele Thornton, MSW, LSW, Associate Instructor, School of Social Work (UA)
- (Chair) Don Allensworth-Davies, PhD, MSc, Assistant Professor, Health Sciences (CSU)
- Kristen Baughman, PhD, Associate Professor, Family and Community Medicine (NEOMED)
- Caroline Kingori, PhD, Assistant Professor, Social and Public Health (OU)
- Guang Hwa (Andy) Chang, PhD, Professor, Mathematics/Statistics (YSU)

Curriculum Committee-- oversees the establishment of the program curriculum, including the establishment of the linkage between the public health competency criteria and the core course curriculum, the approval of elective courses and capstone projects, and the future establishment of programming such as potential joint degrees or concentrations. They meet three times per year and as needed.
- Terry O'Sullivan, PhD, MAAS, Assistant Professor, Dept. Political Science
- Benjamin Clark, PhD, Assistant Professor, Urban Studies
- Michelle Chyatte, DrPH, MPH Assistant Professor, Family and Community Medicine

- Gillian Ice, PhD, MPH, Associate Profesor, Social Medicine
- (Chair) Rachael Pohle-Krauza, PhD, RD, LD., Associate Professor, Nutrition
- Kenneth Simmons, Jr., Class 2014 representative
- Maureen Vaughan--class 2015 representative

Faculty Appointment and Development Committee—this committee recommends criteria for acceptance and ongoing review of CEOMPH faculty, reviews faculty merits to recommend appointment as CEOMPH faculty, makes ongoing assessment of and recommendations for faculty development and cohesiveness, and make recommendations for Intra-partner Research Proposal funding. The committee meets once a year and as necessary.

- (Chair) Richard Steiner, PhD, MPH, Professor, Biostatistics
- Bette Bonder, PhD, Professor, School of Health Sciences
- Janice Spalding, MD, Associate Professor, Family and Community Medicine
- George Raul Audi, PhD, MBA, Assistant Professor, Health Service Administration
- YSU TBA

Fiscal Issues Committee—this committee coordinates financial management issues across the member institutions, including the administration of a program budget and recommended tuition levels, as well as providing advice regarding other financial matters on an ongoing basis. They meet once a year and as needed.

- Brian E. Davis, Associate VP for Treasury & Financial Planning (UA)
- Nathan Mortimer, Associate CFO (UA)
- Susan Bradford, Student Services Counselor (UA)
- Stephanie Y. McHenry, VP for Business Affairs and Finance (CSU)
- Timothy J. Long, Associate VP, Finance & Technology (CSU)
- Bonnie Kalnasy, Budget Director (CSU)
- (Chair) John Wray, V P, Administration and Finance (NEOMED)
- Carrie Bast, COO (NEOMED)
- Doug Draher, Director, Budget (NEOMED)
- Angela Catlos, Budget & Audit Analyst (NEOMED)
- Amy Lee, MD, MPH, Professor of Family and Community Medicine (NEOMED—ex officio)
- Dr. Douglas Bolon, Interim Department Chair for Social and Public Health (OU)
- Beth Tragert, Budget Analyst (OU)
- Neal McNally, Interim VP for Finance & Administration (YSU)
- Marilyn K. Ward, Budget Officer, Academic Affairs (YSU)

b. **How the following functions are addressed within the program's committees and organizational structure:**

– General program policy development

Overall program policy development and evaluation is executed by the operational committees—Admissions, Curriculum, and Faculty Appointments and Development. Approval of recommendations by the operational committees is the responsibility of the Governing Council. This group is comprised of the Graduate Deans or equivalent from each of the participating institutions.

Assisting the Governing Council in its duties is the Program Coordinating Council, which is comprised of the program's director and the program coordinators from each of the participating

universities. As the group that is responsible for the coordination and oversight of all program activities, it may also bring policy recommendations to the Governing Council for review and approval. The Fiscal Issues Committee, as an advisory committee to the Governing Council, recommends fiscal policies. The Office of Public Health Practice provides valuable suggestions and feedback to the program director on the direction of activities, such as workforce development, practice sites and employee surveys.

– Planning and evaluation

Program planning is a responsibility of all committees within the CEOMPH governance structure. Long-term planning discussions for the program occur at the Governing Council meetings. Its members contemplate and agree upon both current and future policy development, based on the strategic planning findings, student feedback or emerging issues; they consider budget and resources restraints as well. Providing support and input into this process are the advisory committees: the Fiscal Issues Committee (comprised of a financial officer from each member institution) provides guidance regarding the budgeting process, and the Office of Public Health Practice (comprised of key community representatives) provides input into the overall organization and direction of the program. The other operational committees also provide recommendations or issues of concern that the Governing Council addresses in their meetings. For example the Curriculum Committee can propose plans for the curriculum; the approval of a new generalist track course, Public Health Research and Evaluation was an example of a committee involved in planning.

– Budget and resource allocation

Budgeting and resource allocation is a process that involves the approval and oversight of the Governing Council, with data and recommendations from the Fiscal Issues Committee.

The program director, in overseeing the day-to-day operations of the program provides the enrollment and teaching projections and proposed operating budget for the upcoming year. The operational budget is discussed with staff. The universities submit course enrollment figures for NEOMED fiscal staff to enter into the program's financial model. The Fiscal Issues Committee develops projections for fund distributions that will be made to the universities for the upcoming year, as well as recommendations for funding levels necessary to carry out program needs, tuition level, and percent reserve set-aside. The program director attends the Fiscal Issues Committee meetings to present anticipated future needs, so that if justified, additional funding might be added to the budget.

The Governing Council, upon the advice of the Fiscal Issues Committee, approves the Program's operating budget, tuition, reserve budget, and the allocation of resources between each participating institution on an annual basis. Fiscal Issues Committee members then take approved tuition increases to their respective institutions for university board approval.

– Student recruitment, admission and award of degrees

Program Coordinating Council members are often involved in proactive recruiting efforts. These efforts include talking with prospective students, providing presentations regarding the program within the universities or other requesting organizations, and representing the program at professional meetings. The CEOMPH program office responds to the many inquiries of potential applicants through e-mail.

The Admissions Committee is responsible for admissions policy and the implementation of the admissions process, including the review of all student applications. Admissions policies are guided by the partner university admissions policies. While the students are ultimately admitted to one of the program's partner universities, the standards for admission into the program are

uniform, and the CEOMPH Admissions Committee members, blinded to the applicant's choice of university, reviews all applications. The files of applicants who are recommended by the Admissions Committee for acceptance are sent to the partner universities for final approval. Letters are sent out by the program and university to the accepted applicant. Applicants who are not accepted are sent letters from the program office.

Upon successful completion of program requirements, the students' degrees are conferred by the university through which they are enrolled. Diplomas granted to program students list all participating academic institutions.

– Faculty recruitment, retention, promotion and tenure

Each faculty member within the program is appointed, promoted and assigned tenure by her/his respective partner institution, according to its faculty appointment and promotion policy. The program draws from the existing faculty ranks of its partners to identify and recruit a diverse array of academic and community-based experts to teach its students.

The CEOMPH Faculty Appointments and Development Committee reviews faculty members for inclusion as "regular" or "adjunct" faculty in the Program. For new appointments, the university program coordinator considers the potential faculty member's academic and practice-based education and experience, and recommends his or her inclusion as a faculty member to the Faculty Appointments and Development Committee, which recommends a faculty's appointment. All faculty must have graduate teaching status at one of the universities. The recommendations are approved by the Governing Council, where all final faculty decisions are made. The Faculty Appointments and Development Committee also monitors the evaluation of faculty members by student, and this committee makes recommendations to the Governing Council regarding faculty retention. The faculty appointment policy is posted on http://mph.neomed.edu/faculty-and-staff/faculty-resources and included in Appendix 1.5.

– Academic standards and policies, including curriculum development

The CEOMPH Program Coordinating Council monitors the performance of students against the academic standards that have been set by the Governing Council. Any student who is not meeting the standards is identified, put on probation, and a plan for improvement is formulated, with the input of the student's respective university program coordinator. Students who fail to meet university standards are dismissed from the program.

– Research and service expectations and policies

Research and service expectations for individual faculty are established and monitored by the institution at which they hold their primary appointment. As part of the review process for bringing faculty into the program to teach, the Faculty Appointments and Development Committee includes discussion and consideration of the person's research and/or service portfolio as well.

Research and service are also important components of the program's curriculum. Students are expected to complete a capstone project which incorporates aspects of both research and service. They are given opportunities for research presentation and competition. The Intra-Partner Research Program also offers students an opportunity to collaborate with faculty. Faculty who apply for the Intra-Partner Research award are expected to recruit a CEOMPH student for the project. Faculty also enlist students to assist with other research apart from the Intra-Partner Research Program.

c. A copy of the bylaws or other policy document that determines the rights and obligations of administrators, faculty and students in governance of the program, if applicable.

The memorandum of understanding (MOU) between the partner universities in CEOMPH contain provisions for governance. The committee structure, admissions policy, and student enrollment is described. Administrative responsibilities, fiscal arrangements, and faculty appointment policy are also detailed. The MOU is in Appendix 1.5. Other faculty responsibilities are listed in their respective university handbooks.

The student handbook describes student role in the program. They are elected by their class for a membership on the CEOMPH Program Coordinating Council and Curriculum Committee. In addition, a student is also elected as the class Student Networking Group representative. The student handbook for the CEOMPH program can be accessed at http://mph.neomed.edu/students/student-resources (seventh bullet point down). Students should consult their own university handbooks for aspects not described in the CEOMPH student handbook.

Student Handbooks

Institution	Website
CEOMPH	http://mph.neomed.edu/students/student-resources
Cleveland State University	http://catalog.csuohio.edu/content.php?catoid=1&navoid=586
NEOMED	http://www.neomed.edu/students/studentaffairs/Student%20Conduct%20and%20Professionalism/student-honor-code/student-honor-code
Ohio University	http://www.ohio.edu/students/handbook/index.cfm
The University of Akron	http://www.uakron.edu/gradsch/
Youngstown State University	http://cms.ysu.edu/sites/default/files/documents/The_Penguin_Connection_2014.pdf

Faculty Handbooks

Institution	Website
Cleveland State University	https://www.csuohio.edu/offices/teachingexcellence/handbook
NEOMED	http://www.neomed.edu/officesanddirectory/humanresources/employee-handbook/neomed
Ohio University	http://www.ohio.edu/facultysenate/handbook/upload/Faculty-Handbook-fall-2014.pdf
The University of Akron	http://www.uakron.edu/dotAsset/1023268.pdf

Youngstown State University	http://web.ysu.edu/gen/ysu/Manuals_and_Handbooks_m2648.html

d. **Identification of program faculty who hold membership on university committees, through which faculty contribute to the activities of the university.**

Name (Institution)	Committee
Allensworth-Davies, Don (CSU)	• School of Health Sciences • Self-Study Program Review Committee (chair) • Search Committee, Director for School of Health Sciences • COSHP Diversity Council • COSHP Faculty Affairs Committee • School of Health Sciences Strategic Planning Committee
Armstrong, Felicia (YSU)	• Lakes to River Science Day Committee • Department curriculum and Scheduling Committee
Aultman, Julie (NEOMED)	• Institutional Review Board (chair) • Student Conduct Council (co-advisor)
Basta, Tania (OU)	•
Baughman, Kristen (NEOMED)	• Institutional Review Board for Human Ethics in Research
Chang, Guang-Hwa (Andy) (YSU)	•
Chyatte, Michelle (NEOMED)	• NEOMED Strategic Planning Committee • NEOMED Interprofessional Longitudinal Curriculum Committee
Hazy, John (YSU)	• Assessment Council • Graduate Council • Quest (student scholarship forum) • Graduate Curriculum
Lee, Amy (NEOMED)	• Graduate Faculty Council (member) • M1/M2 Curriculum Committee • University Council • Admissions Committee • International Experiences Committee • Diversity Council • Blue Fund Advisory Council
Meyer-Emerick, Nancy (CSU)	• Library Committee
Mitchell, Maureen (CSU)	• University Petitions Committee • Graduate Faculty Committee (chair) • Valedictorian Selection Committee
Murray, Amber (UA)	• Bylaws and Nomination Committee • DNP Committee

	• Student Appeals Committee
Pohle Krauza, Rachel (YSU)	• University Research Council • Academic Senate–Research Subcommittee • Graduate Studies Committee • Promotions Committee • Coordinated Program in Dietetics Admissions Committee (chair)
Robinson, Keisha (YSU)	• General Education Committee • Diversity Committee
Schimer, Maria (NEOMED)	• Bylaws Committee • Campus Security Committee • Intellectual Property Committee (co-chair) • Conflict of Interest Committee (co-chair) • Crisis Management team • GPS Committee (chair)
Sergeev, Alexander (OU)	• Faculty Senate (senator) • Promotion and Tenure Committee • Interdisciplinary Research Advisory Committee (chair) • Faculty Search Committee • Interprofessional Education Committee
Trowbridge, Kim	•

e. **Description of student roles in governance, including any formal student organizations.**

CEOMPH students have the opportunity to serve on the CEOMPH Program Coordinating Council or as class representative to the Curriculum Committee. Each entering class votes to determine representation on the above committees during their first fall term. The term for each committee is two years, from the first fall term to the end of second spring term. After the two year term is completed, the student may continue to attend committee meetings. A student is also elected as the class Student Networking Group representative. Instead of a student organization, this student engages the class to do service activities (e.g. for National Public Health Week) and has the authority to post information on the program Facebook page.

The student representatives are an integral part of both the Program Coordinating Council and Curriculum Committee meetings. Each committee reviews course and faculty evaluations and aspects of program processes. Student opinions are highly valued. The student representatives are expected to give a report on behalf of their class and present any issues they hear from their classmates to the committee. Issues are handled or discussed during the committee meeting or addressed as follow-up items at future committee meetings if not resolved in the interim.

Graduating students and alumni also have the opportunity to be part of Delta Omega, the honorary society for graduate studies in public health. Election to membership is based on outstanding performance—scholarship and service for students, teaching and research for faculty

members, and community service for alumni. Election to membership in Delta Omega is intended to recognize merit and encourage further excellence in and devotion to public health work.

There are no other formal student organizations in the program. Students have been polled in the past and many expressed concerns about the time commitments, since the majority of students are employed full-time.

f. Assessment of the extent to which this criterion is met and an analysis of the program's strengths, weaknesses and plans relating to this criterion.

This criterion is met. The program is governed by committees that contain representation from faculty, staff and students across the partner universities. Advisory committees include fiscal representatives and key stakeholders and employers from the community.

Strengths: University partners are represented in all of the operational committees. Policies and planning can therefore take into consideration the resources available at all of the universities. Students are also engaged in providing valuable feedback to the program through this committee structure.

Weaknesses: There is turnover of members in all of the committees. The political and environmental climate can sometimes change the direction of planning, depending on changes of leadership at the institutions.

Plan: Although turnover of committee members and leadership cannot be avoided, the program will engage new members and leaders as soon as possible to convey the importance of the program and make progress in planning.