
Master in Public Health Community Advisory Board**Description:**

This Community Advisory Board is an external body composed of diverse stakeholders' representatives of public health professionals, and other representatives from different communities of interest. The board provides support and advice to the Master in Public Health (MPH) program as specified in the responsibilities and guidelines. Board members also contribute to the ongoing operations of the program as specified and the development of the CEPH self-study document.

Responsibilities and Guidelines:

1. Attend one meeting per quarter and other events as requested. Review agenda and supporting materials prior to board meetings.
2. Participate in regular assessment of the content and currency of public health curricula and their relevance to current practice and future directions.
3. Provide regular feedback on student outcomes, curriculum, and overall planning processes.
4. Contribute to the ongoing operations of the program, including the development of the vision, mission, values, goals, and evaluation plan and the development of the CEPH self-study document.
5. Provide documentation (e.g., minutes, notes, committee reports, or other related documents) of external contribution.
6. Remain informed and share with others about the program, its students, curriculum, services, and activities.
7. Share information relevant to the public health field, health care systems, and the academic setting.
8. Share information about employment for students and alumni. Advise the program about producing alumni with the skills required to meet employment needs.

Membership:

The Community Advisory Board comprises seven members representing diverse stakeholders relevant to the public health program. A diversity of perspectives is an essential aspect of the board's function. Diverse perspectives and experiences are essential for the assessment and evaluation of the MPH program effectiveness. Advisory Board members will serve two-year terms with the possibility for renewal for additional terms based on their interest and involvement and at the discretion of the MPH Associate Dean and faculty. Board positions include alumni, public health experts, community leaders, the public, Centers of Practice, Centers of Integrated Learning Experiences, and employers.

Officers and Duties:

The officers are a Chair, a Vice-chair, a secretary, and a sub-secretary elected for two years. The board members can elect the officers for additional terms. The Chair plans and conducts the meetings in coordination with the Vice-Chair and the MPH program Associate Dean and takes follow-up actions as necessary. In addition, they are responsible for preparing the necessary reports with the collaboration of the secretaries. Finally, the secretaries ensure adequate preparation, distribution, and archiving of the Advisory Board minutes and documents.

Community Advisory Board Meetings:

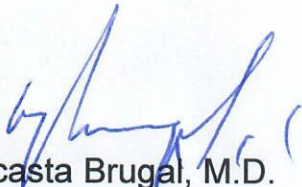
Meetings will be one per quarter and of an appropriate length to maintain all members' support, interest, and involvement. Effective and efficient meetings are critical to the success of the Board, which include discussions and deliberation of essential topics as specified in the responsibilities and guidelines. Typical agenda items may include an introduction, program updates, evaluation reports, updates from the public health field, and primary discussion/decision topics to solicit input from the Board members. Meetings are on campus and virtually as needed.

Community Advisory Board Member Compensation:

There will be no formal compensation for Advisory Board members.

Validity:

The requirements contained in this Executive Order are effective immediately.



Yocasta Brugal, M.D.
President/Dean

Approved: July 12, 2022