Graduate Affairs Committee Policy

Purpose
This policy establishes the membership, purpose, and duties of the PMB Graduate Affairs Committee (GAC).

Background
The need for public health specialists within the military has increased in the past two decades. The establishment of the MPH and other similarly focused programs at USU within PMB has markedly improved the number and caliber of public health officers in the military. The program is a strong supporter of the mission of the uniformed services. Review and approval of proposed changes to the graduate programs should be accomplished by a group of individuals that represent different parts of the program. These individuals should have the experience and academic background to understand the implications of proposed changes.

Committee Charter
The charter of this committee is to review ongoing function of and changes in graduate education within the department and make recommendations to the Director, Graduate Programs and Chair, PMB, on policy issues, admissions, student progress and curricular content.

Membership
a. A representative from each of the core disciplines of the Department: biostatistics, epidemiology, environmental medicine, behavioral and social science, health services administration, and tropical public health.
b. A representative from each of the residency programs: General Preventive Medicine, Occupational and Environmental Medicine.
c. A representative from International Health Specialist Program
d. Representatives of each of the Subcommittees of the GAC (it is anticipated that these individuals will often be among those designated in parts a-c of this section).
e. The Director, Graduate Programs (ex officio).
f. A senior faculty member will serve as Chair.

Responsibilities
a. Review of student, curricular and programmatic issues in graduate education in PMB.
b. Review and approval of the minutes of the subcommittees of the GAC, including the Masters, Curriculum, Program Evaluation, and Doctoral Subcommittees.
   1. The Masters Subcommittee (see Policy on Masters Subcommittee of the GAC) will be responsible for:
      i. Reviewing and ranking all applicants to the Masters programs of the Department and recommending individuals for admission.
      ii. Ongoing evaluation of the Masters programs and formulation of recommendations for change to the GAC.
   2. Curriculum Subcommittee will be responsible for reviewing and evaluating current and potential new courses and recommending action to the GAC and the Director of Graduate Programs. (see Policy on Curriculum Subcommittee of the GAC).
3. Program Evaluation Subcommittee will be responsible for reviewing and evaluating the graduate programs of PMB and recommending necessary changes. (see Policy on Program Evaluation Subcommittee of the GAC).

4. Doctoral Subcommittee (see Policy on Doctoral Subcommittee of the GAC) will be responsible for:
   i. Reviewing all applications to the Doctoral programs of the Department and recommending individuals for admission.
   ii. Evaluation of reports of each candidate’s progress throughout their training as presented by the Doctoral Program Director.
   iii. Ongoing evaluation of the doctoral programs and formulation of recommendations for change to the GAC.

c. Advising the Director, Graduate Programs and Chair, PMB regarding graduate education in PMB.

d. Committee Minutes will be produced in a timely manner and reported through the Director, Graduate Programs to the Chair, PMB for approval.

Procedures
   a. The Committee will meet at least quarterly or at the call of the Chair
   b. Agenda items will include (as needed):
      i. Update on C.E.P.H. changes (as needed)
      ii. Review of Subcommittee activities
   c. The Committee votes regarding acceptance of the actions of its subcommittees, and recommendation of the actions for approval to the Chair of PMB. The responsibilities of these subcommittees are defined in specific departmental policy statements.
   d. Minutes will be provided to the Chair promptly after the meeting for action on all recommendations. A signed copy of the minutes will be kept in the office of the Chair, PMB.

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