Masters Programs Subcommittee Policy

Purpose
This policy establishes the membership, purpose, and duties of the Masters Program Subcommittee within PMB.

Background
The Graduate programs of PMB exist to serve the needs of the uniformed services and most students admitted to the program for study are drawn from the active duty military or other uniformed services. In order to assure that students in the program are qualified, an academic admissions process is needed that considers students for admission based on qualifications that are likely to predict success. In order to maintain the overall quality of the program, it is necessary that a group of faculty review and evaluate the Masters Program on an ongoing basis.

Committee Charter: Conduct of the Masters Degree admissions process, remediation of students and continuous evaluation of the Masters degree programs of the PMB.

Membership
a. Faculty members will be appointed by the Chair, PMB. Membership includes 5-7 faculty members and 1-2 students. Student members will be selected by the student body.
b. Committee members will serve three-year appointments with overlapping periods of service to maintain continuity.
c. The Chair of the Subcommittee will be chosen from those members in their third year of service.
d. A deputy chair will be appointed from the members serving their second year; the deputy chair will serve as the chair-elect and serve in the absence of the chair.

Responsibilities
a. Completion of the process for application for admission is the responsibility of each individual applicant. Applicants should follow the application procedures of the University and adhere to the Admissions Office calendar for submissions.
b. Application Review will be performed by the Masters Subcommittee with individual review of each application by a large majority of the committee members.
c. Student Progress will be regularly monitored by each division, residency and program director; individuals not meeting the academic standard will be referred to the Masters Subcommittee for discussion and review of their situation.
d. The Subcommittee is responsible for evaluating the elements of the Masters Degree Program on an annual basis and recommending changes to the GAC, as appropriate.

Procedures
a. The Subcommittee will meet at least monthly during the admissions season or at the call of the Chair.
b. The Subcommittee will review all applications for admission to Masters Degree programs in accordance with requirements specified in the Preventive Medicine and Biometrics Graduate Program Handbook. Recommendations of the
Subcommittee regarding the acceptance or rejection of applicants are forwarded through the Director of Graduate Programs to the Chair, PMB, who in turn forwards the Department recommendations to the Associate Dean for Graduate Education.

c. Students accepted for admission will be matched by the Subcommittee to appropriate faculty advisors.

d. At the request of the Graduate Programs Director, the Subcommittee will review the status of any student in academic difficulty. With input from the appropriate advisor, program director and course instructor, the Subcommittee will develop and monitor progress of an appropriate remediation plan.

e. The Subcommittee will conduct an assessment annually regarding opportunities for improvement of the Masters Degree programs. The basis for this assessment will include review of reports submitted by each specialty track and special degree program (ie, MSPH, MTM&H) director. The Subcommittee will recommend changes identified by this assessment in an annual report to the GAC.

f. Minutes of each meeting will be submitted to the GAC. Any proposed policy changes will be presented for discussion by the GAC.

Date reviewed 9/13/2012

Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics