



Formation of the Department of Public Health

RES 232424

AAC, BPC and FAC

RESOLVED: That the Academic Senate approve the formation of the Department of Public Health.

RATIONALE: Establishment of a Department of Public Health will provide a home for students in the existing Bachelor of Science in Public Health degree program which has quickly grown since its implementation two years ago. Further, formation of this new department will bring Public Health faculty (who are currently in different departments across two schools) together, providing clarity and allowing them to pursue more easily program development, program review, accreditation, and curriculum development/revision. The formation of the Department of Public Health addresses an important community need and every level of review has found it to be sound academically. The proposed Department of Public Health will receive sufficient resources to support its future operations.

Attachment:

BOX Link to Supporting Documents:

<https://csub.box.com/s/kibjg6yje7juuxm0dw3rscp3rwxhvvv4>.

Public Health Department Formation Request_FAC.pdf

Distribution List:

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Faculty Affairs
- AVP Academic Affairs and Dean of Academic Programs
- School Deans
- Dean of Libraries
- Dean of Antelope Valley
- Dean of Extended University and Global Outreach
- Department Chairs

General Faculty

Approved by the Academic Senate: April 25, 2024

Sent to the President: May 9, 2024

President Approved: May 16, 2024

Request to Form new Academic Department of Public Health

II. New Department Proposal: Contents

A. Background and Introduction

(1) **The exact name of the proposed academic department and name(s) of individual(s) preparing the proposal;**

Department of Public Health

Proposal Contributors

Dr. Linh Bui, Assistant Professor of Public Health, Department of Nursing

Dr. Andrea Lopez, Assistant Professor of Public Health, Department of Kinesiology

Dr. Chia Thao, Assistant Professor of Public Health, Department of Nursing

Kris Grappendorf, Lecturer in Kinesiology

Lee Anne Adler, Lecturer in Biology

Silvia Lozano Cuesta, DOE Title V *Pathways Adelante* staff support

Dr. Todd McBride, Director of Health-Related Programs and Program Director of DOE Title V *Pathways Adelante* grant

(2) Description of the consultation process and information discussions that occurred prior to the submission of the proposal (Section I. Initiation of Proposal);

The individuals listed above meet every two weeks during the academic year as the “Public Health Team”. Following extensive discussion among this group a meeting took place with the individuals suggested in **Section I, part B of the guidelines for department formation.**

On April 17th, 2023, the following individuals met to discuss the plan to create the Department of Public Health to be housed in the School of Natural Sciences, Mathematics and Engineering.

Provost and Vice President for Academic Affairs, Dr. Vernon Harper

Dean of SSE, Dr. James Rodriguez

Dean of NSME, Dr. Jane Dong

Chair of Kinesiology, Dr. Brian Street

Chair of Nursing, Dr. Debbie Wilson

Assistant Professor of Public Health, Department of Nursing Dr. Linh Bui

Assistant Professor of Public Health, Department of Kinesiology Dr. Andrea Lopez

Lecturer in Kinesiology, Kris Grappendorf

Director of Health-Related Programs, Dr. Todd McBride

See Folder Administrative Support

On May 16th, 2023, the public health team met with our Public Health Community Advisory Board. During this meeting we discussed the need for an independent Department of Public Health on the CSUB campus. There was unanimous support with several comments regarding the importance of a department for collaborative opportunities with community partners. Creating a department was also identified as essential for professional development of the public health faculty and recruitment, retention, and graduation rates of CSUB students.

Community Board Members in Attendance:

Felicia Boyd, Dignity Health

Traco Matthews, Kern Health Systems
Isabel Silva, Kern Health Systems
Kristen Webber Kaiser Permanente
Diane Lay, Kern Family Health
Edgar Aguilar, Promotoras con Alma
Alisa Kennett, SJV Consortium
Reyna Olaguez, Building Healthy Communities
Kiyoshi Tomono, Adventist Health
See Folder Community Support

On October 16th, 2023, the public health team met with the Dean of NSME, Dr. Jane Dong to discuss the logistics of housing the new department including office space and an operating budget.

See Folder Administrative Support

On October 27th, 2023, one representative of the public health team met with the Provost Harper to finalize the plan to request the formation of the new Department of Public Health.

See Folder Administrative Support

(3) Describe how and why the establishment of a new department will better serve institutional needs, including student, faculty, staff, school, and university needs;

A new Department of Public Health is needed to support the Bachelor of Science degree in Public Health and to support the faculty and students engaged in the discipline of Public Health. The Bachelor of Science degree in Public Health was approved by the Academic Senate on February 4th, 2021 (RES 202115) and approved by President Zelezny February 12th, 2021. Two new tenure track faculty lines in Public Health were created by the funding of a Title V Department of Education grant entitled *Pathways Adelante*. The TT faculty began their appointments in the Fall of 2021 and are currently members of the Departments of Nursing and Kinesiology. A third TT faculty line in Public Health was created through the CSUB cluster hire initiative, and began their appointment fall semester of 2023, with Nursing serving as the home department. The three-tenure track faculty were hired with the understanding that a new Department of Public Health would be formed, and they would develop the department as founding members. The creation of a department is important for the advancement of their research agendas, community partnerships, professional development, and long-term retention with the university. It is also essential to be recognized by the twenty-one campuses in the CSU system who have Departments of Public Health, and an active system wide Public Health Council.

A Department of Public Health is also essential for the success of students majoring in public health. The formation of a department will provide students with a community that facilitates engagement with faculty and other students with an interest in public health. A sense of belonging and a connection to the university created by a public health community anchored by a Department of Public Health will support persistence and increase graduation rates. This concept is supported by empirical data from the two Department of Education grants that have supported the development of the Pre-Health meta major and the bachelor of science degree in Public Health.

A Department of Public Health will also significantly increase the profile of the program and assist in attracting new students from both first-time freshmen and transfer students from the Associate of Science Degree in Public Health at Bakersfield College. As of fall semester 2023 there are currently seventy-seven students enrolled at CSUB as public health majors.

Department formation will be an essential component in gaining accreditation of the public health degree with the Council in Education for Public Health (CEPH), and for engaging with other

accredited programs in the CSU system. It is important to note that department formation is not dependent on gaining accreditation. Accreditation will occur only after the department has been established and has a record of achievement consistent with the criteria for accreditation by CEPH. Following accreditation and the continued growth of the public health degree the faculty plan to create master and doctoral pathway partnerships with CSU and UC campuses. The CSU Office of the Chancellor has approved the development of a Doctorate in Public Health (DrPH) degree to be offered at CSU campuses. A Department of Public Health at CSUB will give us a seat at the table to participate in making this degree possible for CSU students, and the creation of a pipeline for our graduates.

Department formation is also essential for long-term vitality of the program by providing a voice in school and academy shared governance on the CSUB campus, and the establishment of a yearly budget allocation from the Office of the Provost to the School of NSME specifically for public health.

(4) Description of possible consequences of not forming the new department.

Failing to create a Department of Public at CSUB will create significant obstacles to maintaining and growing the public health degree and program. Without the support of a stand-alone department, it is likely that faculty will fear stagnation of their careers and will leave the institution. The public health faculty currently consists of three women of color who are passionate about preparing CSUB students to enter the local public health workforce. The faculty are engaged in scholarly activities with local community partners aimed at improving health outcomes for marginalized populations in the central valley and developing strategies to close equity gaps in public health. Failure to create a new department will make future recruitment of faculty extremely unlikely. Retaining the vibrant young talent recruited to CSUB to initiate the public health program is critical for the program's success. Their recruitment to CSUB was predicated on the promise of institutional support to create a Department of Public Health.

Likewise, the attraction and retention of students to the public health degree will suffer greatly if there is not a department to support the program. It is anticipated enrollments will stagnate and eventually drop without a department. With the stagnation in enrollments and possible turnover of faculty the prospects of developing a post-baccalaureate degree will evaporate, and accreditation of the degree will not occur. As stated earlier within two years of offering the degree there are already seventy-seven students enrolled as public health majors.

In addition to the detrimental effects within the academy, failing to create a Department of Public Health will result in a loss of support from our community partners. The public health team has been successful with establishing support and collaborations with local public health entities, which include paid internships for public health majors. Meetings with the Public Health External Advisory Board and with individual organizations have always included both the importance and the promise of forming a new Department of Public Health at CSUB.

B. Faculty Composition

(1) List the proposed faculty members for the new department's first year of operation, including the names of existing faculty who would be moved, jointly appointed, or affiliated from other department(s) and/or school(s). A minimum of three tenured faculty affiliated with the unit is required (whether through appointment, joint appointment, or Memo of Understanding) in order to document that they will be able to fully carry out the hiring and performance review duties of the department.

Include the following information:

a. For each faculty member include their name, rank (Lecturer, Assistant Professor, Associate Professor, or Professor), current departmental affiliation, and if they will be moved to the new department or jointly appointed between their prior department and the new department.

Dr. Linh Bui, Assistant Professor in the Department of Nursing, will move to Department of Public Health.

Dr. Andrea Lopez, Assistant Professor in the Department of Kinesiology, will move to the Department of Public Health.

Dr. Chia Thao, Assistant Professor in the Department of Nursing, will move to Department of Public Health.

Dr. Todd McBride, Director of Health-Related Programs, will serve as the founding chair of the department. The specifics of this role are addressed in section D part 4.

See Folder Affected Department Support

All three founding faculty members in the Department of Public Health are Assistant Professors, therefore it will be necessary to have an MOU from the following tenured professors who will serve as faculty affiliates. These individuals will assist the new department with faculty recruitment and faculty RTP evaluations until the department has sufficient ranking faculty to complete these tasks independently. The tenured professors serving as reviewers will remain in their respective departments. During the development of our proposal the public health team met twice monthly during the 2023/2024 and 2024/2027 academic years to work on the formation of a public health department. Faculty affiliates were discussed during multiple meetings and recommendations were made by team members for people they would like to invite. Full professors were initially chosen in response to the language outlined in Section D part 3 of the guidelines which states the requirement of three full professors. We currently meet the criteria to move forward with the department proposal and acknowledge the current ineligibility of Dr. Luis Vega who has assumed an MPP position. At the suggestion of the FAC the public health team agrees that securing additional faculty affiliates at the level of Associate Professor will be helpful. The public health team discussed this topic during our March 13, 2023, team meeting, and invited additional tenured faculty members to serve as faculty affiliates.

We currently have MOUs from the following tenured faculty who are willing to serve as faculty affiliates.

Dr. Carl Kloock, Professor of Biology

Dr. Maureen Rush, Professor of Math

Dr. Paul Smith, Professor of Biology

Dr. Debbie Wilson, Professor of Nursing

Dr. Heidi He, Nursing

Dr. Maria Rubolino, Nursing

Dr. Annie Boehning, Nursing

Dr. Eugene Wang, Kinesiology

Dr. Zachary Zenko, Kinesiology

See Folder Faculty Affiliates Support

b. For each individual who will have a joint appointment, include:

There will be no joint appointments.

(2) If the new department is breaking away or drawing member from existing departments, list all feasible effects that this change would have on other department(s) or school(s) in terms of name change, number of faculty remaining, support staff, curriculum, operating budget, space, etc.

Both Dr. Linh Bui and Dr. Chia Thao will be leaving the Department of Nursing in the School of Natural Sciences, Mathematics, and Engineering. The nursing department has been extremely generous in their willingness to provide an initial home for these public health faculty since they do not teach in the nursing curriculum. Their departure is not expected to negatively impact the department in the areas listed above. Dr. Bui's position is an expansion hire made possible by the DOE Title V grant, *Pathways Adelante*, which supports her salary for the initial four years of her appointment. Dr. Thao's position is an expansion hire as part of the CSUB cluster hire initiative to support faculty diversity.

Dr. Andrea Lopez will be leaving the Department of Kinesiology in the School of Social Sciences and Education. The position she will be vacating is also an expansion hire made possible by the DOE Title V grant, *Pathways Adelante*, which covers her salary for the first four years of her appointment. Dr. Lopez currently teaches one undergraduate class for Kinesiology (KINE 3118 Epidemiology) in addition to her teaching duties for the public health degree. She also teaches one class in the Master of Science in Kinesiology (MSK) program. The plan is for Dr. Lopez to continue teaching these courses if desired by the Kinesiology Department. Other than teaching the kinesiology courses there should not be any additional impact to the department in the areas listed above.

The Provost, Dr. Vernon Harper at the time faculty were recruited committed to placing the faculty on position control prior to the recruitment process taking place for the positions occupied by Dr. Andrea Lopez and Dr. Linh Bui. Please see the documentation in the Box **Folder Administrative Support**. Additionally at the Budget and Planning Committee meeting on February 29th, 2024. The current Interim Provost, Dr. James Rodriguez confirmed he would honor the commitment of the previous Provost and current Interim President Harper. Interim Provost Rodriguez also stated that he understands the value of the program and supports moving the faculty to position control on his own behalf. This is reflected in the meeting minutes of the BPC in a purposeful manner.

(3) Results of a vote from each department or school directly affected, including written comments from affected academic program chair(s)/director(s) and faculty. Anonymity, if requested, should be accommodated, and respected throughout the process.

The nursing department and kinesiology departments both voted unanimously to support the transfer of public health faculty to the new department.

See Folder Affected Department Support

C. Curricular and Degree Impacts

(1) List the courses, curricula, programs, degrees to be administered by the new department;

The Department of Public Health will be responsible for offering the public health courses required for the public health bachelor's degree. Department faculty will also serve as academic advisors for public health students in collaboration with the NSME advising center.

The following courses have been developed by the public health faculty and approved by the appropriate curriculum committee(s). These courses are included in the 2023-2024 catalog:

Lower Division

PH 2000 Introduction to Public Health (3) This course introduces the core functions of public health and provides an overview of various public health topics, including communicable and non-communicable disease, determinants of population health, strategies for eliminating health disparities, healthcare institutions and systems, and healthcare policy.

PH 2020 Health Communication (3) This course provides students an overview of the role of communication in public health, basic concepts, theories and practice strategies and of health communication. Students will learn how to create meaningful health communication, plan, implement, and evaluate health communication interventions, and develop health communication materials for different communication channel in different settings (i.e., technical and professional writing, mass media, and electronic technology).

PH 2700 Special Topics (1-3) Examination of contemporary or interdisciplinary problems of current interest in public health. May be repeated for credit with different topics up to a maximum of 6 units, subject to Program Coordinator approval.

Upper Division

PH 3110 Introduction to Health Promotion and Theory (3) In this course, we will analyze the key components of theories of health behavior, describe current applications of these theories to health promotion programs and interventions, and identify future directions for research and practice.

Prerequisites: Public Health 2000 Introduction to Public Health

PH 3218 Health Equity (3) We will use research from a wide range of academic disciplines to examine how gender, race/ethnicity, socioeconomic status, age, and religion contribute to disparities of health. We will examine how individual, community, and structural factors impact health outcomes.

Prerequisites: Complete at least 45 units; prerequisite or corequisite A2. Satisfies the general education requirement JYDR and carries credit toward the Public Health Program.

PH 3310 Community Needs Assessment and Program Planning (3) This course focuses on needs assessment methods and activities, developing public health program goals and objectives, and utilizing theory-based strategies to develop successful programs. Students will also learn to assess the effectiveness of different public health interventions. Prerequisites: Public Health 2000 Introduction to Public Health

PH 3410 Health Policy (3) This course will provide students with an overview of health policy and policymaking processes in the United States. The course will discuss local, state, and federal policies to improve population health, including health care policies (e.g., Medicare and Medicaid) and public health policies to promote health and improve health equity. The course employs an active learning approach with an interdisciplinary view to discuss federal and state health policy process and the determinants that shape the U.S. health care system and health policies. It also provides students opportunity to learn and practice health policy analysis skills to address specific public health problems. Prerequisites: Public Health 2000 Introduction to Public Health

PH 4110 Research Methods (3) This course provides students an applied understanding of research topics and methods used in public health research. It is designed to build on the research skills obtained

in other fundamental research methods and statistics courses. Advanced topics in research design and statistical analysis will be discussed and students will be asked to lead discussions, apply their skills in class and for homework assignments. The course is intended for students in the health and social sciences. Students will also gain skills in the design of rigorous research proposals and in manuscript writing. Prerequisites: Public Health 2000 Introduction to Public Health

PH 4700 Special Topics (1-3) Examination of contemporary or interdisciplinary problems of current interest in public health. May be repeated for credit with different topics up to a maximum of 6 units, subject to Program Coordinator approval.

PH 4800 Directed Research (1-3) Examination of contemporary or interdisciplinary problems of current interest in public health. May be repeated for credit with different topics up to a maximum of 6 units, subject to Program Coordinator approval.

PH 4850 Individual Study (1-3) Exploration of a specific topic, primarily through directed research, assignments, curriculum and/or materials development with a professor. Prerequisites: consent of instructor and approval of both the Program Coordinator and Dean of the School of Natural Science, Mathematics and Engineering. [By Petition] May be repeated for credit up to a maximum of 6 units.

PH 4870 Cooperative Education (1-3) Cooperative Education is a sponsored learning experience in a work setting, integrated with a field analysis seminar. The field experience is contracted by the Center for Career Education and Community Engagement (CECE) on an individual basis, subject to approval by the Program Coordinator. The field experience, including the seminar and reading assignments, is coordinated through Handshake in CECE and supervised by the faculty liaison (or course instructor), working with the field supervisor. The determination of course credits, evaluation, and grading are the responsibility of the program faculty. May be repeated for credit up to a maximum of 6 units. Offered on a credit, no-credit basis only. The program will determine application of credit. [By Petition]

PH 4890 Prior Experiential Learning (1-3) Credit for learning gained through prior off-campus experience related to the curriculum of the program. Requires documentation and Program Coordinator approval. Offered on a credit, no-credit basis only. May be repeatable for credit for a maximum of 3 units. [By Petition]

PH 4918 Senior Seminar in Public Health (3) Course content will reflect current practices in the Public Health discipline with emphasis on practical applications to careers in Public Health. Student presentations and discussion of current topics in Public Health will be structured to fulfill the GE capstone requirement. One hour lecture and Two-hour discussion. Prerequisite: Open only to senior Public Health majors who have completed at least 15 units of upper-division coursework specific to the major. Satisfies general education requirement Capstone.

(2) Describe how the change will affect the governance and delivery of curriculum and degree programs;

The formation of the Department of Public Health will not change the governance or the delivery of the BS in public health. Dr. Todd McBride will continue to serve as the Director of Health-Related Programs and provide the administrative duties and the public health faculty will continue their

current roles of directing the curriculum, providing instruction, and mentoring students while engaging in scholarly activities. The formation of a new Department of Public Health will provide a more efficient means of operation and will enhance the professional experience and the sense of belonging for both the faculty and students in public health.

(3) Present a three-year plan for assessment of student learning outcomes, program development, course scheduling, and individual faculty assignments. In instances where a new department will not be solely responsible for a degree program, include documentation of consultation and course schedule and assessment planning from across all impacted and associated units;

Three Year Course Schedule

Year One

Fall Semester	Faculty	Spring Semester	Faculty
PH 2000: Introduction to Public Health	Bui	PH 2000: Introduction to Public Health	Bui
PH 2020: Health Communication	Thao	PH 2020: Health Communication	Thao
PH/KINE 3118: Epidemiology	Lopez	PH 3110 Health Promotion	Lopez
PH3218: Health Equity	Thao	PH/KINE 3118: Epidemiology	Lopez
PH 3310: Community Assessment and Program Planning	Lopez	PH 3218 Health Equity	Thao
		PH 3410: Health Policy	Bui
CSUB 1029	Thao	PH 4110: Research Methods	Bui
CSUB 1029	Bui	PH 4918: Senior Seminar	Thao
CSUB 1029	Staff		
CSUB 1029	Staff		
CSUB 1029	Staff		

Year Two

Fall Semester	Faculty	Spring Semester	Faculty
PH 2000: Introduction to Public Health	Bui	PH 2000: Introduction to Public Health	Bui
PH 2020: Health Communication	Thao	PH 2020: Health Communication	Thao
PH/KINE 3118: Epidemiology	Lopez	PH 3110 Health Promotion	Lopez
PH3218: Health Equity	Thao	PH/KINE 3118: Epidemiology	Lopez

PH 3310: Community Assessment and Program Planning	Lopez	PH 3218 Health Equity	Thao
		PH 3410: Health Policy	Bui
CSUB 1029	Thao	PH 4110: Research Methods	Bui
CSUB 1029	Bui	PH 4918: Senior Seminar	Thao
CSUB 1029	Staff		
CSUB 1029	Staff		
CSUB 1029	Staff		

Year Three

Fall Semester	Faculty	Spring Semester	Faculty
PH 2000: Introduction to Public Health	Bui	PH 2000: Introduction to Public Health	Bui
PH 2020: Health Communication	Thao	PH 2020: Health Communication	Thao
PH/KINE 3118: Epidemiology	Lopez	PH 3110 Health Promotion	Lopez
PH3218: Health Equity	Thao	PH/KINE 3118: Epidemiology	Lopez
PH 3310: Community Assessment and Program Planning	Lopez	PH 3218 Health Equity	Thao
		PH 3410: Health Policy	Bui
PH 2700/4700	Thao	PH 4110: Research Methods	Bui
PH 2700/4700	Bui	PH 4918: Senior Seminar	Thao

Required courses from other departments:

See Folder Confirmation of Class Offerings

(course offering from other departments consistent with BS in Public Health four-year roadmap)

Lower Division Core

BIOL 1009, BIOL 2210, BIOL 2220, BIOL 2600

CHEM 1000, CHEM 1001 OR CHEM 1003

KINE 1018

MATH 2200, or KINE, or 2018, or PSYC 2018, or SOC 2208

PSYC 1018

SOC 1008

Upper Division Core

KINE 3118

HCA/PPA 4250

See Folder Assessment

(4) In the case of impacts on departments or programs with external accreditation, provide the rationale and justification for creating the department that aligns with accreditation requirements.

A Department of Public Health will be necessary to meet the criteria for a stand-alone baccalaureate program accreditation from the Council *on* Education *for* Public Health (CEPH). Accreditation will be sought following the successful creation of a Department of Public Health. The public health faculty developed the current curriculum with accreditation in mind and aligned the curriculum to meet CEPH accreditation requirements.

D. Faculty Rights and Responsibilities

(1) Describe how the establishment of the new department will affect recruitment, appointment, review, promotion and tenure of faculty, as well as faculty assignments and workload;

The creation of a new Department of Public Health will enhance recruitment of new faculty. CSUB was fortunate to recruit faculty that were willing to join the campus without a Department of Public Health. They came to CSUB for the opportunity to create a new department and the vision to provide a much-needed program in the CSUB service area. With the current faculty spread over two existing departments (NURS and KINE) and two different schools (NSME and SSE) it will be difficult to grow the program and recruit additional full-time faculty and part-time adjuncts. It also makes it difficult for students to feel a sense of belonging to a program and to build a community within the public health discipline.

A singular department specific to public health will also make RTP requirements consistent for all public health TT track faculty. Currently they are reviewed within the departments they are located. Having RTP criteria specific to the public health discipline will benefit the public health faculty and create a more equitable review process. A draft of the RTP criteria specific to the new Department of Public Health is available for review in the Box **Folder Faculty Review and RTP**. The public health faculty created this document and received feedback from the Dean of NSME, Dr. Jane Dong to ensure all parties agreed it contained the guidelines necessary for accurate and fair evaluations.

Faculty currently holding appointments with departments other than public health will be allowed to choose the RTP criteria they would like to use once the new department is formed. They may continue with the RTP criteria in the department from which they originated, OR they can choose the RTP criteria created for the new Department of Public Health.

The faculty members of the public health team have revised the RTP criteria following specific suggestions made by the FAC. The changes are reflected by track changes in the current draft of the RTP criteria under review by the senate sub committees. See Box **Folder Faculty Review and RTP**.

Faculty workloads will remain consistent with the workloads of other faculty in smaller departments across campus. The service workload will become less, as the public health faculty are

currently engaged in activities in their home departments in addition to the work needed to build and maintain the public health program. It will require less effort when faculty can focus solely on public health once that becomes the home department.

(2) Include the following criteria and policies, including documentation that they have been reviewed and approved by the incoming departmental faculty (as included In Section II. B.1.), the appropriate school dean, and the P&VPAA.

- a. Retention, Tenure and Promotion (RTP) Criteria,
- b. Post-Tenure Review (PTR) Criteria,
- c. Classroom observation policies, and
- d. Criteria and Procedures for the periodic evaluation of temporary faculty

See Folder Review and RTP

(3) In the case where the initial faculty composition of the new department does not include a minimum of three tenured faculty of the rank of Professor, include information on the pool from which qualified faculty will be drawn for RTP, PTR, and other committees that require faculty of this rank.

See Folder for Faculty Affiliates

(4) Include “Rules of Governance” that, at minimum, specifically address the following items: • Voting procedures

• Department committees (formation, responsibilities, structure, membership) • Advisory committees (formation, responsibilities, structure, membership) • Frequency of department meetings

All full-time tenure track faculty will have an equal and singular vote in department governance regardless of rank. All voting will occur in an anonymous fashion with the department chair tallying the votes. Instances that result in a tie vote will be discussed, followed by an additional vote until a majority or compromise can be attained.

All TT faculty will be expected to serve equitably on department committees as part of the RTP service component. Lecturers are also eligible to serve on department committees but are not required to do so. Lecturers volunteering to serve on a committee will have an equal vote in business conducted by the committee. Department committees will consist of a minimum three faculty with membership decided by a department vote if there are more than three faculty eligible to serve. One member of the committee will be elected by members of the committee to serve as committee chair.

The formation of new committees within the department will be determined by discussion and a majority vote to form a new committee.

A curriculum committee, faculty affairs committee, and a budget and operations committee will serve as initial committees upon department formation. The RTP committee will be comprised of the faculty affiliates.

The department chair will be determined by majority vote and consultation with the school dean for each three-year term. Department chairs are eligible to serve two consecutive three-year terms if elected for the second term. The department chair will receive six (6) WTUs of reassigned time each semester, for a total of twelve (12) WTUs of reassigned time each academic year. Department chairs provide leadership in the search and screening process for new faculty, the development of new curricula and academic programs, and in the conduct of the five-year program review and accreditation.

Faculty workload and assignments will conform to the contract in effect between the California Faculty Association and the California State University.

The role of Dr. McBride as department chair has been discussed with the public health faculty on many occasions during the development of the department proposal. The public health faculty are all probationary TT faculty at the level of Assistant Professor. Dr. McBride will serve a term as the initial department chair to provide time for the faculty to move up to the rank of tenured Associate Professors. Dr. McBride has previously served as the biology department chair for ten years and can provide the experience to allow the probationary faculty to focus on establishing their scholarship and growing the public health major. In agreement with suggestions from the senate FAC, the public health team discussed the chair position at our March 13, 2024 team meeting. The TT faculty subsequently held a formal vote to establish the chair position. Votes were submitted to the Title V administrative assistant with the vote tally provided to the public health team without disclosing the individual votes. This allowed the public health faculty to submit their votes in a manner anonymous to the rest of the public health team. The votes affirm that Dr. McBride will serve as department chair.

Dr. McBride is currently an MPP serving in a Directorship Role. His current office space is designated for Public Health and not for Biology to which he holds retreat rights. He no longer maintains a research lab space.

Dr. McBride maintains retreat rights as a Professor of Biology if he does retreat to a faculty position, but he will not have a role in the biology department while serving as the chair of public health and the program director of the DOE Title V *Pathways Adelante* grant. The faculty line on position control vacated by Dr. McBride when he entered into an MPP position is maintained within the biology department and has already been replaced by a new tenure track hire by the department. No Biology space will be affected by the public health department under the current proposal.

E. Budgetary, Financial, and other Resource Considerations

(1) Describe the needs of the new department for financial support and resources, particularly for the first three years of operation, including:

a. operating expenses,

Funding for the Department of Public Health will be determined by the NSME funding model for academic departments. It is based on a minimum base budget for all departments with additional allocation based on FTEF, FTES, number of majors, and yearly fixed costs, such as, accreditation and equipment service. This will require an agreement between the Provost and Dean of NSME to increase NSME base funding to support the additional department by the NSME funding model. The Provost and the Dean of NSME have both confirmed funding consistent with the funding model utilized for the NSME academic departments. Please see the **Folder Administrative Support**. Excel spread sheets with faculty salaries and operating budget numbers consistent with the NSME funding model for the first three years can be found in the **Folder Public Health Budgets**.

b. staff,

One full-time ASC will be required to operate the department. Until an ASC I can be recruited and hired by the new department. Ms. Vanessa Mayorga has agreed to assist the public health programs with ASC support.

c. space, including staff (ASC) offices, mail, housing of instructional support equipment, laboratories, etc.

The initial space needs will require three offices for TT faculty, one office for an ASC, and one office for a department chair. Two TT public health faculty are currently located on the first floor on Science III while housed in the Nursing department. A third office on the same floor for one additional TT faculty coming from the School of SSE will help provide a cohort environment. The ASC and chair offices are less important and can be placed where space is available.

The public health department currently has one lab and one office for faculty and student research in Science I, rooms 405 and 407. That space will need to continue as research space for public health student projects. The NSME building space committee has agreed upon a plan to have the public health department occupy space vacated by NSME Grants and Outreach when they relocate to the new Energy Center building when complete. This will include offices and the conversion of a teaching space into the new public health student research center on the first floor of Science III.

d. equipment,

New computers for the student research lab have been purchased by a DOE Title V grant. Any additional equipment necessary can also be purchased by the Title V grant.

e. possible other sources of non-stateside funding, if applicable.

The DOE Title V grant to support the public health degree and pre-health students' success will continue for two more years ending in the 25-26 academic year. The grant provides training and research opportunities for pre-health and public health students and faculty. The grant has been beneficial in starting the public health degree, but we are not relying on the grant to support the formation, or operational expenses for the new Department of Public Health. Stateside funding at the level of support outlined by the Provost and Vice President for Academic Affairs and the Dean of the School of Natural Sciences, Mathematics, and Engineering in their letters of support will be all that is needed. The Title V grant supports deliverables independent of department operations **See Folder Administrative Support**

f. Information Technology Services

The public health department will require the same basic IT services as other departments in NSME. In addition to the following software: Stata, Atlas TI, Endnote, GIS

g. Library

Library use will be consistent with other academic departments in NSME.

See support letter from Dean of Libraries is located in the Folder Administrative Support

h. other facilities;

No special facilities required.

F. Planned Implementation and Timeline

(1) The proposed date of implementation and the appropriate timeline for the process of implementation;

The public health team met twice a month during the 2022/2023 academic year, and twice a month fall semester 2023 to complete a draft of the proposal to form a new Department of Public Health.

The proposal was submitted to the Associate Vice President for Academic Affairs and Dean of Academic Programs, Dr. Debra Jackson on 11/01/23

Dr. Jackson forwarded the proposal the Chair of the Academic Senate, Dr. Aaron Hegde on 11/20/23

SPRING 2024

The public health team seeks approval by the academic senate spring semester 2024.

Assuming approval of new department in spring 2024 the public team will meet to organize the following agenda items prior to the 2024 summer break:

- Formation of RTP unit committee from pool of faculty affiliates
- Election of department representatives for NSME committees
- Meet with NSME Dean to finalize office space for TT faculty in Science III.

FALL 2024

During the fall semester 2024 the newly formed department will engage in the following activities:

- Department retreat to review curriculum and develop additional courses for both the major and GE
- Begin development of new bachelor's degree in health policy that aligns with the community college transfer model curriculum
- Initiate process to hire an ASC I with search to be conducted spring semester 2025
- Ms. Vanessa Mayorga is currently providing ASC assistance
- Adapt our assessment model outlined in our department proposal to TaskStream format and enter 5-year assessment plan into data base

(2) Include important milestones and dates for the development of the department.

ANNUALLY

The department will engage in the following activities annually:

- Department fall retreat to assess curriculum and department policies
- Form committee of faculty associates each spring for RTP review the following year
- Meet with both the internal advisory board and community advisory board
- Review department scans from IRPA and TaskStream updates
- Placement of student interns with community partners

DURING FIRST FIVE YEARS

The department has set the following goals to be completed within the first five years:

- New BS degree in health policy added to master plan by end of AY 25/26 and available for students AY 26/27
- 250 majors by fall semester 2026
- Four-year and six-year graduation rates that exceed the campus average by end of year five
- Track metrics for accreditation annually and apply for accreditation by the end of year five
- Complete feasibility study for a MS degree in public health
- Increase the pool of community partners and double the number of internship opportunities for students
- Add at least one expansion hire for a TT faculty member

- Elect new department chair to begin AY 28/29