Category I Proposal Transmittal Sheet

Submit proposals to: Office of Academic Planning and Assessment
110 Kerr Admin -- Oregon State University

For instructions, see http://oregonstate.edu/ap/curriculum/catli.html. Please attach Proposal, Library Evaluation (performed by the library), Liaison Correspondence, Faculty Curriculum Vitae, and Budget Sheets, as appropriate.

Check one:

Full Proposal
- New degree program
- New certificate program or administrative unit
- Major change in existing program
- Establishment of a new College or Department

Abbreviated Proposal
- Rename of an academic program or unit
- Reorganization – moving responsibility for an academic program from one unit to another
- Merging or splitting an academic unit
- Termination of an academic program or unit
- Suspension or reactivation an academic program or unit

For proposals to establish a new center or institute, contact the Research Office (737-3437).

For requests to offer existing certificate and degree programs at new locations, use the New Location Request Form available on the Web: http://www.ous.edu/aca/aca-forms.html

Title of Proposal: The OUS-established Graduate Certificate in Public Health

Effective Date: January 1, 2012

Department/Program: Public Health Program

College: College of Public Health and Human Sciences

I certify that the above proposal has been reviewed and approved by the appropriate Department and College committees:

Signature (Dept Chair/Head; Director): Maria Harvey 9/26/11

Signature (Dean of College): 9/30/11

Signature (Dept Chair/Head; Director): Tammy Bray

Print (Dean of College):
PROPOSAL

to deliver the established

Graduate Certificate in Public Health

at

Oregon State University

College of Public Health and Human Sciences

CPS Tracking Number: 82511

October 13, 2011
Graduate Certificate in Public Health

Executive Summary

As part of its strategic plan, Oregon State University (OSU) identified “Healthy People” as an area for development and investment. Establishing a College of Public Health and Human Sciences (CPHHS) in Oregon was proposed in September 2007 and adopted as an institutional goal in March 2009. It was accomplished June 18, 2011. Accreditation of our current Master of Public Health (MPH) program and the new CPHHS requires that OSU address public health workforce development and practice improvement. A Graduate Certificate in Public Health (GCPH), especially when offered through Distance Education, is a widely recognized means to accomplish that deliverable.

In 2008 the Oregon University System (OUS) approved the Graduate Certificate in Public Health (GCPH) for online delivery by OHSU as a strategy to remediate this specific deficiency of the collaborative Oregon Masters of Public Health (OMPH) program noted in its accreditation review. The GCPH program is coordinated by the Dean’s Oversight Committee of the OMPH, which executed a MOU among its members Oregon Health and Science University (OHSU), Portland State University (PSU) and OSU affirming that all three institutions could, and are encouraged to, offer the graduate certificate. In light of strategic reconsiderations, OHSU has suspended admitting applicants to the GCPH. As provided by OMPH in the attached agreement, CPHHS seeks approval to deliver the GCPH already approved by OUS in May 2008. Upon approval, CPHHS will deliver the certificate as a member of the OMPH and will continue to offer it, when in 2014 the College is established as a separate unit of public health accreditation.

Courses comprising the GCPH are the five core courses of the MPH degree offered at OSU plus one elective. Although acceptance into the graduate school will not be required for students in the GCPH, credit for GCPH courses taken may be applied to the MPH providing the student is accepted into the graduate school. All courses required for the GCPH at OSU are currently approved by the Graduate Council and Curriculum Council, and are taught on campus. We propose to deliver the courses online as well. Sufficient faculty resources exist to undertake and successfully deliver this engaged learning strategy.

Undertaking workforce development by the College is part of a larger, statewide effort among OSU’s key stakeholders to develop a fully functioning public health system, including state government, county public health practitioners and academia. Oregon’s public health workforce is inadequate, and its needs are growing. Between 1980 and 2000, the US population grew by nearly 55 million, yet the public health workforce declined by 55,000. Almost one quarter of the nation’s public health workforce is eligible to retire within the next 5 years. The Association of Schools of Public Health estimates that schools of public health will need to train three times the number of graduates over the next 12 years to meet workforce needs. For Oregon, that means increasing from approximately 80 to 240 public health graduates per year.

Development of the GCPH at OSU was expressly requested by the Oregon Public Health Division (OPHD) of Oregon Health Authority. See attached e-mail from Tom Engle, Director, Office of Community Liaison, OPHD. At least a third of the senior level administrative and clinical staff in local health departments (LHDs) are under-prepared according to Oregon Statute and Standards for public health hiring in Oregon. OPHD has found that neither geographic location nor employee cohort is associated with better preparation of public health staff, and has identified an urgent and ongoing need for the GCPH among LHD staff. Providing the GCPH as professional development for practicing public health professionals is in direct support of OSU’s strategic plan, its Carnegie Engaged designation, its land grant mission and its effort to accredit the new College of Public Health and Human Sciences.
1. Program Description

a. Proposed Classification of Instructional Programs (CIP) number: (contact your Registrar or campus Institutional Research office for this number).

**CIP #: 512201**

**Title:** Public Health, General.

**Definition:** A program that generally prepares individuals to plan, manage, and evaluate public health care services; to function as public health professionals in public agencies, the private sector, and other settings; and to provide leadership in the field of public health. Includes instruction in epidemiology, biostatistics, public health principles, preventive medicine, health policy and regulations, health care services and related administrative functions, public health law enforcement, health economics and budgeting, public communications, and professional standards and ethics.

(Source: US Department of Education, National Center for Educational Statistics, CIP 2010 ed.)

b. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, certificate, minor, and concentrations offered.

The Graduate Certificate in Public Health (GCPH) was established by OUS in May 2008 in response to a Category 1 proposal submitted by Oregon Health and Sciences University (OHSU). It is approved for delivery by OSU through the Oregon Master of Public Health (OMPH) Program through an agreement, which stipulates that “Each institution intending to grant the GCPH shall follow standard application procedures for providing a new program, as specified by the respective campus and the Oregon University System (OUS).” Accordingly, we are submitting this Category 1 proposal at OSU.

The GCPH is a certificate program designed for public health practitioners and others seeking professional development and continuing education. Its disciplinary foundations are the five core disciplines of public health: epidemiology, biostatistics, health promotion/health behavior, environmental safety health, and health management and policy. The programmatic focus is basic public health with an elective in health management/policy. No degrees, minors or areas are offered through this proposed program. Courses may be taken online or in person on campus.
Table 1. Summary of Proposed New Program

NEW:
- **Title:** Graduate Certificate in Public Health

**Areas of Concentration:**
- None

**Academic Unit:**
- College of Public Health and Human Sciences

**Delivery Mode and Location:**
- OSU Main Campus
- OSU E-Campus (Online, Distance Delivery)

**Accreditation:**
- Even though this proposed program is not professionally accredited, all 19 credit hours of the proposal program are part of the existing Master of Public Health (MPH) degree program. The MPH is accredited by the Council on Education for Public Health (CEPH).

**Effective Term:**
- Winter Term 2012

c. Course of study – proposed curriculum, including course numbers, titles, and credit hours.

Table 2. Proposed curriculum: 19 credit hours

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>MPH Core Courses (16 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>H 512 Environmental and Occupational Health</td>
<td>3</td>
</tr>
<tr>
<td>H 524 Introduction to Biostatistics</td>
<td>4</td>
</tr>
<tr>
<td>H 525 Principles and Practices of Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>H 533 Health Systems Organization</td>
<td>3</td>
</tr>
<tr>
<td>H 571 Principles of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>H 530 Health Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>H 536 Healthcare Organizational Theory and Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

d. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).

The program will be delivered onsite at the OSU campus in Corvallis, and certificate students may attend classes with Master of Public Health (MPH) students. If this proposal is approved, OSU Extended Campus (E-Campus) has agreed to consider our funding proposal to develop online versions of certificate courses and deliver them annually. Course scheduling and enrollment for certificate students will be handled by administrative support staff in the Dean's office in coordination with Ms. Nancy Creel, who currently
schedules all courses for MPH students. Use of technology is already established for on campus delivery of these courses and will be established through E-Campus for online delivery.

e. Ways in which the program will seek to assure quality, access, and diversity.

The 19 credit hour graduate certificate program is made up of existing MPH degree courses. Our MPH degree is nationally accredited by the Council on Education for Public Health (CEPH). The protocol for assuring quality, access and diversity will be identical for all graduate public health courses offered at OSU. The quality improvement process required for public health accreditation requires collection of data regarding the degree to which objectives are met and use of those data in making changes for improvement. All courses included in the GCPH were reviewed as part of the successful application to CEPH in May 2011. If approved, the GCPH will be part of the unit of accreditation and will be reviewed again by CEPH in 2013. See also section 5(b) below.

One key purpose of the GCPH is to expand the diversity of Oregon’s public health workforce, especially when offered online. Through E-Campus, the GCPH will provide access to education in core public health disciplines to rural and traditionally underrepresented students, who otherwise might not be able to access coursework on campus. The College will recruit actively in partnership with community stakeholders, including the Office of Multicultural Health and Services of the Oregon Health Authority, to recruit a diverse cohort of students.

f. Anticipated fall term headcount and FTE enrollment over each of the next five years.

The program is designed to accommodate 30 students taking 19 credits/yr or 60 students taking 9 - 10 credits/yr. Because the GCPH is designed for full time working professionals, we anticipate that most GCPH students will take only 1-2 courses per term. The numbers below are calculated assuming all are part time (9-10 credits/yr) certificate students (60 @ full capacity). The full time equivalent (FTE) enrollment in the Certificate Program and the fall term head count of such students is expected to be:

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</thead>
<tbody>
<tr>
<td>Students</td>
<td>10</td>
<td>25</td>
<td>40</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td>Student FTE</td>
<td>3.5</td>
<td>8.8</td>
<td>14</td>
<td>17.6</td>
<td>21</td>
</tr>
</tbody>
</table>

g. Expected degrees/certificates produced over the next five years.

We anticipate that approximately 70 graduate certificates in public health will be completed over the next five years. The model is designed with the capacity to serve 60 full time students per year, and thus a maximum of 240 people could complete the course work over five years, if they took two courses (versus one course as assumed) per term. The program does not award degrees, but some students will likely elect to enroll in graduate school and go on to complete an MPH degree at OSU.

h. Characteristics of students to be served (resident/nonresident/international; traditional/nontraditional; full-time/part-time; etc.)

Anticipated certificate students will include both residential and non-residential students. They will be from Oregon, along with other states and nations of the world. The certificate is intended for non-
traditional professionals (mid career professionals who are employed full time). Since course content is identical to that required in the MPH degree program, traditional students may avail themselves of the convenience of taking these courses online. This aspect will be most useful to our dual degree programs (DVM/MPH and Pharm. D./MPH) students, who may not be able to attend core MPH classes on campus at the time they are taught.

i. Adequacy and quality of faculty delivering the program.

There is an adequate number of high quality faculty available to teach the graduate certificate program and deliver the program successfully. They are the same faculty who teach the same courses in the existing MPH program. Eleven new public health faculty members were hired in AY 2011-12. The quality of these teachers is outstanding. Please see the section below.

j. Faculty resources – full-time, part-time, adjunct.

Faculty who have agreed to teach GCPH courses include:

- **Stephanie Bernell, Associate Professor and Coordinator of the Health Management and Policy Programs.** PhD (Health Economics, Johns Hopkins University, 1999), MA (Economics, American University, 1992), BA (Economic Theory, American University, 1989). Dr. Bernell’s research focuses on applying economic theories and methods to pressing public health problems. She has pursued this through three lines of research: (1) the employment effects of chronic health related conditions; (2) the contributions to and the effects of hunger; and (3) the relationship between urban sprawl and obesity. Dr. Bernell teaches health policy and health economics courses. **Program area: Health Management and Policy.**

- **Adam Branscum, Associate Professor and Coordinator of the Biostatistics Track.** PhD (Statistics, University of California at Davis, 2005), MS (Epidemiology, University of California at Davis, 2005), MS (Statistics, California State University, 2000), BS (Mathematics, California State University, East Bay, 1999). Dr Branscum’s research interests include Bayesian nonparametric and semiparametric modeling and data analysis, epidemiology, diagnostic test methodology and protocols, and disease prevalence estimation. **Program area: Biostatistics.**

- **Sue Carozza, Associate Professor, Epidemiology.** PhD (Epidemiology, UNC Chapel Hill, 1995), MSPH (Epidemiology, UNC Chapel Hill, 1993), BS (Wildlife and Fisheries Sciences, Texas A and M University, 1983). Dr. Carozza’s research focuses primarily on investigating environmental and genetic risk factors for childhood cancers. In addition, she has developed and applied Geographic Information Sciences (GIS) methods in epidemiologic research, particularly for environmental exposure assessment. Dr. Carozza teaches courses in epidemiology methods and cancer epidemiology. She has previously taught a core epidemiology course online. **Program area: Epidemiology.**

- **Chunhuei Chi, Associate Professor and Coordinator of the MPH International Health Track.** ScD (Health Policy and Management, Harvard University, 1990), MPH (International Health, University of Texas, Houston, 1982), BS (Public Health, China Medical College, 1978). Dr. Chi’s research interests are in evaluating equity and efficiency in health care services and finance; measurement of equity and efficiency in health care systems and health development; extra-welfarist WTP methodology; improvement of international health professional education; economic globalization and health development; integrating allopathic, traditional, alternative and complimentary medicines into modern health care systems; and health development in low-income nations. Dr. Chi teaches courses in health care systems and finance, international health, global health issues, and health care marketing. **Program areas: International Health and Health Management and Policy.**
• **Karen Elliott, Instructor.** PhD (Public Health, Oregon State University, 2006), MS (Health Promotion and Health Education, University of Montana, 2002), BS (Biology, Carroll College, 1998). Dr. Elliott teaches health promotion and health behavior courses, and supervises internships in the undergraduate program. She teaches community organization in the graduate program. **Program area: Health Promotion and Health Behavior.**

• **Tom Eversole, Director.** Director for Strategic Development for a College of Public Health and Human Sciences. DVM (Veterinary Medicine, University of Georgia, 1975), MS (Counseling Psychology, Loyola University, 1989), MS (Veterinary Surgery, Colorado State University, 1978), BS (Biology, Virginia Polytechnic Institute and State University, 1971.) Dr. Eversole has served as Manager of HIV/STD/TB programs for Oregon Public Health Division. He served 8 years as Benton County Health Administrator, establishing and directing a new federally qualified health center. He has served as Co-chair of Oregon’s Conference of Local Public Health Officials (CLHO), Vice Chair of the CLHO Legislative Committee and currently serves as Chair of the governor’s appointed Public Health Advisory Board. He is adjunct faculty to OSU College of Veterinary Medicine, where he teaches veterinary public health. **Program area: Health Management and Policy.**

• **Nancy Seifert, Instructor.** PhD (Public Health, Oregon State University, 2005), MS (Management, Troy State University, 1979), BS (Business Education, Oregon State University, 1975). Dr. Seifert is also currently CEO of Quality Care Associates, Inc. Her research interests are in recruitment theory and practical strategies for recruiting physicians in Oregon. She is currently involved in the creation and exploration of Accountable Care Organizations. **Program area: Health Management and Policy.**

• **Shelley Su, Instructor.** PhD (Toxicology, Oregon State University, 1998), BS (Biochemistry/Biophysics, Oregon State University, 1982). Dr. Su’s research interests include environmental causation of disease. Focus on the mechanisms of xenobiotic metabolism, and the dietary modulation of chemoprotective/cancer-causing enzyme systems. Dr. Su teaches classes in environmental health, including air toxics, hazardous wastes, public health toxicology, occupational health, and ethics. **Program area: Environment, Safety and Health.**

k. Other staff.

Other staff available to assist coordination, management and delivery of the GCPH include: Ms. Rena Thayer, (Administrative Assistant), Ms. Nancy Creel (Office Coordinator), Marie Harvey, Dr.PH (Associate Dean, Research and Graduate Programs, CPHHS), and Tom Eversole, DVM, MS, MS (Director of Strategic Development for Public Health.)

l. Facilities, library, and other resources.

The OSU library and E-Campus facilities are completely adequate to support the GCPH.

m. Anticipated start date.

We would like to offer coursework in the GCPH beginning January 1, 2012 and are prepared to do so if approved.

2. **Relationship to Mission and Goals**

a. Manner in which the proposed program supports the institution’s mission and goals for access; student learning; research, and/or scholarly work; and service.
The proposed GCPH supports the University’s mission and goals in the following ways. It will create access to practice-oriented academic education without graduate school admission. The proposed graduate certificate program will allow students to progress through an applied education at a pace consistent with their other work and life responsibilities. The GCPH is an example of Engaged Scholarship, which supports the University’s mission for engaged learning and research by creating a new cadre of co-investigators in communities. Engaged research is core to retaining OSU’s designation as a Carnegie Engaged institution. Engaged scholarship provides an opportunity to enhance current research programs by expanding collaborative resources and increasing access to participants. Relationships established through the GCPH help support OSU’s mission for applied research and community service.

b. Connection of the proposed program to the institution’s strategic priorities and signature areas of focus.

The University strategic plan identified three strategic priorities for development and investment: Healthy People, Healthy Planet and Healthy Economy. The field of public health spans all three. The GCPH will help develop the public health workforce Oregon needs to establish a robust public health system. A core area of public health is Environmental Public Health, which applies environmental science and the maintenance of healthy environments to population health. Developing a sufficient and competent public workforce is key to Oregon’s economic development. The certificate helps CPHHS achieve its mission to develop the next generation of globally minded public health and human sciences professionals. Through interdisciplinary research and innovative curricula, CPHHS advances knowledge, policies, and practices that improve population health in communities across Oregon and beyond.

c. Manner in which the proposed program contributes to Oregon University System goals for access; quality learning; knowledge creation and innovation; and economic and cultural support of Oregon and its communities.

The GCPH is consistent with OSU’s land grant mission to make the academic resources of the university accessible to Oregonians throughout the state. Delivered online, the GCPH will be accessible to participants throughout Oregon and beyond. Courses comprising the GCPH will be held to the same standards of quality as the accredited MPH courses. The GCPH will foster applied research/knowledge creation by engaging more campus faculty with community-based co-investigators and co-learners. New techniques acquired by faculty through a distance education experience will enhance classroom delivery of academic content material.

d. Manner in which the program meets broad statewide needs and enhances the state’s capacity to respond effectively to social, economic, and environmental challenges and opportunities.

The certificate program will provide continuing education to existing workforce members, based upon locally-specific needs assessment data. “As an independent sequence of courses to upgrade skills of non-degree students, [certificate programs are] a positive development for the field of public health practice” (CEPH, 2005, Criterion 3.3, Workforce Development). By improving the ability of state and local public health workers to address social, behavioral, environmental and economic determinants of health, the GCPH engages academia in responding to societal needs.
3. Accreditation

a. Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.

The Council on Education for Public Health (CEPH) has established standards for an academic degree, but not for certificates. Courses comprising the proposed certificate are part of OSU’s MPH degree and are currently accredited by CEPH through OSU’s membership in the consortium Oregon Masters of Public Health (OMPH) Program. The GCPH originally offered by the OHSU School of Nursing is governed by the OMPH. The governance section of the MOU among the three participating institutions (See Attachment A) states the following:

This Certificate, a product of the OMPH Program, shall be governed by the Deans Oversight Council, and administered by the Coordinating Council/Track Coordinators Committee through its subcommittee on Workforce Development. Participants in the GCPH include the partner academic units of the OMPH Program (Public Health and Preventive Medicine, School of Medicine, OHSU; Graduate and Interdisciplinary Programs, School of Nursing, OHSU; Department of Public Health, College of Health and Human Sciences, OSU; School of Community Health and Division of Public Administration, College of Urban and Public Affairs, PSU). It is the intent of this partnership that the certificate may be granted by any or all of the partner institutions, through the affiliated academic units.

b. Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.

Not applicable. Although degree programs are accredited by CEPH, public health certificates are not accredited. Therefore, nothing is required for the certificate to become accredited.

c. If the proposed program is a graduate program in which the institution offers an undergraduate program, proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.

The CPHHS offers an undergraduate program. CEPH has not accredited undergraduate programs prior to 2011. OSU’s undergraduate program in public health was included for approval as part of the CPHHS application to begin the accreditation process for the entire college. The BS in Public Health degree was designed in accordance with CEPH accreditation guidance, and the application was accepted. CEPH will evaluate the undergraduate program as part of the entire CPHHS accreditation review in 2013. The undergraduate Public Health program will become accredited as part of the College accreditation.

d. If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.

The certificate program will not be accredited. Its courses are part of the OMPH unit of accreditation, accredited by the Council on Education for Public Health (see www.CEPH.org).
4. Need

a. Evidence of market demand.

Oregon Public Health Division (OPHD) has requested that OSU offer the online certificate so that employees of county health departments may meet minimum job qualifications. According to a 2008 survey of local health departments by the Coalition of Local Health Officials (CLHO), [www.oregon.gov/DHS/ph/lhd/docs/capacity-assessment-report-final-10-08.pdf](http://www.oregon.gov/DHS/ph/lhd/docs/capacity-assessment-report-final-10-08.pdf) health departments statewide were assessed as having only 57% of the required capacity as measured using national standards by the National Association of City and County Health Officials (NACCHO.) The study called for an additional 394 FTE of public health workers to meet Oregon’s current need. Additionally:

- Oregon’s public health workforce is inadequate, and needs are growing.
- Between 1980 and 2000, the US population grew by nearly 55 million, yet the public health workforce declined by 55,000.*
- 23% of the nation’s Public Health workforce is eligible to retire within the next 5 years.
- Many among the workforce lack public health training and are not well prepared to conduct population based approaches, which is the heart of the profession.
- The Association of Schools of Public Health (ASPH) estimates that schools of public health will need to train three times the number of graduates over the next 12 years to meet workforce needs. For Oregon, that means increasing from approximately 80 to 240 public health graduates per year.
- Interest in academic preparation is growing, and Oregon is not recruiting or graduating the number of public health students it could. In 1997 and 2003 the number of MPH applicants was 133 and 348 respectively. About 60% of applicants are accepted into MPH programs. In 2002 and 2005, the number of graduates was 44 and 78 respectively. Current capacity will not meet the workforce needs (est. 240 MPH graduates/year) for a fully functioning, robust public health system once developed.


b. If the program’s location is shared with another similar OUS program, proposal should provide externally validated evidence of need (e.g., surveys, focus groups, documented requests, occupational/employment statistics and forecasts).

The GCPH program is shared by OHSU School of Nursing (SoN), OHSU School of Medicine, Portland State University and OSU through their partnership in the collaborative OMPH Program. In addition to the points listed above, evidence of need based on surveys was presented in the original GCPH Proposal approved by OUS on May 1, 2008. As part of a reevaluation of its strategic direction, the SoN ceased accepting new students into the GCPH in 2011. Please see liaison with OHSU. Furthermore, Oregon Public Health Division (OPHD) has requested that OSU offer a formal post-baccalaureate certificate program that focuses on the five core public health courses and that could be made available to Oregon’s public health workforce. See Attachment B. As described above (section 1. c.), the certificate consists of 19 credits, using courses already offered through our accredited program.

All three institutions in the OMPH Program have a need, based upon program mission and accreditation mandate, to provide continuing education targeted toward meeting the specific needs of the local workforce. As a member of the OMPH, OSU’s delivery of the GCPH will contribute toward fulfilling the
OMPH reaccreditation requirement for workforce development, which will be reassessed in 2013. The proposed certificate program is a synergistic opportunity to meet the needs of all three institutions, the state health division as well as to support public health services in the state of Oregon.

c. Manner in which the program would serve the need for improved educational attainment in the region and state.

The OPHD, Oregon’s state health division, has recognized that at least a third of the senior level administrative and clinical staff in local health departments (LHDs) are under-prepared according to Statute and Standards for public health hiring in Oregon (See Attachment C, Minimum Standards for Local Health Departments in Oregon). OPHD has found that neither geographic location nor employee cohort is associated with better preparation of public health staff, and has identified an urgent and ongoing need for the GCPH among staff.

d. Manner in which the program would address the civic and cultural demands of citizenship.

Three of the certificate’s learning outcomes support civic and cultural demands of citizenship: 1) employ ethical principles and behaviors, 2) enact cultural competence and promote diversity in public health research and practice, and 3) apply public health knowledge and skills in practical settings. Offering the certificate at OSU will meet OPHD’s interest in the GCPH, which is to improve workforce competence and public service at the county level. It will improve public health and community health promotion services delivery to Oregon residents. Certificate training will increase proficiency of Oregon’s LHD senior and mid-level staff to provide competent and compassionate services and to meet the standards for public health employment. The online program proposed by the OSU College of Public Health and Human Sciences, will meet the needs of employed public health workers in all 36 counties -- including rural and frontier counties -- while also allowing staff to remain employed in their counties, however remote.

5. Outcomes and Quality Assessment

a. Expected learning outcomes of the program.

Learning outcomes or objectives of the graduate certificate program are to:

- Apply evidence-based knowledge of health determinants to public health issues
- Select and employ appropriate methods of design, analysis, and synthesis to address population based health problems
- Integrate understanding of the interrelationship among the organization, delivery, and financing of health-related services
- Communicate public health principles and concepts through various strategies across multiple sectors of the community
- Employ ethical principles and behaviors
- Enact cultural competence and promote diversity in public health research and practice
- Apply public health knowledge and skills in practical settings.

Additionally, each of the courses comprising the curriculum develops practitioner competencies as a required component of public health accreditation. (See Syllabus, Attachment D.)
b. Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.

Program effectiveness in achieving each course’s learning objectives (see above) will be determined by the letter grade criteria. Student learning assessment will mirror the procedures currently in place in on-campus courses used in the certificate program, where a combination of graded exams, term papers, and research projects are used. Learning assessment will be embedded in the curriculum, with each course requiring demonstration of mastery of subject matter. The functionality of web delivery will be assessed through feedback from participants. Additionally, the Program Director, Associate Program Director and Program manager will monitor enrollment and program expenses to ensure continued financial sustainability and viability of the program.

Learning outcomes for the certificate program are listed in section 5.a. above. The level to which those outcomes are met will be monitored using a three-fold approach: (1) the PH Graduate Program Coordinators will review the curriculum every year and the entire program every five years in parallel with university graduate program and College accreditation reviews; (2) all students graduating from the program in the first five years will be given an exit interview in which they will be asked standard questions about how the program was successful and how the program could be improved; and (3) regular follow-up of graduates will be done with graduates and employers to track how graduates are doing in terms of employment and satisfaction with the education they received from the program.

c. Program performance indicators, including prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate.

The same performance indicators used for these classes when delivered on campus will be used. Oversight of academic standards, policies, and procedures governing the GCPH courses at OSU is coordinated by the CPHHS School Co-Directors with input and guidance from the Graduate PH Program Coordinators. This team will periodically review standards and assure uniformity across the courses. The CPHHS tracks data regarding student success not only grades, but also student progress, continuation into graduate school, job placement, and proficiency of competencies. Issues regarding licensure do not currently apply to public health workers.

d. Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.

Engaged scholarly activity associated with the GCPH will focus primarily on workforce development. Indicators of success may include, numbers of participants completing the certificate, job placement, career advancement, improvements in public health capacity and practice. Faculty publications in applied research journals are anticipated.

6. Program Integration and Collaboration

a. Closely related programs in other OUS universities and Oregon private institutions.

Oregon State University offers a graduate certificate in Health Management and Policy. OSU and Portland State University offer undergraduate certificates in Gerontology, but none contain the fundamental Core Courses in public health and would not be considered by the OPHD to meet workforce needs for preparation to practice public health.
The GCPH was approved by the OUS in 2008 for delivery by OHSU School of Nursing through the OMPH. As noted in the executive summary, as part of its strategic planning, OHSU stopped admitting students into the program in 2011, and OPHD requested that OSU offer the graduate certificate. As a member of the OMPH, OSU will provide the GCPH, contributing to the OMPH accreditation deliverable for workforce development. It is anticipated that upon successful accreditation of the CPHHS by CEPH in 2014, both OMPH and OSU will continue to offer the GCPH.

b. Ways in which the program complements other similar programs in other Oregon institutions and other related programs at this institution. Proposal should identify the potential for collaboration.

As part of the OMPH and the MOU signed in 2008, students may take GCPH courses at any of the participating institutions. Under its implementation section, the MOU states: The GCPH may be delivered through any of the learning formats provided by OMPH Program Tracks. Consistent with OMPH Program practice, certificate students may take their classes at any of the OMPH academic units, irrespective of whether the certificate is granted by that host institution. Intercampus registration for the GCPH shall follow the same protocols as for collaborative MPH degree students.

c. If applicable, proposal should state why this program may not be collaborating with existing similar programs.

The graduate certificate program will be offered in collaboration with existing, similar programs. Upon successful accreditation of the College of Public Health and Human Sciences in 2014, OSU will continue delivering the GCPH under its own scope of work. OMPH institutions may continue and/or resume offering the certificate.

d. Potential impacts on other programs in the areas of budget, enrollment, faculty workload, and facilities use.

Certificate students can take the regularly offered onsite courses, plus we plan to offer online versions once a year. Both onsite and online delivery should positively affect the College budget. Faculty workload will be managed by increasing faculty when/if growth in student numbers requires it. On site delivery of the graduate certificate will not impact budget, faculty workload and facilities use of the other OMPH partner institutions. None of the OMPH partners are currently accepting new E-Campus students in the GCPH. Thus, online delivery of the GCPH by OSU will not impact current delivery levels by other OMPH partners, but it will avail this educational opportunity to residents of Oregon and beyond.

All GCPH courses are currently taught at OSU. The subject librarian concludes that present collections and services are adequate to support the proposal. No additional funding is needed in year one or ongoing to upgrade collections or services. Please see Library Evaluation attached.

7. **Financial Stability** (attach the completed *Budget Outline*)

a. Business plan for the program that anticipates and provides for its long-term financial viability, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term.
**Business Plan**

We anticipate an enrollment of 5-10 students in the GCPH in year one, building to an average of 40/year by 2016. Currently, about 45 on-campus students complete the MPH every year. There are currently 125 MPH students enrolled in the program, and we anticipate 300 by 2016. The availability of online access to the graduate certificate should extend our student markets to central Oregon (OSU Cascades) and the professional community throughout the state. Additionally, our MOU with OHSU and PSU, which allows OSU students to take the five core PH courses at those schools, is slated to expire in 2014. At that time, the GCPH will allow our Portland-based students to take the five core MPH courses online, reducing their need to commute to Corvallis. It allows OSU pharmacy and veterinary students to begin double degree studies concurrent with their professional studies.

The GCPH will be sustained by tuition revenues after the two-year start up. Students will come from a variety of sources including traditional students and working public health professionals.

- The minimum qualifications for Health Administrators employed at County health departments are outlined in Oregon Administrative Rules. The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. These are: Biostatistics; Epidemiology; Environmental health sciences; Health services administration; and Social and behavioral sciences relevant to public health problems. Approximately 1 in 3 County Health Administrators lack such training as documented by triennial reviews of LHDs. Health plans for such LHDs must include a plan of corrective action. The GCPH is designed to meet that need, allowing working professionals to complete the requirement without travel or disrupting their work. In many counties, tuition for the GCPH qualifies for job-related education benefits for county public health employees. Additionally, OPHD and Northwest Health Foundation have committed to provide GCPH tuition payment as part of their investment in public health workforce development.

- As occurs with other courses delivered on campus, the GCPH online courses will be available to MPH students on campus, who require access to courses at times and sequences other than those offered on campus.

**E-Campus Grant Funding Requested**

With the assistance of E-campus, the Graduate Certificate in Public Health seeks to fulfill Oregon’s public health workforce needs outlined above. The proposed biennial project period is FY 2012 and FY 2013. The E-Campus funding proposal requests $150,000 in E-campus Program Development Grant funds to cover project start up and development costs, including course development, program administration, hardware, software and technical (IT) support. Instructor costs will be paid from tuition received. Beginning FY 2014, the GCPH is anticipated to be self-supporting through the College’s share of tuition generated through E-campus.

**Proposed Staffing**

The program will be conducted through the CPHHS Dean’s Office under the direction of Associate Dean, Marie Harvey. Dr. Harvey will serve as GCPH Program Director, providing administrative leadership in consultation with coordinators of each of the College’s MPH programs and school co-directors. An Associate Program Director (Dr. Eversole) will supervise day to day operations performed by the Program Manager (TBN.) Eversole also will work with external stakeholders in the public health practice
community (OPHD and LHDs) and the OSU Cascades Campus to market the program and enroll students including public health practitioners.

We propose that the Associate Program Director (Eversole) be assisted in his capacity by a 0.49 FTE Program Manager (Graduate Assistant, TBN), who will conduct/manage the daily activities of the GCPH program. Her/his duties will include receiving student applications and enrolling certificate students in the program, certifying student completion of certificate requirements, maintaining the certificate program website, and responding to inquiries from prospective students and the general public. In addition to functional operation of the GCPH Program, this position will assist the Associate Director coordinating GCPH with affiliated academic units, the OSU Extended Campus, and the Graduate School. Administrative support will be provided by a 0.2 FTE Office Coordinator (Thayer), who will coordinate course scheduling, teaching assignments and serve as an operational point person for E-campus liaison.

During the two-year start-up period, E-campus grant funds will support the 0.49 FTE Program Manager and 0.2 FTE Office Coordinator noted above. Instructors will be paid by tuition generated. We anticipate sufficient enrollment by the end of the two year project period to continue funding these two positions and instructors through college tuition shares. In-kind contributions by the Program Director (Harvey) and Associate Program Director (Eversole) will be sustained by CPHHS during and after the project period.

Financial Assumptions
Annual operating costs include salary expenditures and OPE for the two paid staff positions (Program Manager and Office Coordinator) are $44,500 plus an estimated $13,000 to OSU Media Services for IT support. These expenses total $57,500/year. Current MPH fees are $466/credit for Oregon residents and $749/credit for non-resident students. A $75/credit E-Campus fee is also charged. Assuming* an 80%/10%/10% distribution of tuition revenue, we estimate that $372.80/credit (0.8 x $466*) is available to operate the program. In year 3 and subsequently, project expenses of $57,500 can be generated by 154 credit hours ($57,500/372.80 = 154) delivered/year. Assuming that each student takes one course per term (12 credits per year), then 13 (i.e., 154/12 = 12.8) students must matriculate each year to meet IT and administrative support expenses. This number is a reasonable goal by year two. At full capacity in 2016, we estimate 40 students per year will be matriculating, which is the number of students required to generate revenue equal to fully loaded costs of the program without E-Campus grant support.

As referenced above, funds for instructor salaries and OPE costs are generated by the E-campus college tuition share from student enrollments, which ensures continued availability of course offerings. In summary, the program needs to matriculate around 40 students per year to be self-sustaining (assuming only 9.5 credits/yr/student.) Considering that these courses could also be taken by MPH students (as well as GCPH and double degree students) online, we believe there will be sufficient enrollment and credit hours in online courses to ensure its sustainability beyond the two-year start-up period funded by E-campus.

The budget (see attached) for this plan assumes that through an E-Campus development grant, E-Campus will market the program, develop a website for the distance Graduate Certificate in Public Health, and will provide technical assistance for faculty needing help developing their courses. Seven courses currently taught at OSU will be developed for distance delivery to allow students to complete the GCPH entirely online.

*Assumes no out-of-state students in order to produce a conservative revenue estimate.
Faculty will be paid for adapting 3 existing courses in 2012 and 4 in 2013. Five courses to be modified for online delivery are a core requirement for the MPH program and may be used by enrolled MPH graduate students toward their degree. The two elective courses (H 530 Health Policy Analysis and H 536 Healthcare Organizational Theory and Behavior) are required for the Health Management and Policy track of the MPH. The graduate certificate would make all seven courses available online.

Hardware/Software and Technical Support expenses needed to deliver a remote course online are significant. Pending Category 1 approval, we will request funds ($25,500) from E-campus during the project period to cover these costs while we build student enrollment in the program. After the 2-year start-up period, we expect that tuition from students taking online courses used in the GCPH program will provide sufficient funding for ongoing licensing and IT system support (estimated at $15,000/year in year 4.) All expenses are calculated at an assumed increase of 3%/year.

Pending Category 1 approval, we will request $66,000 in support of a Program Manager (TBN) to be housed in CPHHS for the initial 2-years (0.49 FTE graduate assistant salary and benefits for 2 years). The Program Manager will act as the main contact person for students interested in and applying to the program, perform necessary management duties, admit students to the graduate certificate program, liaison with the Graduate School, and conduct student recruitment including diversity recruitment. After the initial 2-years, this position will be funded by tuition revenues from courses used in the certificate program that are delivered through E-campus. As the population of E-Campus students in the GCPH program grows, the position FTE can be increased accordingly to accommodate increasing levels of work and responsibility. The Program Manager will be under the supervision of the Associate Program Director (Eversole.)

The Program Manager (TBN) will be assisted by a 0.2 FTE Office Coordinator (Thayer) at a 2-year cost to project of $23,000. After the initial 2-years, this position will be funded by tuition revenues from courses used in the certificate program that are delivered through E-campus. This position will be involved in all aspects of program development and coordination, liaison with E-campus, and provide ongoing support in scheduling courses, instructors and conducting general communications, etc. Our business plan
reflects capacity building and a responsible transition from E-Campus grant funding to revenue generated funds in year 3. Profit margin is smallest that year when we assume financial liability for all project staff. The fund balance is intended as a safeguard for that year while we reach full capacity.

The Associate Program Director (Eversole) will conduct engagement liaison with LHDs and OPHD to ensure program enrollment and sustainability. CPHHS Business Services will track program development funds, tuition and any other revenues, instructor salaries and revenue forecasts. Contributions by Eversole and Harvey will be supported entirely by existing College funding, and no E-campus funding is requested for their effort.

b. Plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program in this field.

No maintenance of unique resources (buildings and laboratories) is required. Costs of Information Technology maintenance and support will be paid from program revenues (tuition.)

c. Targeted student/faculty ratio (student FTE divided by faculty FTE).

The anticipated student/faculty ratio is 5:1 initially, increasing to 20:1 at full capacity.

d. Resources to be devoted to student recruitment

Student recruitment will be primarily online and through our public health practice partners. The graduate certificate program will be publicized as part of the College of Public Health and Human Sciences, through our website, targeted presentations and print media. The GCPH is also publicized for us on the OMPH website. Oregon Public Health Division as well as the Conference of Local Health Officials have been very proactive in publicizing OSU’s willingness to offer the GCPH if approved. An initial email communication by OPHD to CLHO members resulted in 9 respondents indicating that they were ready to enroll winter term if the GCPH courses were offered online.

8. External Review (if the proposed program is a graduate level program, follow the guidelines provided in External Review of new Graduate Level Academic Programs in addition to completing all of the above information.)

Increasingly, certificate programs are an important component of Public Health pedagogy. Portland State University initiated a new certificate in Health Systems and Public Health Management this fall. See http://www.pdx.edu/cps/health-systems-and-public-health-management OSU’s proposed GCPH is a certificate and not a graduate degree program. Although it is a new offering at OSU, it is not a new graduate certificate program in the OUS system. In May 2008 the OUS Provosts’ Council approved and established the Graduate Certificate in Public Health (GCPH). The GCPH program is coordinated by the Dean’s Oversight Committee of the OMPH, which executed a MOU among its members (OHSU, PSU and OSU) affirming that the certificate may be delivered by any and all of the three member institutions of the accredited Oregon Master of Public Program. The proposed graduate certificate program is closely related to the institution’s authorized existing degree program, the MPH. In light of these considerations we request that the OUS Provosts’ Council modify or waive this review requirement. Thank you for your consideration of this proposal and support of OSU’s Land Grant mission to provide education throughout Oregon.
September 21, 2011

Dear Dr. Harvey,

I am writing to enthusiastically support your proposed Graduate Certificate in Public Health (GCPH).

The Coalition of Local Health Officials (CLHO) represents Oregon’s 34 local public health authorities. Supporting this proposed graduate certificate fits squarely into one of our purposes, which is to promote “public health knowledge and skills in the local public health workforce and leadership.”

The Coalition of Local Health Officials is concerned about public health workforce on two key fronts. First, a significant number of public health administrators and staff are not fully academically prepared according to Oregon Standards for Local Public Health. We have a current and pressing need for the GCPH with our current workforce. In addition, public health is an aging workforce. The GCPH will be useful preparing the upcoming workforce and our succession planning efforts.

The five core courses in the GCPH will meet the minimum qualifications for local public health administrators as defined in our standards. Having those courses apply to the MPH for students accepted into your graduate school will also provide a ladder of educational opportunity for our workforce. This is a very attractive approach and we commend you for it.

We are very excited about this proposed opportunity. Please do not hesitate to contact me if you have any questions.

Sincerely,

Kathleen O’Leary, RN, MPH
Coalition of Local Health Officials, Chair
Tom Eversole -

I am writing to you as the Director of Strategic Development for a CPHHS at OSU.

I hope that you will encourage OSU to develop a program that will provide opportunities for local health administrators in Oregon to meet their minimum standards. One of the critical needs we have in this state is assurance that our public health leadership is qualified and up to date on public health science. We need a mechanism for administrators to receive core public health education in a way that acknowledges the challenges of state geography and distances, and the challenge of time constraints of a working leadership.

The current minimum standards for local health administrators:

"The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. In 2008 these are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field."

If a local health administrator does not meet the minimum standard, we ask that they have a plan in place to achieve the standard and we give them time to secure the course work. Currently there is no distance learning option in the Oregon system and administrators much go outside Oregon to try and find the courses.

thank you for the consideration.

tom
September 28, 2011

Marie Harvey, Dr. PH
Associate Dean for Research and Graduate Programs
WB 123, Oregon State University
Corvallis, OR 97331

Dear Dr. Harvey,

The Northwest Health Foundation strongly supports the establishment of a Graduate Certificate in Public Health at Oregon State University. As a Carnegie Engaged and as Oregon’s Land Grant institution, the University is well positioned to fulfill its role of providing extended education for people throughout the state. Moreover, this program will help expand the capacity of Oregon’s public health workforce by offering access to education in public health disciplines through OSU’s distance learning infrastructure to rural and traditionally underrepresented students.

Oregon, like other states, faces significant shortages in the public health workforce as nearly a quarter of the current workforce is eligible to retire over the next five years. The Association of Schools of Public Health estimates that schools of public health will need to train three times the number of graduates over the next 12 years to meet workforce needs as Oregon’s population grows – as it is estimated that by 2030 there will be a 41 percent increase from 2000 levels. For Oregon, that means increasing from approximately 80 to 240 public health graduates per year.

In addition to having a larger population to serve, Oregon’s public health infrastructure will have to serve an increasingly older and more diverse public. The percent of Oregonians who identify themselves as Hispanic or Latino increased to 10 percent in 2006 from 4 percent in 1990. That’s a 158 percent increase in just 16 years. To address the increasing gap between the population and the public health workforce, the GCPh program intends to partner with community stakeholders to recruit a diverse cohort of students and will create access to practice-oriented academic education without requiring graduate school admission, thus eliminating or lowering existing barriers for students from rural and ethnically diverse communities.

A significant proportion of the current workforce lacks public health training and the necessary academic preparation needed to help meet essential functions of local health departments and to implement community-based strategies to improve the public’s health and reduce health disparities. According to a 2008 survey of local health departments by the Coalition of Local Health Officials, health departments statewide were assessed as having only 57 percent of the required capacity as measured using national standards by the National Association of City and County Health Officials (NACCHO). In response to this need, the Oregon Public Health Division of the Oregon Health Authority has requested that OSU offer the online certificate so that employees of county health departments may meet minimum job qualifications.
The Northwest Health Foundation sees OSU as an academic partner in translating public health research needed to promote and protect the health of Oregon communities. This program will not only help enrich OSU’s investigative capacity in underserved communities, it will strengthen the capacity of local health departments to understand and serve the needs of their communities with a diverse and well trained public health corps. NWHF looks forward to working with the University and other community partners to strengthen Oregon’s public health workforce and infrastructure.

Sincerely,

[Signature]

Thomas D. Aschenbrener
President
September 28, 2011

S. Marie Harvey, DrPH
Associate Dean for Research and Graduate Programs
Professor of Public Health
College of Public Health and Human Sciences
Oregon State University
124 Women's Building
Corvallis, OR 97331

Dear Dr. Harvey:

This letter is to clarify OMPH support and approval of OSU College of Public Health and Human Science’s Category 1 proposal to initiate a Graduate Certificate in Public Health (GCPH).

OSU is a partner institution, with OHSU and PSU, in the accredited Oregon Masters of Public Health (OMPH) Program. Following approval by the OUS Provost’s Council on June 5, 2008, the OMPH began coordinating delivery of the GCPH through OHSU in 2008. The certificate was created in response to (a) a request from the Oregon Public Health Division (OPHD) to train its practicing professionals and (b) our accrediting body’s requirement that we conduct workforce development.

I am writing to affirm the intent of the OMPH collaborative program was that the certificate could be offered by any of the partner institutions through the affiliated academic units. Each institution offering the GCPH is expected to follow standard procedures for a new program specified by its respective campus and the Oregon University System (OUS). A copy of the Memorandum of Understanding (MOU) verifying the Certificate planning of 2008 is enclosed.

OSU now seeks to offer the graduate certificate. As a current member of the OMPH, OSU will contribute to meet the requirement for Public Health Practice Improvement necessary for the Program’s reaccreditation in 2014. It also will fulfill the requirement for OSU’s own accreditation in 2014 as a stand-alone accredited College of Public Health and Human Sciences. Most importantly, it will strengthen Oregon’s public health system and workforce development throughout the state.
I am aware that the Oregon Public Health Division of Oregon Health Authority has asked OSU to offer a certificate, and that a number of County Health Departments are looking to OSU to provide workforce education in order to comply with Oregon Administrative Rules. Their need is time sensitive. If approved by the OSU faculty senate, the OMPH will continue to provide sponsorship through its Deans Oversight Council and the OMPH Program Office. I wish the College well in this important endeavor, and I encourage the appropriate OSU bodies to move forward with approval as soon as possible.

Thank you.

Sincerely,

Gregory Lee, PhD

Greg Lee, PhD, Director

Encl. OMPH Memorandum of Understanding, May 2, 2008
Oregon Master of Public Health Program
Graduate Certificate in Public Health
Memorandum of Understanding

This Memorandum of Understanding is entered into by Oregon Health and Science University, Oregon State University, and Portland State University—the partner institutions of the collaborative Oregon Master of Public Health (OMPH) Program—regarding the creation of a Graduate Certificate in Public Health (GCPH). The GCPH, requested by the Oregon Public Health Division in April 2007, has been developed in direct response to public health workforce development needs in the state of Oregon. The curriculum (specified, below) is that which was identified by the requestors as best meeting existing workforce needs.

In order to provide the GCPH, participants agree to the following:

Governance: This Certificate, a product of the OMPH Program, shall be governed by the Deans Oversight Council, and administered by the Coordinating Council/Track Coordinators Committee through its subcommittee on Workforce Development. Participants in the GCPH include the partner academic units of the OMPH Program (Public Health and Preventive Medicine, School of Medicine, OHSU; Graduate and Interdisciplinary Programs, School of Nursing, OHSU; Department of Public Health, College of Health and Human Sciences, OSU; School of Community Health and Division of Public Administration, College of Urban and Public Affairs, PSU). It is the intent of this partnership that the certificate may be granted by any or all of the partner institutions, through the affiliated academic units. Each institution intending to grant the GCPH shall follow standard application procedures for providing a new program, as specified by the respective campus and the Oregon University System (OUS).

Admission: Students applying to the GCPH shall hold earned baccalaureate degrees in any discipline. Priority admission shall be granted to working public health professionals in Oregon. OMPH GRE and undergraduate statistics course requirements will be waived for students entering the GCPH.

Curriculum: The GCPH is a “for credit” curriculum comprised of 19 academic units, all of which will be applicable to future pursuit of the MPH degree. The curriculum is to include the five core courses in public health (Epidemiology Survey, Introduction to Biostatistics, Principles of Health Behavior, Health Systems Organization, and Environmental Health), and two elective courses of which students are to select one (Program Evaluation or Principles and Practices of Public Health/Foundations of Public Health).
Implementation: The GCPH may be delivered through any of the learning formats provided by OMPH Program Tracks. Consistent with OMPH Program practice, certificate students may take their classes at any of the OMPH academic units, irrespective of whether the certificate is granted by that host institution. Intercampus registration for the GCPH shall follow the same protocols as for collaborative MPH degree students.

Funding: As with all OMPH Program offerings, funding for support of the GCPH at the unit level shall be provided by the partner institutions; funding for program-level administration shall be provided by the Deans Oversight Council through the OMPH Program Office.

Tuition: Students shall pay the respective tuition and fees of the institution granting the GCPH, to which they were admitted.

Termination: The GCPH shall abide by the same policy as that of the parent OMPH Program, which states that any partner wishing to withdraw from, or terminate, this agreement must do so in writing no fewer than 12 months prior to the intended termination date. Such notice must be approved by the Chair of the Deans Oversight Council [Oregon Master of Public Health Program Memorandum of Understanding, March 2004, Section 2.4].

In signing below, the authorized representatives of the OMPH Deans Oversight Council agree to the terms stated, above, and confirm their intent to participate in the Oregon MPH Program Graduate Certificate in Public Health.

Gail M. Houck, School of Nursing, OHSU  
Date 4/20/08

Edward Keenan, School of Medicine, OHSU  
Date 4/28/08

Craig M. Inger, PSU  
Date 5/2/08

Jeff McCubbin, OSU
Category I Proposal
Guidelines for Addressing Accessibility of New Programs

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities and mandates the provision of reasonable accommodations to ensure access to programs and services. Oregon State University is committed to providing equal opportunity to higher education for academically qualified students without regard to a disability.

For questions and assistance with addressing access, please contact the Office of Disability and Access Services (737-4098) or the Office of Affirmative Action and Equal Opportunity (737-3556)

Title of Proposal: Graduate Certificate in Public Health   Effective Date: Jan. 1, 2012

Department/Program: Public Health   College: Public Health and Human Sciences

☐ Faculty Guidelines (http://ds.oregonstate.edu/facultystaff.aspx?Title=ResponsibilitiesFacultyStaff)
☐ Information Technology Guidelines (http://oregonstate.edu/accessibility/)

By signing this form, we affirm that we have reviewed the listed documents and will apply a good faith effort to ensure accessibility in curricular design, delivery, and supporting information.

[Signature] [Date]  [Signature]  [Date]
Sign (Dept Chair/Head; Director)   Print (Department Chair/Head; Director)
The Library Evaluation will be submitted by the Library after initial review of this proposal.

A draft of the proposal was sent by e-mail to Jennifer Nutefall on September 30, 2011. As soon as the Library Evaluation is complete, the Library Evaluation will be posted to the CPS.

Tom Eversole

Tom Eversole, DVM, MS
Director of Strategic Development

Dean's Office, WB 103
OSU College of Public Health & Human Sciences
Corvallis, OR, 97331-6406

Ph: 541.737.3827
Fax: 541.737.4001

See the following link regarding the purpose of the Library Evaluation. Following the preliminary review of the proposal, the Office of Academic Programs will contact the Library to request a Library Evaluation, if applicable. Once completed, the Library Evaluation will be attached to the proposal by the Office of Academic Programs:

http://oregonstate.edu/ap/curriculum/policies/Library.html
DRAFT

OSU Libraries
Collection Development

Library Evaluation for Category I Proposal

Graduate Certificate in Public Health

Title of Proposal

Public Health

Department

Health and Human Services

College

The subject librarian responsible for collection development in the pertinent curricular area has assessed whether the existing library collections and services can support the proposal. Based on this review, the subject librarian concludes that present collections and services are:

[ ] inadequate to support the proposal (see budget needs below)
[ ] marginally adequate to support the proposal
[ x ] adequate to support the proposal

Estimated funding needed to upgrade collections or services to support the proposal (details are attached)

Year 1: $0 Ongoing (annual): $0

Comments and Recommendations:

Date Received: 10/3/11 Date Completed: 10/10/11

Laurel Kristick
Subject Librarian

Signature

Steven Sowell
Head of Collections & Resource Sharing

Signature Date

Faye Chadwell
University Librarian

Signature Date

DRAFT
Library Assessment for Category I Proposal for Graduate Certificate in Public Health (GCPH)

In 2009, Alison Bobal, then public health librarian at OSU, did a graduate review of the public health program (attached). At the time, OSU Libraries collections and services were sufficient to support the graduate program in Public Health.

Since that time, there have been a few changes in the OSU Libraries collections as it relates to public health topics. We have lost access to one journal (Genetic Epidemiology) and one journal (Medical Care) has moved from a print to an online subscription. Of the 20 highest ranked public health journals, OSU has current online access to 11 titles and access to an additional 4 titles which are available with an embargo period of 6 months to a year. In addition, OSU Libraries has a print subscription to one of the 20 titles (Tobacco Control). See Table 1 for an updated list of the Libraries' journal holdings in public health.

OSU Libraries now purchases electronic books in a number of subject areas, including public health. These books are available to OSU faculty and students at all times and from any location.

There have also been some positive changes to library services since the 2009 program review. OSU Libraries has added Scan and Deliver, which is a service that provides quick, easy access to OSU Library's physical print collection (including microfilm/fiche). Library staff will scan and electronically deliver requested journal articles and book chapters to the patron's ONID email. Also, the Valley Library is now open 24 hours a day, 5 days a week during the term.

In conclusion, OSU Libraries supports the courses that will make up the Graduate Certificate in Public Health. The expanding electronic collections and library services provided will enable the library to support the forthcoming extended campus courses for the certificate as well as the on campus courses for the GCPH.

Laurel Kristick
Collection Assessment and Science Librarian
Associate Professor, OSU Libraries
<table>
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<th>Rank</th>
<th>Journal Title</th>
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<tr>
<td>1</td>
<td>Annual review of public health</td>
<td>8.978</td>
<td>1997 – present (online)</td>
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<td>2</td>
<td>Environmental health perspectives</td>
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<tr>
<td>12</td>
<td>Drug safety</td>
<td>3.536</td>
<td>1998 – six months ago (online)</td>
</tr>
<tr>
<td>13</td>
<td>American journal of preventive medicine</td>
<td>3.489</td>
<td>1998 – present (online)</td>
</tr>
<tr>
<td>14</td>
<td>Genetic epidemiology</td>
<td>3.338</td>
<td>No subscription</td>
</tr>
<tr>
<td>15</td>
<td>Cancer causes and control</td>
<td>3.279</td>
<td>1990 – present (online)</td>
</tr>
<tr>
<td>16</td>
<td>Tobacco control</td>
<td>3.277</td>
<td>1998 – present (print)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1992 – 2007 (online)</td>
</tr>
<tr>
<td>17</td>
<td>Infection control and hospital epidemiology</td>
<td>2.989</td>
<td>1988 – 2005 (online)</td>
</tr>
<tr>
<td>18</td>
<td>Environmental research</td>
<td>2.962</td>
<td>1995 – present (online)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1967 – 2005 (print)</td>
</tr>
<tr>
<td>19</td>
<td>Journal of epidemiology and community health</td>
<td>2.956</td>
<td>1979 – 2007 (online)</td>
</tr>
<tr>
<td>20</td>
<td>Journal of exposure science and environmental epidemiology</td>
<td>2.88</td>
<td>1999 – one year ago (online)</td>
</tr>
</tbody>
</table>
Public Health Graduate Program Review
OSU Libraries Collections and Services

May 2009
Alison Bobal
Life Sciences Librarian
Assistant Professor, OSU Libraries

The OSU Libraries support graduate students and faculty in the Department of Public Health through collections, resources and services.

Collections

The Public Health collection consists of monographs and journals in print and electronic formats, videos on VHS and DVD, and bibliographic and full-text online databases. As part of the ongoing assessment of our value to the University, the Libraries conducted a comprehensive collection review in 2000. At that time, the Public Health collection was judged adequate to support master's degree programs, and in some areas (i.e. Environmental Health, Epidemiology and Toxicology) the collections were deemed adequate to support doctoral research. This assessment did not account for materials in other areas that support the interdisciplinary nature of Public Health.

Monographs
The WorldCat Collection Analysis tool was used to evaluate the monographs held by OSU Libraries. Both the holdings of the OSU Libraries' collection were reviewed as well as OSU holdings in comparison to four other university libraries that also support a graduate program in Public Health\(^1\). This group of institutions is not intended to represent schools identical to OSU in size or research strength, but rather to provide an informal sample of library collections that also support a program offering degrees similar to those of OSU's Public Health graduate program.

<table>
<thead>
<tr>
<th>Selected Public Health subjects</th>
<th>#Titles held by OSU</th>
<th>% of Collection purchased in 2000-2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Diseases</td>
<td>361</td>
<td>60%</td>
</tr>
<tr>
<td>Economics &amp; Provision of Medical Care</td>
<td>266</td>
<td>46%</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>361</td>
<td>20%</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>123</td>
<td>58%</td>
</tr>
<tr>
<td>Preventive Medicine, Hygiene</td>
<td>642</td>
<td>48%</td>
</tr>
<tr>
<td>Public Health, Public Aspects of Medicine</td>
<td>604</td>
<td>43%</td>
</tr>
</tbody>
</table>

The table below compares OSU Libraries' holdings against the four libraries in the comparison group by looking at the number of titles held by at least three of the four libraries. Overall, OSU has a reasonable number of titles that overlap the holdings of the other libraries, particularly when considering that there are alternative methods for accessing books OSU does not own.

\(^1\) University of Wisconsin – La Crosse, Hunter College – CUNY, Temple University, California State University, Long Beach
Table 2: Percentage of books held by OSU in comparison with number of books held by at least 3 other libraries in comparison group

<table>
<thead>
<tr>
<th>Selected Public Health subjects</th>
<th>Monographs held by at least 3 libraries in comparison group</th>
<th>Also held by OSU</th>
<th>% held by OSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Diseases</td>
<td>62</td>
<td>38</td>
<td>61%</td>
</tr>
<tr>
<td>Economics &amp; Provision of Medical Care</td>
<td>37</td>
<td>23</td>
<td>62%</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>29</td>
<td>22</td>
<td>76%</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>18</td>
<td>13</td>
<td>72%</td>
</tr>
<tr>
<td>Preventive Medicine, Hygiene</td>
<td>94</td>
<td>58</td>
<td>62%</td>
</tr>
<tr>
<td>Public Health, Public Aspects of Medicine</td>
<td>78</td>
<td>49</td>
<td>63%</td>
</tr>
</tbody>
</table>

The Libraries' budget has deteriorated in recent years and this effect is felt in all subject areas. However, while the Libraries acquire fewer books, the subject librarian welcomes recommendations and requests from faculty. In addition, OSU Libraries, as a member of the Orbis-Cascade Alliance, provides access to the collections of 36 regional academic libraries which can be delivered within three working days.

Journals

The Libraries' journal collection has grown through the addition of new titles requested by faculty and, most significantly, the acquisition of full-text databases and "big package" negotiations with publishers. Access to journals not owned by OSU Libraries has been improved by consortial interlibrary loan agreements and improved software for electronic delivery. More than 60% of articles requested through OSU Libraries' interlibrary loan service are filled within 24 hours.

OSU Libraries subscribe to 14 of the top 20 Public Health journals as listed by impact factor in ISI's Journal Citation Reports. Most of the current library subscriptions are electronic only which reflects OSU Libraries' initiative to provide research materials "whenever, wherever" they are needed.

Table 3: Top 20 Public, Environmental & Occupational Health Journals as Ranked by Journal Citation Reports Impact Factor with OSU Libraries' Holdings

<table>
<thead>
<tr>
<th>Rank</th>
<th>Abbreviated Journal Title</th>
<th>Impact Factor</th>
<th>OSU Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual review of public health</td>
<td>8.978</td>
<td>1997 – present (online)</td>
</tr>
<tr>
<td>2</td>
<td>Environmental health perspectives</td>
<td>5.636</td>
<td>1972 – present (online)</td>
</tr>
<tr>
<td>3</td>
<td>Epidemiologic reviews</td>
<td>5.429</td>
<td>1995 – present (online)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1979 – 2008 (print)</td>
</tr>
<tr>
<td>4</td>
<td>American journal of epidemiology</td>
<td>5.285</td>
<td>1996 – present (online)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1985 – 2006 (print)</td>
</tr>
<tr>
<td>5</td>
<td>Epidemiology</td>
<td>5.283</td>
<td>1992 – 2002 (online)</td>
</tr>
<tr>
<td>6</td>
<td>WHO Technical Report Series</td>
<td>5.273</td>
<td>1949 – present (online &amp; print)</td>
</tr>
<tr>
<td>7</td>
<td>International Journal of epidemiology</td>
<td>5.151</td>
<td>1996 – 2007 (online)</td>
</tr>
<tr>
<td>8</td>
<td>Cancer epidemiology, biomarkers &amp; prevention</td>
<td>4.642</td>
<td>1991 – 2007 (online)</td>
</tr>
<tr>
<td></td>
<td>Bulletin of the World Health Organization</td>
<td>4.019</td>
<td>1947 – present (online &amp; print)</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------</td>
<td>-------</td>
<td>---------------------------------</td>
</tr>
</tbody>
</table>
| 10| American journal of public health         | 3.612 | 1971 – present (online)  
|   |                                          |       | 1971 – 2007 (print)             |
| 11| Medical care                              | 3.554 | 1963 – present (print)          |
| 12| Drug safety                               | 3.536 | 1998 – 2008 (online)*           |
| 13| American journal of preventive medicine   | 3.489 | 1998 – present (online)         |
| 14| Genetic epidemiology                      | 3.338 | 1996 – present (online)         |
| 15| Cancer causes and control                 | 3.279 | 1990 – present (online)         |
| 16| Tobacco control                           | 3.277 | 1998 – present (print)          |
|   |                                          |       | 1992 – 2007 (online)            |
| 17| Infection control and hospital epidemiology| 2.989 | No subscription                 |
| 18| Environmental research                    | 2.962 | 1995 – present (online)         |
|   |                                          |       | 1967 – 2005 (print)             |
| 19| Journal of epidemiology and community     | 2.956 | 1979 – 2007 (online)            |
|   | health                                   |       |                                 |
| 20| Journal of exposure science and           | 2.880 | 2006 – present (online)         |
|   | environmental epidemiology                |       |                                 |

*Access to current issue delayed by 6 months

**Databases**

MEDLINE is the primary database for searching the Public Health literature. OSU Libraries offer access to multiple interfaces of MEDLINE allowing students the option of using a single interface to search across other relevant databases. Additionally, OSU Libraries subscribe to Web of Science, a multidisciplinary database of bibliographic information gathered from thousands of scholarly journals in both science and social science disciplines. Other relevant databases available include Business Source Premier, Environmental Sciences & Pollution Management, TOXLINE, ERIC and PsycINFO.

**Library Services**

The OSU Libraries offer practical services such as access to reserve materials and timely interlibrary loans, as well as more unique services including availability of laptop computers from the Valley Library Circulation Desk and presentation practice rooms for graduate students. The Valley Library is open, on average, 15 to 17 hours daily allowing students ample access to the collections, study spaces, and reference help. The Libraries also provide online reference services though chat and email, useful for those who do not visit the Libraries in person.

The Libraries use a subject librarian model giving each department and program a designated contact at the library. The subject librarian for Public Health assists graduate students with research tools and strategies and is responsible for selecting materials for the collections that support the Public Health graduate program.

Students are introduced to the OSU Libraries through course-related library instruction sessions or through individual sessions with the subject librarian. The emphasis in these sessions is to help students
understand the breadth of information resources available to them; to provide guidance to them on identifying and selecting appropriate resources; and, to effectively use electronic information which allows for more time to synthesize information.

In Fall 2008, a formal library orientation session was offered to all Public Health graduate students during the 3rd week of classes. This orientation was done at the request of several graduate students. The orientation provided a baseline awareness of library services and important resources and an introduction to their subject librarian. In the past, the subject librarian met with many new graduate students in the program on an individual basis, but a scheduled orientation offered to all new graduate students had not been offered in quite a few years. Because of the positive response to the orientation session, the Department of Public Health is encouraged to schedule this type of session for all new graduate students.

Each term librarians deliver workshops for graduate students covering the basics of the literature review process. There are also workshops on software applications that are useful in research, for example keeping up with newly published literature by using RSS feeds to deliver the tables of contents of newly published journal issues or search alerts from databases. As well as sessions on bibliographic management software, grant writing, and other research management topics of interest to graduate students. Since winter term 2007, 77 Public Health graduate students have enrolled in library workshops.

The Libraries also address the research needs of the Public Health graduate program through tailored services. These are usually related to the collections, e.g. identifying emerging research trends and making appropriate purchases. The OSU Libraries provide access to an institutional repository, ScholarsArchive@OSU (http://ir.library.oregonstate.edu/jspui/index.jsp), which enables faculty members to permanently store their research publications and provide open access to them. As this digital collection grows, we anticipate increased awareness of the research output of faculty and students.

**Summary**

Despite the challenges of rising costs of collections and shrinking budgets, the OSU Libraries are committed to providing access to resources to that ensure students and faculty will have access to the information they need. When taken in combination with the services and expanded access described above, the OSU Libraries' collections support the Public Health Graduate Program.
**GRADUATE CERTIFICATE IN PUBLIC HEALTH**

**FACULTY**

*Curricula Vitae* are available at the links below or upon request from Ms. Nancy Creel.

- **Stephanie Bernell, Associate Professor and Coordinator of the Health Management and Policy Programs.** PhD (Health Economics, Johns Hopkins University, 1999), MA (Economics, American University, 1992), BA (Economic Theory, American University, 1989). Dr. Bernell’s research focuses on applying economic theories and methods to pressing public health problems. She has pursued this through three lines of research: (1) the employment effects of chronic health related conditions; (2) the contributions to and the effects of hunger; and (3) the relationship between urban sprawl and obesity. Dr. Bernell teaches health policy and health economics courses. **Program area:** Health Management and Policy. [http://health.oregonstate.edu/people/bernell-stephanie](http://health.oregonstate.edu/people/bernell-stephanie)

- **Adam Branscum, Associate Professor and Coordinator of the Biostatistics Track.** PhD (Statistics, University of California at Davis, 2005), MS (Epidemiology, University of California at Davis, 2005), MS (Statistics, California State University, 2000), BS (Mathematics, California State University, East Bay, 1999). Dr. Branscum’s research interests include Bayesian nonparametric and semiparametric modeling and data analysis, epidemiology, diagnostic test methodology and protocols, and disease prevalence estimation. **Program area:** Biostatistics. [http://health.oregonstate.edu/people/branscum-adam](http://health.oregonstate.edu/people/branscum-adam)

- **Sue Carozza, Associate Professor, Epidemiology.** PhD (Epidemiology, UNC Chapel Hill, 1995), MSPH (Epidemiology, UNC Chapel Hill, 1993), BS (Wildlife and Fisheries Sciences, Texas A&M University, 1983). Dr. Carozza’s research focuses primarily on investigating environmental and genetic risk factors for childhood cancers. In addition, she has developed and applied Geographic Information Sciences (GIS) methods in epidemiologic research, particularly for environmental exposure assessment. Dr. Carozza teaches courses in epidemiology methods and cancer epidemiology. She has previously taught a core epidemiology course on line. **Program area:** Epidemiology. [http://health.oregonstate.edu/people/carozza-susan](http://health.oregonstate.edu/people/carozza-susan)

- **Chunhuei Chi, Associate Professor and Coordinator of the MPH International Health Track.** ScD (Health Policy and Management, Harvard University, 1990), MPH (International Health, University of Texas, Houston, 1982), BS (Public Health, China Medical College, 1978). Dr. Chi’s research interests are in evaluating equity and efficiency in health care services and finance; measurement of equity and efficiency in health care systems and health development; extra-welfarist WTP methodology; improvement of international health professional education; economic globaliation and health development; integrating allopathic, traditional, alternative and complimentary medicines into modern health care systems; and health development in low-income nations. Dr. Chi teaches courses in health care systems and finance, international health, global health issues, and health care marketing. **Program areas:** International Health and Health Management and Policy. [http://health.oregonstate.edu/people/chi-chunhuei](http://health.oregonstate.edu/people/chi-chunhuei)
• **Karen Elliott, Instructor.** PhD (Public Health, Oregon State University, 2006), MS (Health Promotion and Health Education, University of Montana, 2002), BS (Biology, Carroll College, 1998). Dr. Elliott teaches health promotion and health behavior courses, and supervises internships in the undergraduate program. She teaches community organization in the graduate program. **Program area: Health Promotion and Health Behavior.** [http://health.oregonstate.edu/people/elliott-karen](http://health.oregonstate.edu/people/elliott-karen)

• **Tom Eversole, Director.** Director for Strategic Development for a College of Public Health and Human Sciences. DVM (Veterinary Medicine, University of Georgia, 1975), MS (Counseling Psychology, Loyola University, 1989), MS (Veterinary Surgery, Colorado State University, 1978), BS (Biology, Virginia Polytechnic Institute and State University, 1971.) Dr. Eversole has served as Manager of HIV/STD/TB programs for Oregon Public Health Division. He served 8 years as Benton County Health Administrator, establishing and directing a new federally qualified health center. He has served as Co-chair of Oregon’s Conference of Local Public Health Officials (CLHO), Vice Chair of the CLHO Legislative Committee and currently serves as Chair of the governor’s appointed Public Health Advisory Board. He is adjunct faculty to OSU College of Veterinary Medicine, where he teaches veterinary public health. **Program area: Health Management and Policy.** [http://health.oregonstate.edu/people/eversole-tom](http://health.oregonstate.edu/people/eversole-tom)

• **Nancy Seifert, Instructor.** PhD (Public Health, Oregon State University, 2005), MS (Management, Troy State University, 1979), BS (Business Education, Oregon State University, 1975). Dr. Seifert is also currently CEO of Quality Care Associates, Inc. Her research interests are in recruitment theory and practical strategies for recruiting physicians in Oregon. She is currently involved in the creation and exploration of Accountable Care Organizations. **Program area: Health Management and Policy.** [http://health.oregonstate.edu/people/seifert-nancy](http://health.oregonstate.edu/people/seifert-nancy)

• **Shelley Su, Instructor.** PhD (Toxicology, Oregon State University, 1998), BS (Biochemistry/Biophysics, Oregon State University, 1982). Dr. Su’s research interests include environmental causation of disease. Focus on the mechanisms of xenobiotic metabolism, and the dietary modulation of chemoprotective/cancer-causing enzyme systems. Dr. Su teaches classes in environmental health, including air toxics, hazardous wastes, public health toxicology, occupational health, and ethics. **Program area: Environment, Safety and Health.** [http://health.oregonstate.edu/people/su-shelley](http://health.oregonstate.edu/people/su-shelley)

September 30, 2011
Oregon Master of Public Health Program
Graduate Certificate in Public Health
Memorandum of Understanding

This Memorandum of Understanding is entered into by Oregon Health and Science University, Oregon State University, and Portland State University -- the partner institutions of the collaborative Oregon Master of Public Health (OMPH) Program -- regarding creation of a Graduate Certificate in Public Health (GCPH). The GCPH, requested by the Oregon Public Health Division in April 2007, has been developed in direct response to public health workforce development needs in the state of Oregon. The curriculum (specified below) is that which was identified by the requestors as best meeting existing workforce needs.

In order to provide the GCPH, participants agree to the following:

**Governance:** This Certificate, a product of the OMPH Program, shall be governed by the Deans Oversight Council, and administered by the Coordinating Council/Track Coordinators Committee through its subcommittee on Workforce Development. Participants in the GCPH Include the partner academic units of the OMPH Program (Public Health and Preventive Medicine, School of Medicine, OHSU; Graduate and Interdisciplinary Programs, School of Nursing, OHSU; Department of Public Health, College of Health and Human Sciences, OSU; School of Community Health and Division of Public Administration, College of Urban and Public Affairs, PSU). It is the intent of this partnership that the certificate may be granted by any or all of the partner institutions, through the affiliated academic units. Each institution intending to grant the GCPH shall follow standard application procedures for providing a new program, as specified by the respective campus and the Oregon University System (OUS).

**Admission:** Students applying to the GCPH shall hold earned baccalaureate degrees in any discipline. Priority admission shall be granted to working public health professionals in Oregon. OMPH GRE and undergraduate statistics course requirements will be waived for students entering the GCPH.

**Curriculum:** The GCPH is a "for credit" curriculum comprised of 19 academic units, all of which will be applicable to future pursuit of the MPH degree. The curriculum is to include the five core courses in public health (Epidemiology Survey, Introduction to Biostatistics, Principles of Health Behavior, Health Systems Organization, and Environmental Health), and two elective courses of which students are to select one (Program Evaluation or Principles and Practices of Public Health/Foundations of Public Health).
Implementation: The GCPH may be delivered through any of the learning formats provided by OMPH Program Tracks. Consistent with OMPH Program practice, certificate students may take their classes at any of the OMPH academic units, irrespective of whether the certificate is granted by that host institution. Intercampus registration for the GCPH shall follow the same protocols as for collaborative MPH degree students.

Funding: As with all OMPH Program offerings, funding for support of the GCPH at the unit level shall be provided by the partner institutions; funding for program-level administration shall be provided by the Deans Oversight Council through the OMPH Program Office.

Tuition: Students shall pay the respective tuition and fees of the institution granting the GCPH, to which they were admitted.

Termination: The GCPH shall abide by the same policy as that of the parent OMPH Program, which states that any partner wishing to withdraw from, or terminate, this agreement must do so in writing no fewer than 12 months prior to the intended termination date. Such notice must be approved by the Chair of the Deans Oversight Council [Oregon Master of Public Health Program Memorandum of Understanding, March 2004, Section 2.4].

In signing below, the authorized representatives of the OMPH Deans Oversight Council agree to the terms stated, above, and confirm their intent to participate in the Oregon MPH Program Graduate Certificate in Public Health.

Gail M. Houck, School of Nursing, OHSU 04/18/08
Edward Keenan, School of Medicine, OHSU 4/20/08
Craig Wolter, PSU 4/18/08
Jeff McCubbin, OSU 5/2/08
Tom Eversole -

I am writing to you as the Director of Strategic Development for a CPHHS at OSU.

I hope that you will encourage OSU to develop a program that will provide opportunities for local health administrators in Oregon to meet their minimum standards. One of the critical needs we have in this state is assurance that our public health leadership is qualified and up to date on public health science. We need a mechanism for administrators to receive core public health education in a way that acknowledges the challenges of state geography and distances, and the challenge of time constraints of a working leadership.

The current minimum standards for local health administrators:

"The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. In 2008 these are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field."

If a local health administrator does not meet the minimum standard, we ask that they have a plan in place to achieve the standard and we give them time to secure the course work. Currently there is no distance learning option in the Oregon system and administrators much go outside Oregon to try and find the courses.

thank you for the consideration.

tom
Excerpt from: OREGON ADMINISTRATIVE RULES
6/25/2008

MINIMUM STANDARDS FOR
LOCAL HEALTH DEPARTMENTS IN OREGON

PUBLIC HEALTH ADMINISTRATOR RESPONSIBILITIES AND QUALIFICATIONS
Statutory Authority:
431.416 Local public health authority or health district; duties. The local public health authority or health district shall:
(1) Administer and enforce the rules of the local public health authority or the health district and public health laws and rules of the Department of Human Services.
(2) Assure activities necessary for the preservation of health or prevention of disease in the area under its jurisdiction as provided in the annual plan of the authority or district are performed. These activities shall include but not be limited to:
(a) Epidemiology and control of preventable diseases and disorders;
(b) Parent and child health services, including family planning clinics as described in ORS 435.205;
(c) Collection and reporting of health statistics;
(d) Health information and referral services; and
(e) Environmental health services. [1961 c.610 §8; 1973 c.829 §23; 1977 c.582 §28; 1983 c.398 §4; 2001 c.900 §150]

OAR 333-014-0070 Organization. Each county and district health department shall:

(1) Employ a qualified administrator who is responsible for the operation of the health department....

RESPONSIBILITIES OF THE PUBLIC HEALTH ADMINISTRATOR
• Responsible for assuring that ORS 431.416, regarding the local public health authority and public health laws and rules, is appropriately administered and enforced
• Develops and recommends public health policies; recommends the establishment and revision of rules and regulations; prepares various statistical, financial and special reports
• Plans, organizes and directs the work of professionals, technical and clerical personnel; establishes operational methods and procedures
• Develops, directs and monitors the budget and financial management systems for the local public health services
• Provides leadership with the local jurisdiction for overall health planning and development including assessing public health service needs in the county or health district; completes annual local health plan
• Directs operational analysis, program evaluation, standards development, research and planning programs of the department and management information systems
• Represents the county or district department in negotiation and coordination of public health services with the community, state and federal governments, and the Conference of Local Health Officials
• Insures performance of quality assurance activities, and that federal and state government regulations are met
• Represents the agency to community groups, other agencies and the media
• Participates in disaster preparedness planning and response as applicable
• Serves as liaison with state and national health organizations

MINIMUM QUALIFICATIONS
The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. In 2008 these are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field.

OAR 431.345 Minimum standards for financial assistance to local boards of health.
In order to establish criteria for local boards of health to qualify for such financial assistance as may be made available, the Oregon Health Authority, upon receipt of written approval from the Conference of Local Health Officials shall adopt minimum standards governing:

(1) Education and experience for professional and technical personnel employed in local health departments, such standards to be consistent with any applicable merit system.

(2) Organization, operation and extent of activities which are required or expected of local health departments to carry out their responsibilities in implementing the public health laws of this state and the rules of the Oregon Health Authority. [1967 c.146 §5 (enacted in lieu of 431.320); 1977 c.582 §23; 2009 c.595 §557]
# SYLLABUS

## Proposed OSU Graduate Certificate in Public Health (GCPH)

Total Credits Required = 19

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MPH Core Courses (16 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>H 512 Environmental and Occupational Health</td>
<td>3</td>
</tr>
<tr>
<td>H 524 Introduction to Biostatistics</td>
<td>4</td>
</tr>
<tr>
<td>H 525 Principles and Practices of Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>H 533 Health Systems Organization</td>
<td>3</td>
</tr>
<tr>
<td>H 571 Principles of Health Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>H 530 Health Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>H 536 Healthcare Organizational Theory and Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

**H 512 Environmental and Occupational Health**
Survey of basic concepts and issues in environmental and occupational health. Environmental and occupational hazards that affect human health are examined in the context of current social, political, and regulatory pressures. Topics include current issues, food protection, basic principles of toxicology and risk assessment, indoor and air pollution, drinking water and wastewater, solid and hazardous waste disposal, pesticides and health issues, radiation, and occupational injury. Global environmental health issues are included in discussions as time permits.

**H 524 Introduction to Biostatistics**
Quantitative analysis and interpretation of health data including probability distributions, estimation of effects, and hypothesis-tests such as Chi-square, one-way ANOVA, and simple linear regression.

**H 525 Principles and Practice of Epidemiology**
History of epidemiologic thought; measures of disease frequency and effect; etiologic fraction; design strategies; sources of imprecision and bias; basic epidemiological terminology.

**H 533 Health Systems Organization**
Examines the nature of health and health care services and reviews the role of government and the free market on health services. Alternative ways of organizing, financing, and delivery of health care services are explored.

**H 571 Principles of Health Behavior**
Theoretical approaches to behavior change in health promotion/education research and practice; factors influencing health behaviors, ethical behavior change issues, behavioral interventions for special populations.
H 530 Health Policy Analysis
Analysis of public policies affecting health care programs, services and organizations and the impact of those programs on citizens; processes by which health policy proposals are generated, promoted, defeated, modified and implemented.

H536 Healthcare Organizational Theory and Behavior
Administrative practice in health care settings with emphasis on long-term care and acute care services. Provides a framework for health care systems and managerial process and roles. Focus on operations, planning, marketing, human resources, finance, productivity and control as well as emerging trends in health services.
OSU Libraries
Collection Development

Library Evaluation for Category I Proposal

Graduate Certificate in Public Health
Title of Proposal

Public Health
Department

Health and Human Services
College

The subject librarian responsible for collection development in the pertinent curricular area has assessed whether the existing library collections and services can support the proposal. Based on this review, the subject librarian concludes that present collections and services are:

[ ] inadequate to support the proposal (see budget needs below)
[ ] marginally adequate to support the proposal
[ x ] adequate to support the proposal

Estimated funding needed to upgrade collections or services to support the proposal (details are attached)

Year 1: $0 Ongoing (annual): $0

Comments and Recommendations:

Date Received: 10/3/11 Date Completed: 10/10/11

Laurel Kristick Steven Sowell Faye Chadwell
Subject Librarian Head of Collections & Resource Sharing University Librarian

Signature Signature Signature

Date 10/11/11 10/3/11
## Public Health Certificate Program

### Budget for years 1 - 4

<table>
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GCPH Budget 24 Oct.xlsx

10/24/2011
## Public Health Certificate Program

### Expense Budget for years 1 - 4

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Public Health Certificate Program
Revenue Budget for years 1 - 4

Revenue Assumptions:
MPH Tuition per SCH
- Resident: $466
- Non-Resident: $749
- Avg annual SCH load per student: 9.5
- Dept portion of revenue: 80%

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- 20% of fund balance for costs
- 41% of fund balance for scholarships
- 11% of fund balance for research
- 27% of fund balance for reserves
**Notice of Intent to Offer an Educational Program**
**Gainful Employment Electronic Announcement #5**

1. **Institution Name:** Oregon State University (OSU) College of Public Health and Human Sciences

2. **OPEID Number:** 003210-00

3. **Program Name:** Graduate Certificate in Public Health (GCPH)
   **Program CIP Code:** (512201) supported by this documentation

4. **Narrative description of how the institution determined the need for the program.**

This program will address the following need:

The minimum qualifications for Health Administrators employed at County health departments are outlined in Oregon Administrative Rules. The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health (CEPH). These are: Biostatistics; Epidemiology; Environmental health sciences; Health services administration; and Social and behavioral sciences relevant to public health problems. Approximately 1 in 3 County Health Administrators lack such training as documented by triennial reviews of Local Health Departments. Health plans for such departments must include a plan of corrective action. The GCPH is designed to meet that need, allowing working professionals to complete the requirement without travel or disrupting their work. Credit may transfer into OSU’s Master of Public Health degree.

- The institution was made aware of this need through Tom Eversole’s involvement with the Conference of Local Health Officials (CLHO) and a request from Oregon Public Health Division to offer the certificate.
- No program is being replaced
- The program will be offered in response requests from CLHO and to the state health division for Oregon State University to do so. See attached letters from Tom Engle and Kathleen O’Leary.

**Background summary of need:**

Oregon Public Health Division (OPHD) has requested that OSU offer the online certificate so that employees of county health departments may meet minimum job qualifications. According to a 2008 survey of local health departments by the Coalition of Local Health Officials, [www.oregon.gov/DHS/ph/lhd/docs/capacity-assessment-report-final-10-08.pdf](http://www.oregon.gov/DHS/ph/lhd/docs/capacity-assessment-report-final-10-08.pdf) health departments statewide were assessed as having only 57% of the required capacity as measured using national standards by the National Association of City and County Health Officials. The study called for an additional 394 FTE of public health workers to meet Oregon’s current need. Additionally:

- Oregon’s public health workforce is inadequate, and needs are growing.
- Between 1980 and 2000, the US population grew by nearly 55 million, yet the public health workforce declined by 55,000. *
- 23% of the nation’s Public Health workforce is eligible to retire within the next 5 years.
- Many among the workforce lack public health training and are not well prepared to conduct population based approaches, which is the heart of the profession.
- The Association of Schools of Public Health (ASPH) estimates that schools of public health will need to train three times the number of graduates over the next 12 years to meet workforce needs. For Oregon, that means increasing from approximately 80 to 240 public health graduates per year.
Interest in academic preparation is growing, and Oregon is not recruiting or graduating the number of public health students it could. In 1997 and 2003 the number of MPH applicants was 133 and 348 respectively. About 60% of applicants are accepted into MPH programs. In 2002 and 2005, the number of graduates was 44 and 78 respectively. Current capacity will not meet the workforce needs (est. 240 MPH graduates/year) for a fully functioning, robust public health system once developed.


5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs.

The minimum qualifications for Health Administrators employed at County health departments are outlined in Oregon Administrative Rules. The OPHD, Oregon’s state health division, has recognized that at least a third of the senior level administrative and clinical staff in local health departments (LHDs) are under-prepared according to Statute and Standards for public health hiring in Oregon (See Attachment, Minimum Standards for Local Health Departments in Oregon). OPHD has found that neither geographic location nor employee cohort is associated with better preparation of public health staff, and has identified an urgent and ongoing need for the GCPH among staff.

Course content was designed in accordance with requirements outlined in Oregon Administrative Rules. Course content, program length, and academic level are identical to courses offered through the Council on Education for Public Health (CEPH) accredited Oregon Masters of Public Health (OMPH) Program. Admission requirements and prerequisites were identified in consultation with the OMPH Program and university guidance. Information about course content, target students and potential employers was received from discussions with OPHD and CLHO, a governance body consisting of county health administrators and representing county boards of health.

6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the Department upon request.

No wage analysis for the target student audience was conducted.

7. Narrative description of how the program was reviewed developed or approved.

The GCPH was originally developed in 2008 by Oregon Health Sciences University (OHSU) in conjunction with OMPH. The program was presented by OHSU to the Conference of Local Health Officials, representing county health departments (potential employers of graduates) for review and endorsement. It was approved by the Provosts Council of the Oregon University System in May 2008 and delivered for the first time by OHSU that fall. As outlined in a Memorandum of Agreement (attached) the OMPH Dean’s Oversight Council coordinates administrative oversight of the certificate program and approves this institution to offer the certificate program. The program was reviewed by OSU faculty for program integrity through the institution’s Category 1 Proposal process for new graduate certificates. OSU received a letter of support from the Conference of Local Health Officials in October 2011.

8. Date of the first day of class. Include both:

- [ ] First day the program was or will be offered by the institution: 9 JAN 2012
- [x] Day to begin disbursing Title IV funds to students enrolled in the program: 1 JAN 2012

Tom Eversole ________________________________ October 19, 2011
Director of Strategic Development, OSU College of Public Health and Human Sciences
Tom Eversole -

I am writing to you as the Director of Strategic Development for a CPHHS at OSU.

I hope that you will encourage OSU to develop a program that will provide opportunities for local health administrators in Oregon to meet their minimum standards. One of the critical needs we have in this state is assurance that our public health leadership is qualified and up to date on public health science. We need a mechanism for administrators to receive core public health education in a way that acknowledges the challenges of state geography and distances, and the challenge of time constraints of a working leadership.

The current minimum standards for local health administrators:

"The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. In 2008 these are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field."

If a local health administrator does not meet the minimum standard, we ask that they have a plan in place to achieve the standard and we give them time to secure the course work. Currently there is no distance learning option in the Oregon system and administrators much go outside Oregon to try and find the courses.

thank you for the consideration.

tom

Tom Engle RN, Oregon Public Health
Director, Office of Community Liaison
800 NE Oregon St., Ste 930
Portland, Oregon 97232
MINIMUM STANDARDS FOR
LOCAL HEALTH DEPARTMENTS IN OREGON

PUBLIC HEALTH ADMINISTRATOR RESPONSIBILITIES AND QUALIFICATIONS

Statutory Authority:

431.416 Local public health authority or health district; duties. The local public health authority or health district shall:

1. Administer and enforce the rules of the local public health authority or the health district and public health laws and rules of the Department of Human Services.
2. Assure activities necessary for the preservation of health or prevention of disease in the area under its jurisdiction as provided in the annual plan of the authority or district are performed. These activities shall include but not be limited to:
   a. Epidemiology and control of preventable diseases and disorders;
   b. Parent and child health services, including family planning clinics as described in ORS 435.205;
   c. Collection and reporting of health statistics;
   d. Health information and referral services; and
   e. Environmental health services. [1961 c.610 §8; 1973 c.829 §23; 1977 c.582 §28; 1983 c.398 §4; 2001 c.900 §150]

OAR 333-014-0070 Organization. Each county and district health department shall:

1. Employ a qualified administrator who is responsible for the operation of the health department.

RESPONSIBILITIES OF THE PUBLIC HEALTH ADMINISTRATOR

- Responsible for assuring that ORS 431.416, regarding the local public health authority and public health laws and rules, is appropriately administered and enforced
- Develops and recommends public health policies; recommends the establishment and revision of rules and regulations; prepares various statistical, financial and special reports
- Plans, organizes and directs the work of professionals, technical and clerical personnel; establishes operational methods and procedures
- Develops, directs and monitors the budget and financial management systems for the local public health services
- Provides leadership with the local jurisdiction for overall health planning and development including assessing public health service needs in the county or health district; completes annual local health plan
- Directs operational analysis, program evaluation, standards development, research and planning programs of the department and management information systems
- Represents the county or district department in negotiation and coordination of public health services with the community, state and federal governments, and the Conference of Local Health Officials
Insures performance of quality assurance activities, and that federal and state government regulations are met

Represents the agency to community groups, other agencies and the media

Participates in disaster preparedness planning and response as applicable

Serves as liaison with state and national health organizations

MINIMUM QUALIFICATIONS
The Administrator must have a Bachelor degree plus graduate courses (or equivalents) that align with those recommended by the Council on Education for Public Health. In 2008 these are: Biostatistics, Epidemiology, Environmental health sciences, Health services administration, and Social and behavioral sciences relevant to public health problems. The Administrator must demonstrate at least 3 years of increasing responsibility and experience in public health or a related field.

OAR 431.345 Minimum standards for financial assistance to local boards of health.
In order to establish criteria for local boards of health to qualify for such financial assistance as may be made available, the Oregon Health Authority, upon receipt of written approval from the Conference of Local Health Officials shall adopt minimum standards governing:

1. Education and experience for professional and technical personnel employed in local health departments, such standards to be consistent with any applicable merit system.

2. Organization, operation and extent of activities which are required or expected of local health departments to carry out their responsibilities in implementing the public health laws of this state and the rules of the Oregon Health Authority. [1967 c.146 §5 (enacted in lieu of 431.320); 1977 c.582 §23; 2009 c.595 §557]
MOU for new Online Program Development between
College of Public Health and Human Sciences
and
OSU Extended Campus

OSU Graduate Certificate in Public Health

OSU Extended Campus welcomes this opportunity to make this graduate program available to a worldwide audience. The OSU Graduate Certificate in Public Health (GCPH) will be an important addition to OSU online programs.

This funding and development agreement is made contingent upon full curricular approval of the new certificate program and posting to the OSU Catalog.

Program Personnel

Coordination
The College of Public Health and Human Sciences (hereafter referred to as “the College/School”) agrees to assign a year-round (12 month) program coordinator to serve as the main contact person to coordinate development of this degree program with Ecampus and to assist with marketing, and any issues that may arise. Position funding is described below. Coordination will include:

- Assisting Ecampus with marketing strategies, structuring academic advising, facilitating communications between Ecampus and instructors/course developers;
- Coordination and communications between the program and the College and other administrative units to ensure policy and procedures are in place to facilitate the offering of this program to distance students.

Program Coordinator/Director: Tom Eversole (tom.eversole@oregonstate.edu; 541-737-3827)
Administrative Support Staff: tbd

Funding Overview with Details of Budget Transfer per Program Component

For coordination, course development, and program delivery:

Total Funding = $130,680 (recurring and non-recurring)
- Funds will be disbursed to the College per the agreements below;
- Ecampus will assume no direct payroll.

Budget will be transferred to the College as follows:

Non-recurring Total= $33,700
1. Course development
   - $30,000
     - $5,000 per course.
     - Develop 6 existing OSU courses for online delivery: H512, H524, H530, H533, H536 and H 571.(see Course Development Plan, below)
       - Funds will be budget transferred to the academic department for support of course development only after a course is:
2. Equipment/Supplies
   o $2,700
     ▪ For purchase of 30 additional licenses of STATA to expand capacity on the Student Computing Services computers to support program needs.
     ▪ Funding does not support infrastructure.
     ▪ Transferred upon signing of this agreement.

3. End-of-Project Report
   o $1,000
     ▪ Transferred upon completion of the project and acceptance of the final report (description below).

Recurring Total = $96,980
Staffing
   o Course development coordination, two positions.
     ▪ Program Coordinator/Director
       • $62,480 total; $31,240 per year, for two years
       • First payment of $31,240 will be budget transferred to the Department upon signing of the MOU
     ▪ Administrative Support Staff
       • $34,500 total; $17,250 per year, for two years
       • First payment of $17,250 will be budget transferred to the Department upon signing of the MOU
     ▪ Ecampus will assume no direct payroll.

Understanding of Program Delivery, Course Development and Collaboration

- Students may enroll as distance certificate seeking students in this program effective Fall term, 2012. If students are enrolled in OSU graduate school, credit earned online may apply to a degree.
- Course development will start summer term 2012 and will be completed by the end of Summer term, 2013.
- The College will develop a total of 6 courses for online delivery through Extended Campus.
  o When development is complete, the College/Schools must give approval for on-going offerings of each course in order to accommodate student demand for the course and timely progress towards degree completion, and to allow Ecampus to recoup development costs over time.
  o The sequence and timing of course design, development, and offering are delineated in the Development Plan below.
  o Preliminary syllabi for each of the courses are to be submitted to Ecampus prior to course development.
- Courses will be collaboratively assessed, planned, designed, and developed by the content providing faculty (Course Developer) or their representatives with the Ecampus Project Development and Training unit (PDT).
The Ecampus contact for course development is: Dianna Fisher, Director of PDT:
dianna.fisher@oregonstate.edu; 541-737-8658.

- All courses making up the distance certificate will be focused on outcome-based learning and aligned with the accrediting standards for learning outcomes established by the OSU Office of Academic Programs. All courses in the proposed program will be developed using the best practices framework for instructional design for distance education courses and programs, aligned with OSU and national standards for distance education courses and programs, employing the Blackboard course management system.
- The Course Developers, under the guidance of the appointed program Coordinator, will engage in continued collaboration with PDT from project inception and will ensure course completion and approval of the course prior to the start of registration of the initial term of offer. Completion status of the course is determined by the Extended Campus Director of Project Development and Training in consultation with the College designee. Courses will be reviewed by designee(s) from the College/Schools and Ecampus upon completion and approval prior to initial course offering.
- If the course is not complete in Blackboard and ready to be taught prior to the beginning of registration for the initial term of offer, the PDT Director will consult with the Program Coordinator/Director concerning advisability of course cancellation.
- As delineated in the existing MOU with the College, Ecampus will provide (at no project cost) basic course development and production including: instructional design with best practices covering accessibility and copyright, project management, media development, Blackboard course development, training, marketing, and on-going student and instructor support.

Use of Course and Materials
The Course Developers will have control of the substantive and intellectual content of materials subject to review and approval of the College/School. Course Developers shall receive credit as a named author or a principal developer of the course. The College/School may add additional authors in accordance with their contribution to the course and as determined by the Course Developers. Course Developers have the right to remove his or her name from the course at any time, in coordination with the academic department and Extended Campus. The College/School can appoint others to teach the courses. Consistent with the rules of the State Board of Higher Education, the Board owns the course and materials, and OSU shall have the exclusive right to offer the course, whether through internet, video transmission, IP Video, interactive TV, or by other means, to any student at any location.

End-of-Project Report
Please submit a final report after completion of the project to include:
- Description of the development process,
- Two-year schedule for continued course and program delivery,
- Student feedback on their experience taking the courses,
- Data on course evaluation/assessment outcomes,
- Faculty response to the development activity,
- Final expense report,
- Plans for program sustainability.

After submission and acceptance of the final report, the Ecampus review team will verify that all program components are in place upon which time the remaining funds will be released.
Funding Agreement Terms

The funding agreements in this document are contingent upon completion of course development and offering as described above, and summarized in the Course Development Plan. Changes to the agreements, timetables or funding will be based on written agreement between the College and Ecampus designees. The funding agreements are subject to renegotiation if course development and delivery do not proceed according to the accepted Course Development Plan, with course development completed by the end of Spring term, 2014.

Signatures below indicate acceptance of these terms and conditions, which supersede any prior development funding agreement(s) for this program and/or the courses contained therein.

Tammy Bray, Dean
College of Public Health & Human Sciences

01/06/2012
Date

Lisa Templeton, Executive Director
OSU Extended Campus

1/10/12
Date

S. Marie Harvey
Associate Dean for Research and Graduate Programs
College of Public Health and Human Sciences

1/3/12
Date

Tom Eversele
Director of Strategic Development
College of Public Health & Human Sciences

31 Dec 2011
Date
<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Develop</th>
<th>Initial Offering</th>
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<td>Fall 2013</td>
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<td>Winter 2014</td>
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<td>Fall 2013</td>
<td>Spring 2014</td>
<td>Nancy Seifert, PhD</td>
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# Oregon State University

## Extended Campus

Revised PROGRAM DEVELOPMENT GRANT BUDGET Proposal
FY 2012 and FY 2013

Project Title: OSU Graduate Certificate in Public Health  
Sponsoring College: College of Public Health and Human Sciences  
Contact: Tom Eversole  Phone: 737-3827  Email: tom.eversole@oregonstate.edu

<table>
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<tr>
<th>Category/Description</th>
<th>Explanation</th>
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<th>Requested ECampus Funds</th>
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<td>Shelley Sue</td>
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<tr>
<td>Nancy Seifert</td>
<td>development of H536</td>
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<tr>
<td>Adam Branscum</td>
<td>development of H 524</td>
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<tr>
<td>Stephanie Bernell</td>
<td>development of H 530</td>
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<tr>
<td>Salary</td>
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<td></td>
</tr>
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</table>
| Program Director (Marie Harvey) | 0.05 FTE (33% OPE)  
Program oversight & advising          | $19,696            |                         |
| Associate Program Director (Tom Eversole) | 0.25 FTE (40% OPE)  
Engagement of LHD students and external stakeholders; applications, Graduate School liaison, program & faculty coordination | $62,480           |                         |
| Office Coordinator (Thayer)  | 0.30 FTE (65% OPE)  
Clerical and office support, liaison with E-campus, course scheduling     | $34,500           |                         |
| **Total Personnel**          |                                                                              | $19,696           | $126,980                |

| Total Hardware/Software and Technical Support | $2,700 to purchase 30 additional licenses of STATA, which online students will need on the Student Computing Services computers | $0 | $2700 |

| TOTAL Project Expense | $19,696 | $130,680 |
Paula,
Thanks for checking in. Much appreciated. We did finally find a copy of the signed MOU. I have attached. And, yes, we confirmed at our last DOC meeting that the understanding allows any partner to offer a certificate program. OSU is planning to offer a graduate certificate in Public Health. My understanding was that SON was not currently accepting students into their certificate program. Is this correct and do you know if you will continue to be offering it in the future? Yes, lets discuss and coordinate our efforts. Thanks again, Marie

S. Marie Harvey
Associate Dean for Research and Graduate Programs Professor of Public Health
College of Public Health and Human Sciences Oregon State University
124 Women's Building
Corvallis, OR 97331
phone 541-737-3824 fax 541-737-4230
From: Paula Gubrud-Howe [mailto:gubrudp@ohsu.edu]
Sent: Friday, September 23, 2011 10:42 AM
To: Harvey, Marie
Cc: Deborah Messecar
Subject: RE: Memorandum of Agreement regarding the graduate certificate in public health administered by the OMPH

Marie,
Yes, you are correct, we are not currently excepting students. We are in the process of curriculum revision work and I hope to begin accepting students for next fall (a year from now) so yes we are planning on offering a certificate in the future.

Paula

Paula Gubrud EdD RN FAAN
Associate Dean for Academic Partnerships, Technology & Simulation Oregon Health & Science University School of Nursing

Oregon Consortium for Nursing Education
Co-Director & Clinical Education Redesign Project OHSU-SON SN-ADM
3455 SW U. S. Veterans Hospital Road
Portland Oregon 97239-2901
Office 311
Tel 503-494-3490
gubrudp@ohsu.edu

-----Original Message-----
From: Harvey, Marie [mailto:Marie.Harvey@oregonstate.edu]
Sent: Wednesday, September 21, 2011 8:21 PM
To: Paula Gubrud-Howe
Subject: Memorandum of Agreement regarding the graduate certificate in public health administered by the OMPH

Paula,

Thanks for checking in. Much appreciated. We did finally find a copy of the signed MOU. I have attached. And, yes, we confirmed at our last DOC meeting that the understanding allows any partner to offer a certificate program. OSU is planning to offer a graduate certificate in Public Health. My understanding was that SON was not currently accepting students into their certificate program. Is this correct and do you know if you will continue to be offering it in the future? Yes, lets discuss and coordinate our efforts. Thanks again, Marie

S. Marie Harvey
Associate Dean for Research and Graduate Programs Professor of Public Health
College of Public Health and Human Sciences Oregon State University
124 Women's Building
Corvallis, OR 97331
phone 541-737-3824 fax 541-737-4230
# Public Health Certificate Program

## Budget for years 1 - 4

<table>
<thead>
<tr>
<th>Year 1</th>
<th>FTE</th>
<th>From PHHS</th>
<th>FTE</th>
<th>From E-Campus</th>
</tr>
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<tr>
<td>Services &amp; Supplies</td>
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<td>$11,978</td>
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<tr>
<td>Equipment</td>
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<td>Other Expenses</td>
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<td><strong>TOTAL EXPENSE BUDGET</strong></td>
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<td>28,487</td>
<td>$</td>
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</table>

| **TUITION REVENUE BUDGET** | $ | 35,416 |

| **REVENUE minus EXPENSE** | 6,929 |
## Public Health Certificate Program

### Expense Budget for years 1 - 4

<table>
<thead>
<tr>
<th>Year 1</th>
<th>FTE From PHHS</th>
<th>FTE From E-Campus</th>
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Public Health Certificate Program

Revenue Budget for years 1 - 4

Revenue Assumptions:
MPH Tuition per SCH
- Resident $ 466
- Non-Resident $ 749
Avg annual SCH load per student 9.5
Dept portion of revenue 80%

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<tr>
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<td>Graduate Students</td>
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## Public Health Certificate Program

**Budget for years 1 - 4**

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<td>$11,521</td>
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## Public Health Certificate Program

**Expense Budget for years 1 - 4**

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Public Health Certificate Program
Revenue Budget for years 1 - 4

Revenue Assumptions:
MPH Tuition per SCH
   Resident $ 466
   Non-Resident $ 749
Avg annual SCH load per student 9.5
Dept portion of revenue 80%

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## Public Health Certificate Program

### Budget for years 1 - 4

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| TUITION REVENUE BUDGET | $141,664 |

| REVENUE minus EXPENSE | 15,387 |
# Public Health Certificate Program

## Expense Budget for years 1 - 4

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Public Health Certificate Program
Revenue Budget for years 1 - 4

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  Non-Resident $ 749
Avg annual SCH load per student 9.5
Dept portion of revenue 80%

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| TUITION REVENUE BUDGET        | $   | 177,080   |

| REVENUE minus EXPENSE         | 47,012 |
## Public Health Certificate Program

**Expense Budget for years 1 - 4**

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**GCPH Budget by year 24 Oct.xlsx 10/24/2011**
Public Health Certificate Program

Revenue Budget for years 1 - 4

Revenue Assumptions:
MPH Tuition per SCH
- Resident $466
- Non-Resident $749
Avg annual SCH load per student 9.5
Dept portion of revenue 80%

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GCPH Budget by year 24 Oct.xlsx 10/24/2011
1. Review - College Approver - HHS

**Sent Back** by Sarah Williams Coord-Curriculum / Acad Prgms/Assess/Accred, October 12, 2011 4:37pm

**Comments**
Sarah Williams (College Approver - HHS) October 12, 2011 4:37pm
Returning proposal at the request of the Originator. SW.

2. Originator Response

**Tom Eversole** Dir-Strategic Dev / Health / Human Sci Admin, October 12, 2011 5:24pm

3. Review - College Approver - HHS

**Sent Back** by Sarah Williams Coord-Curriculum / Acad Prgms/Assess/Accred, October 21, 2011 9:43am

**Comments**
Sarah Williams (College Approver - HHS) October 21, 2011 9:43am
Returning to Originator for revisions following Preliminary Review by Academic Programs. SW

4. Originator Response

**Tom Eversole** Dir-Strategic Dev / Health / Human Sci Admin, October 24, 2011 4:29pm

**Comments**
Tom Eversole October 24, 2011 4:29pm
Comments following the Preliminary Review October 21, 2011:

1. E-Campus has received a draft of our proposal for funding to assist with development of an online graduate program and will consider the request contingent upon approval of this Category 1 proposal.

2. At first glance, budget figures could suggest that faculty salaries decrease over time. They do not decrease, but two factors contribute to that appearance: First, faculty stipends for one-time course development do not contribute to faculty FTE numbers. Fewer stipends are paid over time as course development is completed. Second, the number of senior faculty remains fixed, but the number of instructors increases over time, reducing the calculated average.

3. Expenses, including salaries, have been adjusted to reflect a 3%/year increase.

4. The program profit margin is least in year 3. Year three is the first year that all expenses are covered by tuition revenue and not supplemented by E-Campus. At the same time, the program is not projected to reach full capacity (50 - 60 students) until year 4. The budget reflects a fund balance carried forward as a safeguard in year 3. The fund balance continues to grow in year 4 and thereafter. Two new lines, Percent of Revenue (profit margin) and Fund Balance were added to the 4-year spreadsheet version of the budget provided in the Attachments section.

5. To achieve a conservative revenue projection, we assumed that all students would pay in-state tuition. With E-Campus delivery, it is likely that up to 1/2 may actually pay non-resident tuition.

6. Certificate courses feature the same learning outcomes and competencies used for degree courses. Learning outcomes listed in syllabi support or “map to” course competencies. As for the MPH degree, assessment of the competencies/learning outcomes will be used to guide program quality improvement.

5. Review - College Approver - HHS

**Approved** by Michelle Mahana Asst to the Dean / Health / Human Sci Admin, October 28, 2011 1:50pm
6. Review - Curriculum Coordinator

Approved by Sarah Williams Coord-Curriculum / Acad Prgms/Assess/Accred, October 28, 2011 3:35pm

Comments
Sarah Williams (Curriculum Coordinator) October 28, 2011 3:35pm
The Graduate Certificate in Public Health is now ready for review by the Budgets and Fiscal Planning Committee (CPS # 82511). All of the recommended changes to the proposal following the Academic Programs Committee meeting on October 21st have been made by Tom Eversole, and all of the required documents have been posted. In addition, Tom’s response to the Title IV Gainful Employment questionnaire required of all new certificate programs by the U.S. Department of Education has also been posted to CPS proposal. (Per Gary Beach, 10/28/2011)

7. Review - Budgets and Fiscal Planning Committee

Approved by Walter Loveland, November 22, 2011 3:23pm

Comments
Walter Loveland (Budgets and Fiscal Planning Committee) November 22, 2011 3:23pm
This proposal is approved subject to the condition that a statement from Ecampus be included in the proposal pledging their support for this certificate in the amount stated in the budget. Without this statement, the budget is meaningless.

8. Review - Graduate Council Chair

Sent Back by Walter Loveland, November 22, 2011 3:27pm

Comments
Walter Loveland (Graduate Council Chair) November 22, 2011 3:27pm
Please respond to BFP comment.

9. Originator Response

Tom Eversole Dir-Strategic Dev / Health / Human Sci Admin, January 11, 2012 3:39pm

Comments
Tom Eversole January 11, 2012 3:39pm
Per BFP request, the fully executed MOU between CPHHS and Ecampus for support of development of the online graduate certificate program is now attached under Other Attachments. Our proposal is ready to proceed to Graduate Council for consideration. Thank you. Tom Eversole 11 Jan 2012
10. Review - Graduate Council Chair

**Approved** by Sarah Williams Coord-Curriculum / Acad Prgms/Assess/Accred, March 9, 2012 9:28am

**Comments**

Sarah Williams (Graduate Council Chair) March 9, 2012 9:28am

The Graduate Council voted to approve your proposal for an on-line PHHS Graduate Certificate in Public Health. As we noted in the conversation, we did, however, have some concerns about the proposal which you responded to orally. We wanted to annotate our vote by listing the following concerns for the record.

1. Possible overlap with OHSU certificate program. Response: At the time the proposal was developed, OHSU had suspended the program. Although the liaison noted that they plan to re-offer this certificate Fall Quarter, Marie and Tom felt that there was actually very little overlap in content between the two certificates, as one was being offered through a School of Nursing and the other through CPHHS.

2. The GC felt that the proposed enrollment was optimistic. Response: Marie & Tom felt that there was a strong need for this in the community, due to the statewide plans for county health departments to become accredited, which will result in a need for public health training for their administrators.

3. Faculty overload. Response: Ecampus has agreed to pay existing faculty to develop the on-line version of their classes over the summer. It is anticipated than instructors will be hired to teach the online classes. The GC noted that these instructors must be certified as graduate faculty in order to teach graduate classes.

Thank you for your patience.

Carolyn

Carolyn Aldwin, Ph.D.
Chair, Graduate Council
(posted on behalf of the GC by Sarah Williams, 3/9/12)

11. Review - Curriculum Council Chair

**Approved** by Michael Bailey Professor / Sch Elect Engr/Comp Sci, April 9, 2012 10:26am

**Comments**

Michael Bailey (Curriculum Council Chair) April 9, 2012 10:26am

The Curriculum Council approved this by a unanimous vote on April 6, 2012