



SCHOOL OF  
**PUBLIC HEALTH**

**SPH Professional Workforce Development Committee Meeting (PWDC)**

April 6, 2022 | 11:00 a.m.

Virtual meeting

Link: <https://us02web.zoom.us/j/88431233600?pwd=MnVyV2NJeUhfYzNHbE1KM2c4RFNEQT09>

Phone: +1 346 248 7799

Meeting ID: 884 3123 3600

Passcode: 781435

Handouts:

1. Bylaws (page 2 of agenda)
2. Roster (page 3 of agenda)
3. List of consultants and proposals (attached)
4. List of PWDC deliverables (see page 4)

**The purpose of the PWDC is to collaboratively assess, prepare, collect, and offer ongoing training, technical assistance, and professional development activities for the current and future public health workforce.**

**AGENDA**

1. Welcome by Interim chair (2 min)
2. Updates (8 min)
  - i. Confirmation of the minutes of the previous meeting (January 12, 2022)
    - o was done via email-Thank you
  - ii. CEPH self-study week of April 25, 2022
  - iii. PWDC bylaws (see page 2)
3. PWDC membership (page 3) (5 min)
  - i. Discussion of how to identify missing representation and how to recruit members
4. Review professional workforce development activities (30 min)
  - i. Update on hiring a consultant
  - ii. Request for guidance for audience and faculty for health equity ECHO
5. Wrap up and next steps, next meeting (5 min)
  - i. May & possibly June

## SPH Bylaws (Pending Approval)

The purpose of the PWDC is to collaboratively assess, prepare, collect, and offer ongoing training, technical assistance, and professional development activities for the current and future public health workforce.

The primary responsibilities of the PWDC are to establish and oversee a range of professional development activities for the School's continuing education, professional development, and technical assistance programs. Recommendations from the SPH External Advisory Council, DEIC, and SPH alumni are incorporated into the work of the PWDC. Professional curricula and training opportunities provided by the committee are intended to meet expressed workforce needs and exemplify the SPH *Guiding Statements*, notably including the core commitment to promoting a healthy and equitable society.

Key responsibilities of the PWDC include:

- Support and ensure compliance with School policies and accreditation guidelines relevant for workforce development.
- Oversee the School's applied practice experience requirements (i.e., MPH practice experiences and BA/BS internships).
- Establish and oversee relevant faculty subcommittees regarding public health practice, including the Practice Experience Subcommittee.

The PWDC meets monthly during the academic year. (Dean gave approval to meet quarterly synchronously and via email in months between.)

## Professional Workforce Development Committee Roster\*

[Redacted]

\*Per SPH Bylaws: The Professional Workforce Development Committee (PWDC) consists of four faculty from each university engaged in development of the current and future public health workforce. At least one faculty should be involved in undergraduate internships and one should be an MPH Practice Experience Coordinator. Other members include three students (one each from doctoral, master's, and baccalaureate programs). Non-voting ex officio members may include a representative of the External Advisory Council, Alumni Association, other workforce experts, and relevant Assistant/Associate Deans and Dean's Office staff. The Associate Dean for Student & Alumni Affairs (AD/SAA) serves as the Dean's Office liaison, and is a non-voting ex officio member of the committee. The Dean and other Associate/Assistant Deans may attend PWDC meetings in a non-voting ex officio capacity. PWDC meetings are generally by invitation, but observers may attend.

PWDC Deliverables for 2022-2025

Project	Deliverable
Invest in Infrastructure	
Oversight of PWD activities	PWDC established and actively managed with monthly reports and at least quarterly meetings.
Staffing	Dedicated FTE to faculty and staff to lead PWD activities
Create a marketing plan	Marketing plan in place and updated at least annually
Website management	Internal and external PWD activities posted to website regularly
Database	Database developed for relationship management with partners and for marketing PWD activities
Collaborate with internal and external stakeholders	
Consultant	Hire consultant by June 1, 2022 and actively engage them in process of developing activities at least quarterly
Coalition	Develop a charter, recruit members and hold at least quarterly meetings
Provide valuable PWD activities	
Online training	Develop regular lectures or interactive online training related to identified needs.
PH fundamentals training	Curate and promote vetted PH fundamentals training.
Health Equity ECHO and Preceptor ECHO	Hold a total of 5 ECHO cohorts between 2 programs– goal to launch first in Winter 2023

