



SCHOOL OF
PUBLIC HEALTH

SPH Professional Workforce Development Committee Meeting (PWDC)

June 7, 2023 | 2:00 p.m.

Virtual meeting

Link: <https://echo.zoom.us/j/84644468801>

Phone: +1 253 215 8782

Meeting ID: 846 4446 8801

Handouts:

1. Confirmed minutes from March
2. Bylaws (page 2 of agenda)
3. List of PWDC deliverables (see page 3)
4. Roster

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

Agenda Topic	Facilitator	Notes
Welcome 5 minutes	██████████	
Updates 5 min	██████████	<ul style="list-style-type: none"> • Confirmation of the minutes from 3/17/2023 <ul style="list-style-type: none"> ◦ Done via email, thank you • PWDC bylaws not yet approved
PWDC membership 5 min	██████████ h	<ul style="list-style-type: none"> • See roster • FYI: ██████████ has left committee as of 5/12/2023 • ██████████ has left the committee as of 6/5/2023
Review activities 20 min		<ul style="list-style-type: none"> • Update on webinars (██████████) • Update on ECHOs (██████████) • Update on Coalition (██████████)
303030 project 10 min	██████████	Update?
Wrap up and next steps 5 min	██████████	October 3, 2023 9:00 am?? Oct 6, 10:00 am??

SPH [Bylaws](#) last updated April 3 2022 (Pending Approval)

The Professional Workforce Development Committee (PWDC) consists of four faculty from each university engaged in development of the current and future public health workforce. Other members include three students (one each from doctoral, master's, and baccalaureate programs). Non-voting ex officio members may include representatives of the External Advisory Council and/or 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.

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 involve the support and monitoring of compliance with School and University policies and accreditation guidelines relevant for workforce development, including:

- Identify the school's professional workforce partners of interest;
- Conduct and compile professional development and technical assistance needs assessments, with feedback from professional workforce partners;
- Develop, provide, and compile a range of topical and skills-based professional development offerings;
- Develop and maintain continuing education policies, programs, and activities for the public health workforce;
- Assure that SPH professional development and technical assistance offerings are provided across a range of formats, according to workforce partner needs;
- Monitor and periodically revise SPH-delivered continuing education policies, programs, and activities for the public health workforce;
- Develop workforce alliances to facilitate professional development and technical assistance initiatives.

The PWDC meets at least quarterly between September 16 and June 15. Meeting procedures and reporting are described in Article VI.1.

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