Dear Students in the College of Public Health:

The leadership of the College joins me in a commitment to creating and maintaining the very best College of Public Health possible. To accomplish this goal, it is essential that the students’ voice is consistently heard and considered as we move forward. I want to briefly review a few of the key ways that you can, and should, provide input into the College process:

1. The Student Council. The College is fortunate to have an active and engaged Student Council. It is important that each student in the College be aware of their Student Council representative and know how to contact them:

   President: Billy Brooks, Graduate (MPH) Student in the Department of Biostatistics and Epidemiology (brooksbi@goldmail.etsu.edu)
   Secretary: Christian Williams, Graduate (DrPH) Student in the Department of Community and Behavioral Health (willicr27@goldmail.etsu.edu)
   PHSAR Representatives: Megan Quinn, Graduate (DrPH) Student in the Department of Biostatistics and Epidemiology (quinnm@goldmail.etsu.edu) and Manuel Gonzalez, Undergraduate Student in the Department of Health Services Management and Policy (gonzalm@goldmail.etsu.edu)
   ASM Representative: Elise McFall, Undergraduate Student in the Department of Literature and Language (mcfalle@goldmail.etsu.edu)
   Department of Community and Behavioral Health: Undergraduate Representative: Brittany Bolton (boltonb@goldmail.etsu.edu), Graduate Representative: Twanda Waddington (waddingt@goldmail.etsu.edu)
   Department of Health Services Management and Policy: Undergraduate Representatives: Sarakay Johnson (johnsonsf@goldmail.etsu.edu), Hannah DeArmond (dearmond@goldmail.etsu.edu)
   Department of Environmental Health: Undergraduate Representative: Lorra Amos (amosle@goldmail.etsu.edu), Graduate Representative: Jennifer Bannister (bannistj@goldmail.etsu.edu)
   Department of Health Sciences: Undergraduate Representative: Erika Wild (wildei@goldmail.etsu.edu)

I would encourage all students to get to know their Student Council representative and work with him/her to help improve the College. The Student Council can serve as an important mechanism for students to communicate with the leadership of the College. The faculty advisor is Dr. Ken Silver, Associate Professor in the Department of Environmental Health (silver@etsu.edu)

2. The Student Government Association. All students at ETSU are represented by the Student Government Association: http://www.etsu.edu/sga/default.aspx
   Contact information for the leadership of the SGA is available at: http://www.etsu.edu/sga/contactus.aspx. The College of Public Health representative at the SGA is Molly Jones (jonesml@goldmail.etsu.edu)

3. The Graduate and Professional Student Association (GPSA) supports the needs and interests of students enrolled in ETSU’s graduate and professional degree programs. Contact information for the leadership of GPSA is available at http://www.etsu.edu/gradstu/gpsa/contactus.aspx

4. Formal Process for input. There are a variety of mechanisms for which you can provide direct input, ideas and suggestions to the College faculty, staff, and administration:
   a. The Student Assessment of Instruction-completed at the end of each semester, allows students to provide direct input and feedback to the faculty, the Chair and the Dean. I can assure you that these are reviewed, and I personally look at the composite scores:

   b. The Field Experience Seminar and Final Report-provide an opportunity for student assessment of their program of study and its relevance to their culminating practice experience.

   c. Surveys. The College conducts several surveys that are essential to improving our processes:
      i. Exit Surveys-conducted on graduation;
      ii. Alumni Surveys-conducted one year after graduation and periodically thereafter

   d. College Committees. There are several College-level committees that include student representation. These include the Curriculum Committee (Representative- Andrea Carden (carci13@goldmail.etsu.edu) and the DrPH Operations Committee (Representative- Megan Quinn (quinnm@goldmail.etsu.edu)). During the next accreditation cycle, we will be putting together a number of committees to help us plan for the future. Student participation in those committees will be essential. If you are interested in serving on one of these committees, please contact the Dean’s Office at 423-439-4243.

   e. Academic Coordinators. The College has identified members of the faculty who coordinate each of our major programs. Dr. Chakraaborty is the Coordinator for the Microbiology and Human Health degrees; Dr. Philip Scheugermann is the Coordinator for the BSEH degrees; Dr. Michael Stoots is the Undergraduate Coordinator for the B.S. in Public Health; Dr. Brian Martin is the MPH Coordinator, Dr. Deb Lawson is the DrPH Coordinator, and Dr. Kurt Maier is the Graduate Coordinator for Environmental Health

   f. The Suggestion Box. There is a suggestion box in the Student Lounge on the first floor of Lamb Hall. I personally review every suggestion made. As appropriate, responses (without the name of the student) will be posted in the Student Lounge;

   g. Open-door policy: The senior leadership of the College welcomes direct input from students. While we refer to this as an “open-door” policy, as a matter of course, it is usually best to call or email for an appointment.

5. University-level policies for input, complaints and appeals. There are three types of opportunities for input about which students should be aware:

   a. Specific complaints or appeal procedures as outlined at: Selected Appeal Policies. This covers appeals related to: Academic Misconduct; Academic Performance Scholarships; Academic Suspension; Disciplinary Action; Financial Aid Professional Judgment; Grade Appeal; Refund Appeal; Satisfactory Academic Progress; Student Worker Termination; Tennessee Educational Lottery, and Unexcused Absences.

   b. For concerns not covered by the above, students are encouraged to discuss the concerns with the appropriate faculty member or administrator. Often a resolution or an answer can be attained informally. If an informal approach is neither successful or advisable, the student should use the Student Complaint Policy and Procedure Found in both the undergraduate catalog and graduate catalog.

   c. There are two important complaint policies not governed by the Student Complaint Policy and Procedure: Sexual, Racial, and Other Harassment and Hate Crimes and Bias-Related Incidents. These types of complaints should be filed with the Special Assistant to the President for Equity and Diversity/Affirmative Action Director, or, when a charge is by one student against another student, with the Dean of Students according to the procedures described in those policies.

   The key to an effective College is, more than anything else, the ability for everyone to feel free to bring forward good ideas, recommendations, and even complaints, without hesitation or concern of retribution. We welcome and encourage your thoughts and suggestions. Most importantly, I want you to know that your input is essential to the process of continually improving the College.

Best Wishes,

Randy Wykoff