

Institute for Public Health Genetics
Role of Student Representatives to the Academic Program Committee (APC)
May, 2008

The APC consists of all core faculty members in the IPHG. The APC oversees all academic aspects of the MPH, the Ph.D., and the Graduate Certificate programs in Public Health Genetics. This includes curriculum matters, student admissions for the MPH and Ph.D. programs, student advising and mentoring, review of MPH thesis topics, writing and grading the Ph.D. preliminary exam, and facilitating student feedback related to these degree programs (note that the M.S. in Genetic Epidemiology program has a separate core faculty). Two student representatives serve on the APC, one for the MPH program and one for the Ph.D. program. Students in each of the programs elect their representatives each Spring Quarter.

The responsibility of these representatives is to facilitate communication between the IPHG students and the IPHG faculty and to make sure that the student perspective is heard and considered in APC decisions. The APC greatly values feedback on the processes and procedures that impact students.

Specific responsibilities of the representatives include:

- 1) Attend APC meetings that occur every other Friday from early October through the middle of June. Bring to the attention of the faculty the students' opinions, thoughts and concerns, so that these are considered in APC decisions. At each meeting, a specific agenda item is reserved for student feedback and issues. The representatives are expected to attend all APC meetings, with the exception of consideration of the following items:
 - a) individual student petitions to the APC;
 - b) writing of the Ph.D. preliminary exam;
 - c) review of students' academic progress;
 - d) issues regarding faculty participation in the program.
- 2) Participate in APC admissions meetings, including MPH, Ph.D., and Graduate Certificate decisions as an observer. Student representatives will be provided with applications to review, and are expected to provide feedback to the APC, but do not vote on admissions decisions. All discussions regarding admissions decisions are confidential, and the student representatives are expected to maintain this confidentiality.
- 3) At the annual student feedback session in the spring, solicit student feedback in advance of that session.
- 4) Solicit feedback from students throughout the year on specific issues of relevance to current APC discussions.
- 5) Help organize student social gatherings.