Division Governance and Standing Committees

Overview: The purpose of this document is to define the standing committees in the Division of Biostatistics and Health Data Science and their role in Division governance. The Division of Biostatistics and Health Data Science is a complex unit composed of a large number of faculty, staff, and students. The purpose of standing committees is two-fold. First, standing committees play a major role in division governance by providing a formal mechanism for the faculty to make recommendations to the Division Head regarding Division priorities and key decisions that must be made for the Division to function properly. Second, standing committees are responsible for completing specific tasks that must be completed on an annual basis in support of the work of the Division (i.e., admissions, exams, etc.). Below, we outline the charge and composition of the standing committees in the Division of Biostatistics and Health Data Science and provide an overview of their role in Division governance.

Executive Committee

The following group of people will form an Executive Committee that will meet quarterly with the Division Head to report and discuss division activities:

- Chair(s) of the Community Outreach and Engagement Committee
- Chair(s) of the Diversity, Equity, and Inclusion Committee
- Chair(s) of the Education Committee
- Chair(s) of the Faculty Development Committee
- Chair(s) of the Research Committee
- Director of Graduate Studies
- Program Director for MPH in Public Health Data Science
- Director and Associate Director of the CCBR

The purpose of these meetings would not be to make major decisions but, rather, to determine priorities that require discussion by the broader faculty.

Formation and Composition of Standing Committees

The composition of each committee is listed below. The chair of each committee will be appointed by the Division Head. Committee chairs can be of any rank. Other faculty members of the committee will be appointed by the Division Head in consultation with the committee chair. Staff and student representatives will be appointed by the committee chairs.

*Note: throughout this document, "faculty" includes instructors and lecturers

Staff and Student Involvement in Division Governance

Staff and students are important constituencies in the Division of Biostatistics and Health Data Science and they also have a formal role in Division governance. Some standing committees require staff and student representation, as noted below. In addition, the Division Head will meet quarterly with the staff and student

representatives to facilitate ongoing communication regarding issues related to the staff and student experience in the Division of Biostatistics and Health Data Science. Additional details relating to the role of staff and students in Division governance can be found in separate documents.

Standing Committees

Admissions Committee

Charge: The Admissions Committee is responsible for making admissions decisions for our graduate programs. Currently, the admissions committee is composed of two sub-committees to review applications for graduate programs. The MS sub-committee, which reviews applications for our MS program in biostatistics, the MPH in Public Health Data Science, and Applied Biostatistics Certificate, and the PhD sub-committee, which reviews applications for the PhD program.

Composition:
- Faculty: 4 on each sub-committee

Community Outreach and Engagement Committee

Charge: The Community Outreach and Engagement Committee is responsible for organizing and administering the outreach and engagement activities for the Division of Biostatistics and Health Data Science, sustaining relationships with our community partners and promoting the Division outside of the University. The committee aims to increase awareness of biostatistics as a career path and to support high-quality, engaging instruction related to biostatistics at the K-12 level through interaction with local teachers.

Composition:
- Faculty: 3 to 5
- Staff and students: This committee is open to all staff and students that are interested in participating in the Division's outreach activities.

Diversity, Equity, and Inclusion Committee

Charge: The Biostatistics and Health Data Science DEI Committee aims to create a welcoming environment for faculty, staff and students where everyone feels respected, supported, and valued. We strive for fair treatment in all aspects, including opportunities within the division. We are proactive and intentional in identifying and eliminating barriers for students, staff, and faculty to participate in our efforts and feel included in our division. Specific areas of focus include but are not limited to:

- Address systemic bias in our field
- Promote policies where everyone feels valued and heard
- Create opportunities for connection within the division
- Identify areas that need improvement

Composition:
- Faculty: 4 - 6
- Staff: 1 - 2
- Students: 1 - 2

Education Committee

Charge: The Education Committee provides division-wide governance, direction for, and coordination of our education programs, and sets and oversees education policies. The Committee also makes recommendations to the Division Head regarding funding priorities; assures that accreditation, faculty development, and other activities common to all education programs are managed appropriately division-wide; stimulates interest in and focuses attention on continuing the high quality of education programs, as well as on emerging issues and trends in biostatistics and data science education that impact all of our educational programs. These include but are not limited to the following:

- Developing and reviewing course offerings in the Division, including making recommendations about incorporation of justice, equity, diversity and inclusion content into courses and programs
- Encouraging and facilitating training/professional development in teaching for instructors, and developing/reviewing teaching-related policies for the Division.
- Reviewing the quality of the advising and mentoring that students receive.
- Developing/reviewing policies on how TAs are assigned, trained, and evaluated.
- Developing/reviewing policies relating to how students are assessed.
- Addressing issues or facilitating improvements to technology used in teaching, including interfacing with E-Learning Services, as needed.

Composition:
- Faculty: 4 - 6 (includes DGS and MPH PHDS Program Director as ex officio members)
- Students: 1 - 2

Exams Committee

Charge: The Exams Committee is responsible for preparing and administering our annual MS and PhD comprehensive exams.

Composition:
- Faculty: 4

Faculty Development Committee

Charge: The Faculty Development Committee provides a formal mechanism for the faculty to make recommendations to the Division Head about matters related to faculty development, construed broadly. These include but are not limited to the following:

- Developing and maintaining a formal framework for mentoring Division faculty including advising the Division Head on mentoring procedures, mentoring assignments, and developing ways to connect new faculty with collaborators and projects.
- Proposing updates to the Division of Biostatistics and Health Data Science Faculty Workload Document.
- Recommending faculty development opportunities that the Division should support.
- Encouraging collaboration among our own faculty, and building and nurturing teams.
- Identifying professional development opportunities and nominating faculty for internal and external awards and professional roles (e.g. associate editor, study section member) that require nominations.

Composition:
- Faculty: 4 - 6

Recruiting Committee

Charge: The Recruiting Committee is responsible for recruiting/encouraging students to apply to our graduate programs and recruiting admitted students to join our programs

Composition:
- Faculty: 3 - 4
- Staff: Graduate Program Coordinator included as ex officio member

Research Committee

Charge: The Research Committee will collaborate with the Division Head to develop strategic research priorities for the Division. This includes developing guidelines and recommendations for investments in

infrastructure and seed funding for individual and collaborative research. The committee will also review computing demand (hardware, software, and data access) and needs for the Division annually.

Composition:
- Faculty: 4 - 6
- Staff: 1 - 2

Seminar Committee

Charge: The Seminar Committee is responsible for organizing the weekly Division of Biostatistics and Health Data Science Seminar, including inviting speakers, organizing their schedule, and advertising seminars to other units on campus, as appropriate.

Composition:
- Faculty: 2 - 3

Student Awards Committee

Charge: The Student Awards Committee is responsible for administering our Division-level student awards.

Composition:
- Faculty: 4 - 5

Student Experience Committee

Charge: The Student Experience Committee will discuss challenges faced by graduate students and make policy recommendations to improve all aspects of the graduate student experience. This committee will serve as a primary line of communication between our graduate students and will be responsible for communicating graduate student concerns to other relevant committees.

Composition:
- Faculty: 4 - 5 (co-Chaired by DGS and MPH PHDS Program Director; preferably including one of our Mental Health Advocates)
- Staff: Graduate Program Coordinator included as ex officio member
- Students: 3 - 5

Ad Hoc Committees

The Division also has a need for ad hoc committees to address specific issues that arise in the advancement of the mission of the Division. The most common ad hoc committees will be faculty search committees, which are convened in conjunction with faculty searches and which are responsible for administering the faculty search process, including recruiting candidates, selecting candidates for interviews, and preparing the final search committee report for the Division Head. Ad hoc committees will consist of faculty, staff, and students depending on the charge of the committee, and the composition of the committee will be determined by the Division Head in consultation with the faculty.

Staff Representation in Division Governance

Purpose:

The Division of Biostatistics and Health Data Science includes a large number of professional staff members in support of Division research, education, and administration. Given the importance of the staff to the success of the Division of Biostatistics and Health Data Science, it is important that the staff have a formal role in Division governance, including having an avenue for communicating questions and concerns to the Division Head and other division faculty. The purpose of the staff representative positions is to provide a formal conduit to facilitate these discussions.

Roles and Responsibilities:

It is expected that there will be multiple staff representatives at any given time (typically 4) and that the responsibilities will be shared across the staff representatives. The primary responsibilities of the staff representatives will be as follows:

- At least one representative will attend each Division of Biostatistics and Health Data Science faculty meeting (3:00 pm on the second Wednesday of the month)
- The Division Head will meet quarterly with the staff representatives to discuss any ongoing issues raised by staff in the Division of Biostatistics and Health Data Science

Additional responsibilities include:

- Solicit questions and concerns from division staff (biostat-staff@umn.edu) and escalate them to the Division Head or the entire faculty during the monthly faculty meeting, as appropriate
- Review all relevant materials before division meetings
- Communicate relevant information from division meetings to professional staff

Term and Selection:

Staff representatives will be elected by their peers from among eligible staff (see definition below). Staff representative elections will occur every summer and terms will run for two years starting on September 1. Every year, 2 new staff representatives will be elected, resulting in 4 representatives at any given time with overlapping terms such that there will be 2 staff in the second year of their term and 2 staff in the first year of their term at any given time.

- Eligible staff include all staff with the exception of the Division Administrator and Graduate Program Coordinator, who already attend faculty meetings regularly, and Lecturers, who are considered faculty for the purpose of this document.

<u>Other Roles for Professional Staff in Division Governance</u>

In addition to the staff representatives to faculty meetings, there are several standing committees in the Division of Biostatistics and Health Data Science that require staff representation. These committees and the desired number of staff representatives can be found below. A description of each committee can be found in the Division of Biostatistics and Health Data Science Governance and Standing Committees document:

- Diversity, Equity, and Inclusion Committee: 1 - 2 staff representatives
- Research Committee: 1 - 2 staff representatives
- Students Awards Committee: 1 staff representative
- Community Outreach and Engagement Committee: this committee is open to all staff that are interested

Student Representation in Division Governance

Purpose:

The Division of Biostatistics and Health Data Science currently has multiple graduate programs, including a MS, MPH, and PhD program in biostatistics, an MPH in public health data science, and a graduate certificate in applied biostatistics. Graduate students make up an important constituency within the Division and should have a formal role in Division governance. The success of our graduate programs is central to the Division's mission and understanding the concerns and experiences of our students is crucial for the success of our graduate programs. Furthermore, our students represent future leaders in academia, government, and industry, and their participation in Division governance represents an important professional development opportunity. The purpose of this document is to codify the role of our students in Division governance.

Student Advisory Council:

The Student Advisory Council (SAC) will provide a platform for the creation and formalization of student-led initiatives. This committee will also serve as a formal mechanism for students to share thoughts and concerns related to the Division of Biostatistics and Health Data Science with the faculty. Members of the SAC will meet every other month with the faculty-led Student Experience Committee, chaired by the Director of Graduate Studies (DGS). In addition, the Division Head will meet quarterly with the SAC and the DGS to discuss issues raised by the students.

Student Representation at Faculty Meetings:

At the beginning of each academic year, the SAC will identify two to four students to serve as representatives for Division of Biostatistics and Health Data Science Faculty Meetings. At least one member of the committee will attend every Division of Biostatistics and Health Data Science Faculty meeting (held the second Wednesday of every month from August - June).

Other Opportunities:

Graduate students are also needed to fill roles on the following standing committees in the Division of Biostatistics and Health Data Science:
- Diversity, Equity, and Inclusion Committee: 2 - 4 students, ideally with 1 student from each year in the graduate program (i.e., year 1, year 2, year 3, year 4/5)
- Education Committee: 1 - 2 students
- Community Outreach and Engagement Committee: this committee is open to all students that are interested

Biostatistics and Health Data Science
Standing Committees 2023-2024

- ***ADMISSIONS:***
  - *PhD Sub-Committee:*, J. Hou, J. Huling, T. Murray, L. Zhang (Chair)
  - *MS/MPH Sub-Committee:* A. Brearley, T. Chekouo, X. Luo (Chair), H. Quick
- ***COMMUNITY OUTREACH and ENGAGEMENT:*** T. Chekouo, A. Eaton (co-Chair), M. Shore (co-Chair)
- ***DIVERSITY, EQUITY, and INCLUSION:*** E.Helgeson (Chair), J. Hou, H. Quick, M. Shore, C. Ward
  - Staff Members: H. Voelker
  - Student Members: TBD
- ***EDUCATION:*** A. Brearley (Chair), W. Guan (DGS), L. Le, A. Petersen, J. Wolfson (MPH PD)
  - Student Members: K. Rott, N. Shah, J. Wolf
- ***EXAMS:*** A. Eaton, E. Lock (Chair), C. Ward, T. Yang
- ***FACULTY DEVELOPMENT:*** S. Basu, B. Langworthy, S. Safo, C. Reilly, D. Vock (Chair)
- ***RESEARCH:*** B. Dai, W. Pan, S. Rao, K. Rudser (Chair), S. Ventz
  - Staff Members: V. Chary
- ***RECRUITING:*** S. Olander, A. Petersen (Chair), L. Siegel, T. Yang
- ***SEMINARS:*** E. Cui, S. Ventz (Chair)
- ***STUDENT AWARDS:*** S. Basu (Chair), B. Dai,, B. Langworthy, L. Le
- ***STUDENT EXPERIENCE:*** L. Eberly, W. Guan (co-Chair/DGS), S. Olander, L. Siegel, J. Wolfson (co-Chair/MPH PD)
  - Student Members: T. Mehta, K. Rott, N. Shah, M. Leeberg, J. Wolf
- ***STUDENT REPRESENTATIVES:*** T. Mehta, K. Rott, N. Shah, M. Leeberg, J. Wolf
- ***STAFF REPRESENTATIVES:*** K.D. Bohara, V. Chary, S. Putnam, D. Waller

Representatives to School of Public Health Committees (2023-2024)

APT: TBD Full Prof (7/2023 – 6/2026), K. Rudser (9/2021 - 8/2024), D. Vock (9/2021-8/2024)
DEI ACTION ALIGNMENT TEAM: E. Helgeson
EPC: W. Guan (DGS), J. Wolfson (MPH PD)
FCC: E. Lock (8/2021-6/2024)
RAH: S.Safo
DDF REVIEW: T. Murray
P&A SENATE: K. Eckroth (7/2022 - 6/2024)
RESEARCH: K. Rudser
SERC: X. Luo (co-chair, 2022 - 2025), L. Zhang (2022 - 2025)
STAFF ASSOCIATION: TBD

Representatives to Other University Committees (2023 - 2024)

GRADUATE SCHOOL DDF REVIEW: J. Huling
GRANT IN AID PROPOSALS: W. Pan

Search Committees (2023-2024)

- ***TENURE-TRACK/CONTRACT FACULTY SEARCH:*** A. Eaton, W. Guan, S. Rao (Chair), S. Safo, J. Wolfson