



OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, January 12, 2022

10:00am – 12:00pm

Webex

Attendees Present:

	Member Name	Yes	No	Note		Student Name	Yes	No	Note
1.	Lisa Marriott *Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>		18.	Nora Jameson, MPH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Rick Dozal-Lockwood *vice-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>		19.	Nhu Hong Le, Undergraduate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	excused
3.	Meike Niederhausen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		20.	Candace Joyner, PhD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Priya Srikanth	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
5.	Alison Martin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Ex-Officios / Guests	Yes	No	Note
6.	Neal Wallace	<input checked="" type="checkbox"/>	<input type="checkbox"/>		21.	Rick Johnson, ADAA Liaison, ex-officio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Brad Wipfli	<input checked="" type="checkbox"/>	<input type="checkbox"/>		22.	David Bangsberg, ex-officio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Nicole Browning	<input type="checkbox"/>	<input checked="" type="checkbox"/>		23.	Lynne Messer, ex-officio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Rochelle Fu	<input checked="" type="checkbox"/>	<input type="checkbox"/>		24.	Liana Winett, ex-officio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10.	Lynn Marshall	<input checked="" type="checkbox"/>	<input type="checkbox"/>		25.	Belinda Zeidler, ex-officio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.	Tawnya Peterson	<input checked="" type="checkbox"/>	<input type="checkbox"/>		26.	Dawn Richardson, ex-officio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joined 10:10am
12.	Liz Waddell Sarah Andrea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sarah officially replaced Liz	27.	Rachael Godlove	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13.	Jill Rissi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joined 10:10am	28.	Kevin McLemore	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Sherril Gelmon	<input checked="" type="checkbox"/>	<input type="checkbox"/>		29.	Rachel Pricer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15.	Cara Eckhardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		30.	Beth Bull	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16.	Betty Izumi	<input checked="" type="checkbox"/>	<input type="checkbox"/>		31.	Josh Hodsden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.	Alex Foster	<input type="checkbox"/>	<input checked="" type="checkbox"/>	excused	32.	Laura Ehrlich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joined 10:30am
					33.	Anne Herman	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Agenda Item	Discussion	Action
Vote on December Minutes	Dozal-Lockwood moved to approve the December Minutes and Gelmon seconded. Martin and Rissi abstained. No oppositions.	December Minutes motion APPROVED.
Introduction of APCC Policy	<p>For policies to be official within the SPH, they have to be approved by both provosts (per the Inter-Institutional Agreement).</p> <p>ADAA and Wallace provided an introduction of the policy work they've accomplished so far including mechanisms for developing policies (ie. Policy subcommittee), a process/procedures for approval of policies, and a policy numbering scheme.</p> <p>Suggested policy workflow: A process for policy & procedures comes out of a subcommittee up through a committee, it goes for faculty approval vote, then to OHSU/PSU Provosts for approval, and if there's substantive changes, faculty would review again for approval. This ensures the work is done in the committees and it goes up through the faculty.</p> <p>From OHSU and CEPH perspective, it's important to have policies on our public facing website. Will return to this topic in the future.</p>	
Graduate Student Stipend Policy	<p>This policy is being driven by OHSU provost office for all schools to meet the union requirements. It is to establish the collective bargaining agreement procedures and practices and ensure we have a policy statement that matches the agreement.</p> <p>Small changes still needed to be done on the draft policy but committee suggested a poll to be sent to voting members with final policy changes, and then members vote within next few days.</p> <p>Gelmon moved to have an email ballot to consider the Graduate Student Stipend Policy (the final voting draft to committee) and Dozal-Lockwood seconded. No abstentions. No oppositions.</p>	Motion to have an electronic ballot to approve the doctoral Student Stipend Policy APPROVED.
Deeper Dive into APCC Policy & Process	<p>In preparation for the next agenda item and virtual breakout "rooms", the committee discussed the differences between having a process (how we do it) and procedures (how it gets accomplished) for policies and how they can be implemented (ie. policy page on website, easily accessible policy forms online, etc).</p>	

Subcommittee Membership & Strategy	<p>Members were broken up into two virtual breakout “rooms”, one group discussed Curriculum (led by Chair) and the other Policy (led by vice-Chair). Each group brainstormed to help answer what their curriculum/policy subcommittee should be thinking about or working on. [Defer to Jamboard PDF]</p>	
Closing the Loop: SPH Assessment & Evaluation	<p>McLemore presented an update of past and upcoming important assessment dates:</p> <ul style="list-style-type: none"> - Grad assessment plans and reports submitted to OHSU on 11/1 - OHSU Assessment Council begins reviewing plans in next couple days - End of Feb/ early March: Assessment Council feedback to PD's - #4: Plan to share school-level feedback from Assessment Council at March/April APCC meeting <p>McLemore also shared the various assessment activities for BS/BA, MS, MPH, PhD, that Triangulation is key, and for instructors to consider activities that veer away from traditional “faculty evaluating students using a rubric” model. At this point, we ran out of time for further assessment updates but will return to assessment and evaluation topic in the future.</p>	
Next Steps for February meeting	<p>For the next meeting, the goal is to discuss strategic plan, potential sizes for programs, and curricular scheduling.</p> <p>11:56am Meeting Adjourned.</p>	