



OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, September 29th 2021

10:00am – 12:00pm

Webex

Members Present:

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| 1. Lisa Marriott, *Chair (OHSU) | 9. Sherril Gelmon (PSU) |
| 2. Rick Dozal-Lockwood, *Chair-elect (PSU) | 10. Betty Izumi (PSU) |
| 3. Brad Wipfli (PSU) | 11. Elizabeth Waddell (OHSU) |
| 4. Lynn Marshall (OHSU) | 12. Neal Wallace (PSU) |
| 5. Tawnya Peterson (OHSU) | 13. Priya Srikanth (OHSU) |
| 6. Jill Rissi (PSU) | 14. Cara Eckhardt (PSU) |
| 7. Alison Martin (OHSU) | 15. Meike Niederhausen (OHSU) |
| 8. Rochelle Fu (OHSU) | |

Non-Voting Members Present: Mary Vest (MPH student), Laura Jacobson (PhD student), Christina Jaderholm (PhD student), Nora Jameson (MPH student)

Ex-Officio Members Present: David Bangsberg (Dean), Rick Johnson (Associate Dean), Lynne Messer (Assistant Dean), Liana Winett (Associate Dean), Belinda Zeidler (Assistant Dean)

Guests Present: Kevin McLemore, Rachael Godlove, Beth Bull, Josh Hodsden, Rachel Pricer

Members Absent: Nicole Browning (PSU), Alex Foster (OHSU)

Agenda Item	Discussion	Action
Welcome and Introduction of New Members	Chair Marriott introduced the new vice-Chair, Dozal-Lockwood, and the new APCC members: Niederhausen, Srikanth, and Eckhardt.	

<p>Orientation to APCC process for New and Returning Members</p>	<p>Chair Marriott notified committee that the Dean approved the new members for AY21-22, highlighted the thematic areas of work for this year's APCC and went over the general timeline of work for this year.</p> <p>There was much discussion about how to make the business of APCC more transparent and publicly available while also maintaining privacy of candid discussions. Suggestion to have Chairs provide an annual report at the end of the year with a summary of the main points from Minutes. This addresses both CEPH's perspective in a faculty governance environment to make the business of the school more publicly available and the summary would protect the candid discussions/comments made during the meeting that may cause general confusion for those not understanding the context/background.</p> <p>As a Note: In Bylaws, APC and Faculty Council are closed committees and therefore those Minutes are not publicly shared.</p> <p>Martin made a motion to amend the June Minutes to rephrase the wording of "Curricular Item: 180 contact hours" instead to "As a future agenda item: OHSU is considering the Department of Education pertaining to contact hours with the goal of being 180 hours." Gelmon seconded. Waddell and Peterson abstained. No oppositions. Motion APPROVED.</p> <p>Gelmon made a motion to approve the June Minutes as amended. Martin seconded. Waddell, Peterson, and new members (Niederhausen, Srikanth, and Eckhardt) abstained. No oppositions. Motion APPROVED.</p>	<p>June Minutes amended and APPROVED.</p>
<p>Past and Present: Curricular Accomplishments and Process</p>	<p>Godlove presented and reminded APCC that two curricular items were approved at the end of last academic year and will go through institutional approvals in January. These two items are:</p> <ol style="list-style-type: none"> 1. "Violence & Injury Prevention" (Carlson) 2. New degree: MD/MPH-HMP (Gelmon); current status - on to institutional review <p>Typically, curricular modifications are worked on and reviewed in the Fall so that we follow the same institutional processes timeline, which is in January. For both institutions, each program/academic content area are bundled in order for submissions to be viewed in totality.</p> <p>As a Note: Curricular modifications resource page and timelines are on O2. The MD-HMP curricular item goes through the School of Medicine jurisdiction process. At the undergraduate level, program changes or new courses go to PSU UCC and stay at PSU.</p>	
<p>CEPH Accreditation & Assessment update</p>	<p>McLemore presented and provided an annual assessment update for the following:</p> <ul style="list-style-type: none"> • Nov 1: Assessment plans and data report – submit info via Qualtrics on or before 11/1 • Nov 8: CEPH draft shared to OHSU/PSU leadership, PD's, and Committee Chairs 	

	<ul style="list-style-type: none"> January: OHSU Assessment Council reviews plans and reports March/April: present school-level feedback on APCC June 15: PSU assessment plans & data reports due <p>Important CEPH Accreditation dates to note:</p> <ul style="list-style-type: none"> November 25 2021: Submit DRAFT Self-study Report January – March: Faculty Review Period March 25, 2022: Submit FINAL Self-study Report April 25 – 27, 2022: CEPH Site Visit 	
Academic Dean Report: Looking Ahead for AY21-22	<p><u>Bylaws & Policy:</u> AD Johnson presented. Bylaws will be distributed to faculty in October for feedback and then go to Provosts for review and approval. Expectation for SPH to have policies available on website but it must go through formal approval process first which requires both Provosts approval for a policy to be official. Promotion guidelines are under way.</p> <p><u>Course Evaluations & Potential mid-term policy for Course Evaluations:</u> Discussion on making mid-term policy for course evaluations to improve response rates. Students want to see more transparency with purpose of evaluations and how they are used (to help improve response rates). Suggestion to have Policy subcommittee develop the policy and the Assessment & Evaluation subcommittee to develop the instrument to carry policy out.</p>	
Inter-Professional Education	Chair Marriott presented. OHSU listing of IPE courses are now listed online on O2 but it only lists the current term. IPE will be something that APCC will continue to discuss this year	
Considerations for AY21-22 Work	<p>Committee would like to develop two APCC subcommittees in near future:</p> <ol style="list-style-type: none"> 1. Academic Policy subcommittee, and 2. Curriculum subcommittee <p>These subcommittees would help do the work of APCC and can be beyond APCC membership.</p> <p>In addition to the thematic areas for this APCC year, members also provided other topics for APCC to address on the following:</p> <ul style="list-style-type: none"> • Career Development • Diversity statements that incorporates more facets of diversity • Student Advising 	



SCHOOL OF
PUBLIC HEALTH

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| | <ul style="list-style-type: none">• Helping students understand how our curriculum is aligned in advancing the School's mission and vision | |
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12:00pm Meeting adjourned.