

OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes  
 Wednesday, April 13, 2022  
 10:00am – 12:00pm  
 Webex

Attendees Present:

	Member Name	Yes	No	Note		Student Name	Yes	No	Note
1.	[REDACTED]	[REDACTED]	[REDACTED]		18.	[REDACTED]	[REDACTED]	[REDACTED]	
2.	[REDACTED]	[REDACTED]	[REDACTED]		19.	[REDACTED]	[REDACTED]	[REDACTED]	
3.	[REDACTED]	[REDACTED]	[REDACTED]		20.	[REDACTED]	[REDACTED]	[REDACTED]	
4.	[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]	[REDACTED]	
5.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		Ex-Officios / Guests			Note
6.	[REDACTED]	[REDACTED]	[REDACTED]		21.	[REDACTED]	[REDACTED]	[REDACTED]	
7.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	22.	[REDACTED]	[REDACTED]	[REDACTED]	
8.	[REDACTED]	[REDACTED]	[REDACTED]		23.	[REDACTED]	[REDACTED]	[REDACTED]	
9.	[REDACTED]	[REDACTED]	[REDACTED]		24.	[REDACTED]	[REDACTED]	[REDACTED]	
10.	[REDACTED]	[REDACTED]	[REDACTED]		25.	[REDACTED]	[REDACTED]	[REDACTED]	
11.	[REDACTED]	[REDACTED]	[REDACTED]		26.	[REDACTED]	[REDACTED]	[REDACTED]	
12.	[REDACTED]	[REDACTED]	[REDACTED]		27.	[REDACTED]	[REDACTED]	[REDACTED]	
13.	[REDACTED]	[REDACTED]	[REDACTED]		28.	[REDACTED]	[REDACTED]	[REDACTED]	
14.	[REDACTED]	[REDACTED]	[REDACTED]		29.	[REDACTED]	[REDACTED]	[REDACTED]	
15.	[REDACTED]	[REDACTED]	[REDACTED]		30.	[REDACTED]	[REDACTED]	[REDACTED]	
16.	[REDACTED]	[REDACTED]	[REDACTED]		31.	[REDACTED]	[REDACTED]	[REDACTED]	
17.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	32.	[REDACTED]	[REDACTED]	[REDACTED]	
					33.	[REDACTED]	[REDACTED]	[REDACTED]	

Agenda Item	Discussion	Action
Vote on March Minutes	[REDACTED] moved to approve the February Minutes and [REDACTED] seconded. [REDACTED] abstained. No oppositions.	March Minutes motion APPROVED.
Virtual APCC Handbook	Chair introduced and went through a webpage they created to hold all of APCC materials and info and to streamline the APCC onboarding, curricular, policy, and general processes. This is not an official webpage yet	

	but is an example of a place to house all the APCC information to make the committee function more efficiently, be more transparent, and to share what APCC is working on.	
Closing Curriculum Loop: MD/MPH in HMP Approval	This was recently approved by OHSU and has now gone to the inter-institutional faculty senate (the other institutions in provost council in Oregon). There are no issues with starting the program and work has already started on determining processes for reviewing new MD/MPH applicants.	
Leave of Absence Policy	<p>██████████ took comments/feedback from draft and jamboard and tried to incorporate the relevant material from the OHSU/PSU Leave of Absence (LoA) policy to create the SPH LoA policy. Members felt they needed more time to review before voting on this policy. After feedback is provided, the individual who is in charge of the policy will reconcile the items and create a clean policy version. To clarify the communication stream, process is that students sends a form to SPH Registrar &gt; Registrar notifies PD &gt; after PD signs off goes to Assoc. Dean to sign off.</p> <p>Discussion on how APCC prioritizes policies and how to develop a better process moving forward. Suggestion to split APCC where a group is committed to Curriculum (Fall workload) and Policy (Spring workload). The Assessment &amp; Evaluation subcommittee offered to help with some policy work since they continue to meet throughout summer. Reminder that there are additional checks and balances to keep in mind from Provosts and OAA when it comes to declaring official approved SPH policies.</p>	
Closing Policy Loop: Policy Status Update for APCC	<p><u>Graduate Stipend Policy</u>: APCC members electronically voted on this policy and now it is awaiting ██████████ feedback. Hopefully after their review, it will be in APCC queue again for the May meeting.</p> <p><u>APCC &amp; Bylaws Update</u>: ADAA announced that out of the blue, OAA stated the membership of APCC needs to include some predetermined TTF in order to allow curricular things to move forward. They did not provide much guidance but said it is built in the PSU faculty constitution. OAA has specified there needs to be a number but did not specify what that number is. Currently we don't have a process to do this but this is an issue we have to resolve somehow and also establish into Bylaws. ADAA will bring back to OAA that having TTFs on APCC is a disservice to undergraduate programs and we need NTF's for undergraduate programs.</p>	
Good Standing Policy Update	The undergraduate language was well written but the graduate language still needs editing. Suggestion to have this policy focus more on GPA. SPH does have a process for bringing academic attention and has an academic watch list to watch out for issues that warrant flagging and raise	

	<p>issue with ADAA. Students get letters and are notified and remain on watch list until academic issues are cleared. This practice could be put into the policy.</p>	
<p><b>Accreditation: CAHME and CEPH</b></p>	<p>● shared the highlights and strengths and weaknesses from the CAHME accreditation team. This focused more on HMP program but it also applies more broadly to SPH (i.e. strengths were our community engagement and IP opportunities for students while areas of improvement were how we assess student competency attainment and communicating that back to students).</p> <p>In preparation for our CEPH site-visit, ADAA encouraged faculty to attend the exit-briefing at Vanport. Faculty appreciated the prep meetings and clear documentation materials.</p>	
<p><b>APCC Open Discussion</b></p>	<p>ADAA provided brief update on Academic Coordinator position where 30% of this role will be dedicated to policy work. Much discussion on how we can encourage other people to be more involved in policy work and how to execute the function of this because it is also important to have DEIC lens on formulation of policies. Since subcommittees are more broad and open to membership, this would be a good way to be more conscientious about how we populate a policy subcommittee. ADAA would like to codify policy approval process in handbook.</p> <p>A curricular item (a 600-level HIV/AIDS Epi course) will be presented and discussed at next month's meeting. This course change if approved would be effective Fall 2023.</p> <p>11:49am Meeting Adjourned.</p>	