

OHSU-PSU Academic Policy and Curricula Committee

**APCC Meeting Minutes**  
**Wednesday, May 11, 2022**  
 10:00am – 12:00pm  
 Webex

**Attendees Present:**

	Member Name	Yes	No	Note		Student Name	Yes	No	Note
1.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
2.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
3.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
4.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
5.	Alison Martin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Ex-Officios / Guests	Yes	No	Note
6.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
7.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
8.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
9.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
10.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
11.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
12.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
13.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
14.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
15.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
16.	[REDACTED]	[REDACTED]	[REDACTED]			[REDACTED]	[REDACTED]	[REDACTED]	
17.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	

Agenda Item	Discussion	Action
Vote on April Minutes	[REDACTED] moved to approve the April Minutes and [REDACTED] seconded. [REDACTED] abstained due to [REDACTED] absence. No oppositions.  Not necessary to amend the April Minutes	April Minutes motion APPROVED.

<p><b>Academic Dean Updates</b></p>	<p><u>Re-accreditation</u></p> <ul style="list-style-type: none"> <li>• Identify specific actions to be completed prior to Oct. report to address eight “partially-met” criteria</li> <li>• As needed, compensate faculty for tasks needed over the summer</li> <li>• Board meets in December to vote on re-accreditation; informed on decision in Jan.</li> </ul> <p><u>Policy Development Process</u></p> <ul style="list-style-type: none"> <li>• Draft policy and procedure in May APCC folder</li> <li>• There are several questions on the steps that need input from APCC <ul style="list-style-type: none"> <li>○ We will create a jam board to provide input</li> <li>○ Bring revised policy to the June meeting</li> </ul> </li> </ul> <p><u>Dean’s Office Personnel</u></p> <ul style="list-style-type: none"> <li>• Academic Affairs Coordinator—working with PSU HR to get position posted</li> <li>• Exec Specialist—position should be open soon</li> <li>• Web/IT Support—Unfortunately, a failed search; will be restarting process</li> </ul>	
<p><b>Accreditation Debrief and Curricular Modifications</b></p>	<p><u>Ongoing Growth</u></p> <ul style="list-style-type: none"> <li>• Policy review: similar process for curriculum course approval</li> <li>• CEPH Exam needs more attention</li> <li>• Need to think about how we want to change our curriculum within the next year</li> <li>• Getting groups together to discuss/think through the programs and then the competencies would look like in the different programs and then figuring out what the curriculum would look like</li> </ul> <p><u>IPE</u></p> <ul style="list-style-type: none"> <li>• Course Schedule available for summer and fall 2022</li> </ul>	
<p><b>Virtual APCC Handbook</b></p>	<p>Will need some staff support as we move forward; currently not on an external site as it is not finished</p> <p><u>Handbook Location</u></p> <ul style="list-style-type: none"> <li>• Need to consider where should the handbook be kept</li> <li>• The handbook has items that need to be shared publicly; SharePoint does not allow files to be public</li> <li>• Potentially add the file on that page or on the Academics Tab (not yet live)</li> <li>• There is an APCC landing page on public facing web page that it could be placed once ready</li> </ul>	

<p>Policy: Leave of Absence</p>	<p>Leave of absence</p> <ul style="list-style-type: none"> <li>○ Expected Vote may be in June</li> <li>○ No current updates</li> </ul>	
<p>PhD Progress</p>	<p>PhD Progress</p> <ul style="list-style-type: none"> <li>○ Current working doctoral degree progress policy on SharePoint</li> <li>○ No current updates; wasn't clear about steps in the policy for advancing through the requirements</li> <li>○ The timing and clarification of what advancement to candidacy means has been cleaned up. <ul style="list-style-type: none"> <li><u>Amendment 1:</u> "Advancement to candidacy including successful proposal defense and IRB approval if needed occurs no more than 3 years of completion of the comprehensive examination."</li> <li><u>Amendment 2:</u> "Successful dissertation defense and submission of the final dissertation document by the end of year 7 for students who completed their courses on a full-time basis. For those who have done course work part time by the end of year 9." <ul style="list-style-type: none"> <li>▪ There is debate on whether it should be 7 years for all students, but there are many part-time students and PSU does not want to impose the need to get through dissertation as fast as a FT student.</li> <li>▪ Could push the dissertation timeframe to a vote</li> <li>▪ Currently, grad students who work with PSU faculty get \$10k less than students working with OHSU faculty</li> </ul> </li> </ul> </li> <li>○ Meeting taking place in June with graduate and doctoral students to discuss funding <ul style="list-style-type: none"> <li>▪ Both graduate student unions for OHSU and PSU require students to be FT to get GRA</li> <li>▪ This is the unions current negotiated agreement; once negotiations open back up for each university, graduate students can have input</li> <li>▪ Provosts to review the incongruent policies regarding dissertation timeline for FT and PT students</li> <li>▪ Vote will take place in June and the results will be brought to the Provost</li> </ul> </li> </ul>	<p>██████████ will review the policy and bring it to a vote in June</p> <p><b>Bring the FT/PT dissertation timeline to provosts—added to Provost meeting calendar</b></p>
<p>Assessment and Evaluation Updates</p>	<p><u>Annual Student Survey</u></p> <ul style="list-style-type: none"> <li>• Opened 5/10/22 and is active until end of term</li> <li>• High response rates are needed to have adequate data for accreditation and an important check-in point with our students</li> </ul>	<p><b>1. Leadership, faculty, program directors need from the assessment team to decipher what is</b></p>

- Historically, graduate response rates have been high while undergraduate response rates are much lower
- Response rates are higher when directors reach out to the students directly in regards to the surveys
- Improvements to be made to the survey next AY to encompass more student feedback and not just meeting accreditation needs

Feedback from OHSU Assessment Council

- Objectives
  - Share SPH-level feedback from OHSU Assessment Council
  - Build awareness of what info needs to be reports on annual basis
  - Understand balance between leadership and program directors
- 5 graduate programs scored 90% or higher on OHSU rubric
- Mode number of required action items is 2
- Overall takeaway, SPH graduate programs are doing well, but there is room for improvement

MS Biostatistics program was awarded the Stakeholder and Data Engagement Award

OHSU Assessment Awards

- OHSU offers 5 assessment awards
- Goal is for every SPH graduate program to feel comfortable applying for awards

Areas of Improvement

- Alignment with OHSU core graduation competencies
  - OHSU has made substantial changes to graduation core competencies
    - Reduced from 9 to 6 (Professional knowledge and skills, professional identity and ethical behavior, information literacy, communication, teamwork, and community engagement social justice & equity)
    - Definitions revised
    - Introduced 2 new competencies
  - Feedback on Alignment
    - Realignment
    - Increased specificity of assessment activities to align with competencies
- Evidence of Learning and Impact Framework Alignment
  - New criteria reflects new OHSU framework introduced in 21-22 cycle

**needed to move forward**

**2. Assessment will meet with Dean about how to be approach and create action plan to propose at June APCC meeting**

	<ul style="list-style-type: none"> <li>○ Feedback <ul style="list-style-type: none"> <li>▪ Alignment</li> <li>▪ Increased specificity of assessment activities to align with framework (impact of learning on the self)</li> </ul> </li> <li>• Closing the Loop: Program Improvement <ul style="list-style-type: none"> <li>○ Ongoing area of improvement</li> <li>○ How are programs using data to make improvements</li> </ul> </li> <li>• Closing the Loop: Equity Considerations <ul style="list-style-type: none"> <li>○ New criteria introduced in 21-22 cycle (not scored)</li> <li>○ OHSU is looking for application of equity to assessment data <ul style="list-style-type: none"> <li>▪ Assessment activity that would benefit from an equity lens</li> <li>▪ How an equity lens is applied to data analysis</li> <li>▪ How the program is using the date to inform equity gaps</li> </ul> </li> </ul> </li> <li>• Feedback will be distributed to program directors</li> </ul>	
<p>APCC Chair-elect for AY22-23</p>	<p>█ will be Chair for 22-23</p> <p>Taking nominations and self-nominations (vote in June)</p> <ul style="list-style-type: none"> <li>• Anyone who is nominated will have opportunity to agree or decline</li> </ul>	
<p>Curriculum 600-level section of HIV/AIDS Epi</p>	<p>Changes:</p> <p>Expanding to PhD level course (This course is being created based off of student feedback)</p> <ul style="list-style-type: none"> <li>○ It will be a 3 credit course</li> </ul> <p>Framework</p> <ul style="list-style-type: none"> <li>• 45 minute lectures, other half of class is for activity</li> <li>• Elective</li> <li>• Generally, would be taken in students 2<sup>nd</sup> year</li> </ul> <ul style="list-style-type: none"> <li>• Grading <ul style="list-style-type: none"> <li>○ Class participation and a “think and write” blog</li> <li>○ Final essay presentation where they propose an intervention</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"><li>○ Country presentation to discuss HIV epidemic</li></ul> <p>Weekly readings are outlined in syllabi (mostly articles/journals) and assessment matrix</p> <p>Goals: HIV knowledge base, beliefs/stigma on HIV, social interactions</p> <p>Will vote on this course in June meeting</p>	
<b>Next Steps/Closing</b>	<p>Absence and PhD policies will be voted on in June as well as the HIV Epi Course</p> <ul style="list-style-type: none"><li>• PhD policy result will be taken to the Provosts to review</li></ul> <p>11:55am Meeting Adjourned.</p>	