



**Student Affairs Committee
Meeting Minutes - Unconfirmed**

**March 3, 2022
1:00 – 2:00 pm via Zoom**

Members in attendance:

1. [Redacted]

Absent:

- R [Redacted]

Ex-officio present

2. [Redacted]

Invited guest: [Redacted] (admin support)

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Agenda Item	Discussion	Follow-up/Action Items
Welcome	<p>Dr. Niederhausen commenced the meeting and noted that she recently volunteered to Chair this committee. Upcoming meetings of the SAC were noted:</p> <ul style="list-style-type: none"> • April 7th, 1 – 2 pm • May 5th, 1 – 2 pm • June 2nd, 1 – 2 pm 	None.
	<p>[Redacted] made a motion to approve the minutes, which was seconded by [Redacted]. [Redacted] made a motion to approve the minutes. The minutes were approved with votes recorded in the Zoom chat.</p>	None.
SAC files on Box (Migrated to OneDrive Dec 2021)	<p>The Chair noted that SAC files have migrated to OHSU’s Microsoft365 OneDrive, into the migrated Box folder</p> <p>This is a temporary location, they will likely be moved to a SharePoint site, once one is set up.</p> <p>SAC members should indicate which email address (OHSU or PSU) is preferred for SharePoint access. While OHSU is suggested, PSU email addresses can also be given access.</p> <p>ACTION:</p> <p>The SAC has not yet used SharePoint; it is suggested that during the next meeting, some time be spent on a demonstration/navigation of SharePoint.</p>	<p>SharePoint site be set up for the SAC before its next meeting.</p> <p>During April 2022 meeting of the SAC, time be spent navigating the SAC SharePoint site.</p>

Agenda Item	Discussion	Follow-up/Action Items
<p>Student Awards</p>	<p>Please refer to [Redacted]’s Smartsheet: Draft new student award form</p> <p>Does the SAC want to use the same process as last year and get new ideas up and running for next year? (Or push ahead new ideas for this year?)</p> <p>FYI: Last year nomination letters were requested.</p> <p>During the SAC’s last discussion on this topic, concerns were raised when considering awards through equity and anti-racism lenses. If the SAC does not make any changes, there is concern that this year’s awards will replicate that errors.</p> <p>Details mentioned: ability of all students to work for a Professor and the previous rubric did not fully support the process.</p> <p>The general consensus was to move forward with the new form, make necessary changes and then communicate to students.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • The new form would be open and accept nominations, including self- nominations, on a rolling basis. Previously there was a deadline and 1 award for each category? Do we want a hybrid? Or adopt a whole new system for rolling basis? • Two forms be developed – 1 for students and 1 for faculty <p>Questions raised:</p> <p>Where or how will rolling awards be announced and recognized?</p> <p>Ideas included:</p> <ul style="list-style-type: none"> • Monthly Dean’s newsletter • In some permanent/official place, so that students could refer to it professionally. • SPH public website (monthly shout-outs) • Communications and website support – [Redacted] noted that recruitment is underway for the Comms Manager and Web Developer position. They will not be in place until sometime during late spring. • Student Affairs section of website: might have some capacity and leverage. <p>Needed changes to current (single) form, ideally by April SAC meeting:</p> <ul style="list-style-type: none"> • December SAC minutes detail needed changes to the form <ul style="list-style-type: none"> ○ Add student email address ○ Add word limit to nomination section ○ “High achieving students” is a term that will no longer be 	<p>Chair will contact [Redacted], to discuss form (Smartsheet) access/ sharing/ collaboration.</p> <p>Once ready, Chair will share with [Redacted] who will make necessary changes to the form.</p> <p>Form be shared with [Redacted], for review/feedback, prior to finalization.</p>

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<p>SPH Bylaws and other questions</p>	<p>The SAC was invited to provide comments on the SPH Bylaws, which were approved by SPH faculty in November 2021. The Provosts are currently reviewing the faculty-approved version; there is a small window of opportunity to provide feedback.</p> <p>The Committee reviewed the current section dedicated to the SAC:</p> <p>VI.8 Student Affairs Committee</p> <p><i>The Student Affairs Committee (SAC) is comprised of eight faculty members, four from each university, who represent multiple academic areas of focus, degree levels (including at least one who represents the undergraduate programs), and both institutions. Ideally the faculty members are a mix of assistant, associate, and full professors. Other members include three students representing doctoral, master's, and baccalaureate students. The AD/SAA serves as the Dean's Office liaison, and is a non-voting ex officio member of the committee. SAC meetings are generally by invitation, but observers may attend.</i></p> <p><i>The purpose of the SAC is to develop and support activities that nurture the student experience and facilitate leadership development among students.</i></p> <p><i>Primary responsibilities include:</i></p> <ul style="list-style-type: none"> ● <i>Develop and maintain policies and procedures consistent with both universities to address student issues and interests, including student academic and career advising;</i> ● <i>Facilitate and ensure continuity of academic and career advising to student groups and student-led activities;</i> ● <i>Facilitate the appointment of student representatives to SPH standing and ad hoc committees, work groups, and task forces, through the Student Leadership Council (SLC);</i> ● <i>Establish and maintain processes to celebrate, acknowledge, and honor students;</i> ● <i>Develop and maintain policies consistent with both universities to enable students to communicate formal complaints and grievances;</i> ● <i>In conjunction with the DEIC and the SPH AD/SJ, develop and maintain a trauma-informed "care team" to support SPH students consistent with policies and practices of both universities;</i> ● <i>Develop and maintain policies and practices regarding student recruitment;</i> ● <i>Develop and maintain policies and procedures dealing with student admissions; and</i> ● <i>Oversee relevant faculty subcommittees that are constituted with appropriate breadth of faculty and staff membership to ensure representation and timely completion of work. These include, but are not limited to the Practice Experience Subcommittee, the Graduate Admissions Subcommittee and the Student Advising Subcommittee.</i> <p><i>The SAC meets approximately monthly between September 16 and June 15. Meeting procedures and reporting are described in Article VI.1.</i></p> <p>The SAC noted the following:</p>	<p>The Chair will schedule a meeting with Associate Dean Johnson regarding the SAC. [Redacted] and [Redacted] will join if they are available.</p> <p>Other members interested in attending are asked to contact the Chair.</p>

Agenda Item	Discussion	Follow-up/Action Items
Connection Initiative SPH Faculty Brown Bag form	Not discussed. Add to the agenda of the April 2022 SAC meeting.	Add as agenda item of April 2022 meeting
Chair-elect	Not discussed. Add to the agenda of the April 2022 SAC meeting.	Add as agenda item of April 2022 meeting

The meeting concluded at 2:00 pm.