

OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, November 9, 2022

10:00am – 12:00pm

Zoom: [REDACTED]

Attendees Present:

	Voting Member Name	Attended?	Note		Student Name-	Attended?	Note
1.	[REDACTED]	<input checked="" type="checkbox"/>		17.	[REDACTED]	<input checked="" type="checkbox"/>	
2.	[REDACTED]	<input checked="" type="checkbox"/>		18.	[REDACTED]	<input checked="" type="checkbox"/>	
3.	[REDACTED]	<input checked="" type="checkbox"/>		19.	[REDACTED]	<input checked="" type="checkbox"/>	
4.	[REDACTED]	<input checked="" type="checkbox"/>		20.	[REDACTED]	<input checked="" type="checkbox"/>	
5.	[REDACTED]	<input checked="" type="checkbox"/>		21.	[REDACTED]	<input checked="" type="checkbox"/>	
6.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]	22.	[REDACTED]	<input checked="" type="checkbox"/>	
7.	[REDACTED]	<input checked="" type="checkbox"/>		23.	[REDACTED]	<input checked="" type="checkbox"/>	
8.	[REDACTED]	<input checked="" type="checkbox"/>			Ex-Officios / Guests		
9.	[REDACTED]	<input checked="" type="checkbox"/>		24.	[REDACTED]	<input checked="" type="checkbox"/>	
10.	[REDACTED]	<input checked="" type="checkbox"/>		25.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]
11.	[REDACTED]	<input checked="" type="checkbox"/>		26.	[REDACTED]	<input checked="" type="checkbox"/>	



SCHOOL OF
PUBLIC HEALTH

12.	[REDACTED]	[REDACTED]		27.	[REDACTED]	[REDACTED]	
13.	[REDACTED]	[REDACTED]		28.	[REDACTED]	[REDACTED]	[REDACTED]
14.	[REDACTED]	[REDACTED]		29.	[REDACTED]	[REDACTED]	
15.	[REDACTED]	[REDACTED]		33.	[REDACTED]	[REDACTED]	
16.	[REDACTED]	[REDACTED]		31.	[REDACTED]	[REDACTED]	
				32.	[REDACTED]	[REDACTED]	
				33.	[REDACTED]	[REDACTED]	
				34.	[REDACTED]	[REDACTED]	
				35.	[REDACTED]	[REDACTED]	[REDACTED]
				35.	[REDACTED]	[REDACTED]	
				36.	[REDACTED]	[REDACTED]	[REDACTED]

Agenda Item	Discussion	Action
Welcome	<p>[REDACTED] appointed as time-keeper</p> <p>[REDACTED] overseeing quorum; there are appointed student members joining that do have voting rights</p>	
Vote on June and October Minutes	<p>RDL moved to approve the June Minutes and October Minutes.</p> <p>Lisa and Sherril requested to pause on June Minutes until redacted.</p> <p>RDL confirmed that June and October minutes will be redacted before being posted publicly.</p>	<p>June and October Minutes motion APPROVED.</p>

	<p>██████████ amended to move both June 2022 and October 2022 minutes as long as they are redacted appropriately. ██████████ seconded this motion.</p> <p><u>Voting Results:</u> October 2022– 14 Yes; 2 abstained; No oppositions: Approved</p> <p>June 2022– 12 Yes, 5 abstained; No oppositions: Approved</p> <p><u>Request:</u> Add status update on policies that were reported in June minutes (Ex: Leave of Absence, Doctoral Progress) to December Agenda.</p> <p>Dean liaison will review previous policies from June 2022 that were approved and review status of the policies with the Deans Team</p>	<p>Dean Liaison will review previous June Minutes and review status with Deans Team—will provide status update at December meeting</p>
<p>Welcome New Attendees</p>	<p>██████████ will be a voting member and ██████████ at least until January; ██████████</p> <p>██████████ is the new Academic Coordinator</p> <p>Student Leadership Council appointed 3 student members to the APCC; they will have voting rights in the meetings</p> <p>SLC also appointed students to the Assessment and Evaluation Committee; These students do not have voting rights</p> <p>██████████ noted that non-voting student members may not need to attend main APCC meeting; only the sub-committee meetings</p>	<p>Confirm member appointments and who should be voting</p> <p>Confirm if Sub-Committee students should be removed from APCC Meeting</p>
<p>Survey Results from New and Returning Student Orientation</p>	<p><u>New student orientation happened on 9/21</u></p> <p>~150 students attended (hybrid attendance with both in person and virtual)</p> <p>There were 4 learning outcomes:</p> <p>By attending this program, students will:</p>	

	<ol style="list-style-type: none"> 1. Learn about SPH-specific resources and where to find them 2. Make connections with others (students, staff, faculty) 3. Understand requirements/essential information for their program(s) 4. Create a “next steps” checklist to support their success in their program including upcoming info sessions, getting ID cards, drop-in open house <p><u>Returning Student Orientation: 9/28</u></p> <p>Came from a need to reintroduce PHP and ESHH students to PE and IP requirements and to support them in their 2nd year; It was then opened up to all MPH students</p> <p>~80 students attended (hybrid attendance with both in person and virtual)</p> <p>Great feedback from students – they were happy to meet other students and receive mentorship and professional development resources</p> <p><u>Future Events:</u></p> <p>Will be viewed as a “Welcome” instead of an orientation</p> <p>Moving forward, both events will be merged to help increase opportunity to build community.</p> <p>Ideas for future events:</p> <ol style="list-style-type: none"> 1. All school welcome session + learning session/speaker (for all students, staff, faculty) 2. All school social event 3. Learning tracks (divided by new or returning student and undergraduate and graduate) 4. Resource fair 	
<p>Status Update on Curriculum Change Processes</p>	<p>██████ new Academic Coordinator, is learning the role and becoming more familiar with curricular change processes</p> <p>██████ wants a readaptation of the current curricular planning tools, specifically the pre-screening too and has been working on developing tools for submitting change requests on the graduate side</p>	

<p>Continuous Enrollment Policy</p>	<p>Facilitators: ██████████</p> <p>Purpose of proposed policy on OHSU side is to achieve equity for our doctoral students as the current policy only covers PSU Doctoral students</p> <p>Saves students and/or university money when they meet two requirements:</p> <ol style="list-style-type: none"> 1. A student has advanced to candidacy 2. Student must have completed all of their required dissertation credits (27) <p>Would still need to charge student fees but would reduce academic costs for students to be able to continue their research at a decreased cost</p> <p>Was approved by PSU Graduate Student Union as well as faculty and administration at PSU; now need to move forward for approval through OHSU</p> <p>Deans Team Liaison is meeting with OHSU leadership to discuss today, 11/9, and will follow up at December APCC meeting</p> <p>Student leaders need to be the one to advocate for themselves to the union when negotiations re-open</p> <p>The mandatory fees are student fees negotiated by each university that are negotiated each year and published each year. The \$10/credit is what PSU agreed upon.</p> <p>██████████ motioned that APCC approve the concept in principle of continuous enrollment for OHSU admitted PhD students. ██████████ seconded.</p> <p><u>Voting Results:</u> 16 Yes; No Abstentions; No opposition. Motion passed & Approved.</p>	<p>Continuous Enrollment Policy concept APPROVED.</p>
<p>Undergraduate and Graduate Curricular Change Processes</p>	<p>██████████ have created a Curricular Modification Cheat Sheet is in the process of being created to become a resource for the modification process for both Undergrad and Graduate programs</p> <p><u>Current course change request process for PSU Undergrad:</u></p> <ol style="list-style-type: none"> 1. Any faculty that is proposing a new course or curricular change sets a meeting with the Associate Dean of Undergrad Affairs to review request and then they upload the proposal into the system that PSU uses 	<p>Curricular Modification Cheat Sheet will be shared with APCC Members</p>

	<ol style="list-style-type: none"> 2. If there are issues with the proposal, it will go back to the instructor that submitted the changes 3. If there aren't any issues, then it gets forwarded onto the Academic Coordinator who adds it into the tracking spreadsheet and 4. The pre-screening tool is not needed to be used in this <ul style="list-style-type: none"> • Pre-screening tool is not needed to be used for Undergrad change requests • Any requests for the Undergrad level does not need to be approved by OHSU; APCC and PSU only. <p><u>Graduate Change Process:</u> ■ noted that we are no longer using the previous pre-screening tool; ■ created a new pre-screening form and will be providing in the upcoming weeks.</p> <p>For graduate level changes, faculty will complete the new pre-screening form and then ■ will complete any corresponding forms (Category 2 or 3 forms)</p> <p><i>If anyone is aware of someone who is wanting to propose Graduate Program new course or change, please get them in touch with ■ ASAP</i></p>	
<p>Proposed Undergraduate Changes and Next Steps</p>	<p>Existing Course Changes requested by CEPH</p> <p><u>Concern 1:</u> CEPH uncomfortable that students hadn't completed a biological science course <i>Solution:</i> All newly admitted 2023 students will need to take biological course. We will reach out to students in advance to offer support and provide guidance on taking biological science course</p> <p><u>Concern 2:</u> Clinical Health Science students do not have a domain on project implementation <i>Solution:</i> Reduce financial burden and require a 1 quarter, 4 credit program planning and evaluation course – PHE 471</p> <p><u>Concern 3:</u> Lack of career and general advising <i>Solution:</i> Develop 1 credit course covering career and professionalism. Course Name: <i>Finding Your Path Within Public Health</i></p> <p><u>Vote:</u></p> <ol style="list-style-type: none"> 1. ■ moved to vote on the approval of the proposed curricular changes in the BA/BS in Public Health Studies. ■ seconded. 	

	<ul style="list-style-type: none"> • Voting Results: Yes – 15, Abstain-2; Motion Passed <p>2. [REDACTED] moved to vote on the approval of the 1 credit course (PHE2XX <i>Finding Your Path Within Public Health</i>). [REDACTED] seconded.</p> <ul style="list-style-type: none"> • Voting Result Yes– 15, Abstain-2; Motion Passed 	
<p>Forming Curriculum Sub-Committee</p>	<p><u>Request:</u></p> <ul style="list-style-type: none"> • Wanting to form a 3-person Curriculum Sub-Committee that will engage with a 3-person sub-committee from Faculty Council to start brainstorming revised MPH Curriculum and Programs. • Details as to what the meetings look like are to be determined • We want to have a balance of program representation on both sub-committees. <p><u>Context:</u></p> <ul style="list-style-type: none"> • This is in response to CEPH and the need to rethink the MPH Curriculum based on changes in CEPH criteria and our review. [REDACTED] requested that Faculty Council focus on the MPH curriculum and FC noted that APCC should also be involved. <p>Assessment and Evaluation sub-committee will need to be involved as well; Will ask a member of assessment to also serve on the curriculum committee.</p> <p>[REDACTED] noted that reviewing and revising the competencies in the programs should also be part of the sub-committee role</p>	<p>6 MPH program directors need to speak with their faculty and send name of volunteer to [REDACTED]</p> <p>[REDACTED] will send over the work regarding the department structure from Faculty Council to [REDACTED]</p> <p>Add follow up for this item in December APCC meeting</p>

We should not put competencies and assessment above foundational concepts

Sub-Committee needs to consider, "What should our array of MPH programs look like?" Can compare to other SPH institutions. Once a plan for our MPH programs is developed, then we can assess the competency and assessment structure.

██████████ this would most likely be ~2 yr process

██████████ noted that there is interest from PHP. It would be helpful for ██████████ to talk with their faculty and discuss what efforts/activities would be required.

Sub-Committees are open to faculty and others who have roles outside of the university (provides additional perspective aside from just academic)

██████████ proposed that we start with faculty-based group to discuss and review what other programs and institutions are doing. When faculty maps out the initial concept, then add in employers, students, and faculty.

██████████ will send over the work regarding the department structure from Faculty Council to ██████████

██████████ noted that there should be representation from each of the MPH programs even in initial conversation.

Next steps: 6 MPH program directors need to speak with their faculty and send volunteers to ██████████

	<p>Will follow up on forming the committee in December APCC meeting</p>	
<p>APCC Open Discussion</p>	<ul style="list-style-type: none"> • If there are any graduate level changes they need to be sent in by next month. Approval process deadline is 01/15/23. • [REDACTED] Policy ideas that were brought up last year but not moved forward: Policies on academic dismissal, academic dishonesty, and student complaint procedure – want to begin reviewing these again during winter term <p><u>Student Leadership Council</u>: SLC representative [REDACTED] raised concerns regarding in the mode of delivery of courses. There are last minute modality changes which is causing issues and stress for their schedules in addition to causing issues for student visa requirements for in-person credits</p> <ul style="list-style-type: none"> • Deans Team is actively discussing this issue and working on finding solutions/ creating a deadline policy. There will still be extenuating circumstances that causes a change even after the deadline. • Faculty noted that the process and deadlines for changing the modality hasn't been clear • The schedule that was just put out for SPH winter registration currently has issues. • Draft policy for modality changes is not ready for publishing at this time <p><u>APCC Meeting in December moved to 12/7 instead of 12/14</u></p> <ul style="list-style-type: none"> • 12/7 is also when PE presentations are—PD 's may be coming in and out of the meeting which may cause issues if there are any items to vote on • PE Presentations occur the last week of each quarter <p>AY23-24 Schedule Editing – Did not discuss; Will be moved to December Agenda</p>	<p>Add AY23-24 Schedule Editing to December Agenda</p>
<p>Next Steps/Closing</p>	<p>Graduate Program Changes need to be submitted in December – Approval deadline is Jan. 15th</p> <p>Next APCC: Moved to Wed. Dec. 7, 10-12pm</p> <p>12pm Meeting Adjourned.</p>	<p>Update calendar invitation for APCC December meeting</p>