



OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, October 12, 2022

10:00am – 12:00pm

Zoom: [REDACTED]

Attendees Present:

	Voting Member Name	Attended?	Note		Student Name-	Attended?	Note
1.	[REDACTED]	[REDACTED]		16.			
2.	[REDACTED]	[REDACTED]		17.			
3.	[REDACTED]	[REDACTED]					
4.	[REDACTED]	[REDACTED]					
5.	[REDACTED]	[REDACTED]			Ex-Officios / Guests		Note
6.	[REDACTED]	[REDACTED]		18.	[REDACTED]	[REDACTED]	
7.	[REDACTED]	[REDACTED]		19.	[REDACTED]	[REDACTED]	[REDACTED]
8.	[REDACTED]	[REDACTED]		20.	[REDACTED]	[REDACTED]	
9.	[REDACTED]	[REDACTED]		21.	[REDACTED]	[REDACTED]	
10.	[REDACTED]	[REDACTED]		22.	[REDACTED]	[REDACTED]	
11.	[REDACTED]	[REDACTED]		23.	[REDACTED]	[REDACTED]	
12.	[REDACTED]	[REDACTED]		24.	[REDACTED]	[REDACTED]	
13.	[REDACTED]	[REDACTED]		25.	[REDACTED]	[REDACTED]	
14.	[REDACTED]	[REDACTED]		26.	[REDACTED]	[REDACTED]	

15.				27.			
16.				28.			
17.				29.			
				30.			
				31.			

Agenda Item	Discussion	Action
<p>Welcome and Role Introduction</p>	<p>██████████ welcomed the members and attendees; provided his background at PSU.</p> <p>Thanked ██████████ ██████████ time as chair during AY21-22.</p> <p>Co-Chair for AY22-23 is ██████████ with active role.</p> <p>██████████ noted that ██████████ will be acting as timekeeper.</p> <p>Broad vision for this year: Integrate levels of the school; emphasize organizational learning about the undergrad program through changing the order of operations, c.f., CEPH feedback. Want our graduate programs to be excited about undergrad applicants.</p>	
<p>Vote on June Minutes</p>	<p>██████████ moved to approve the June Minutes at APCC November meeting as they currently need to be updated.</p> <p>██████████ requested to receive any action items ASAP and to be given the polished minutes a week before the APCC Meeting. This will be done throughout the year.</p>	<p>██████████ to update the June Minutes. Will be voted on during November APCC Meeting.</p>

<p>Standing Reports from Admin (KM, BW, BZ)</p>	<p>Our response to CEPH accreditation is due 10/17. Currently writing CEPH narrative that will be completed by Monday.</p> <p>For all who contributed to CEPH narrative, will we have chance to review what is written? : Probably not, due to the tight timeline as not all items have been put together. is reviewing report over the weekend and then pushed out on Monday.</p> <p>: In regards to undergrad program, we are moving forward with our career bridge activities. We are wanting to increase awareness of career in public health and crafting academic pathway and building community. First workshop is today, 10/12 and will continue to have workshops throughout the quarter.</p> <p>: Taken over Along with Will occasionally have items from Deans Team Meeting that will be brought here and be happy to take any questions to the Deans Team/ push decisions along. Additionally, help with any graduate related program changes.</p>	
<p>Standing Reports from PD's</p>	<p>Just had faculty in –service over the summer. Many faculty requested training opportunities and over the next several months we are going to review our competencies. Have a number of category 2 and 3 requests for updates to course descriptions and titles as they're outdated. One switch –CPH 515 transfer to ESHH</p> <p>Self study showed that the ESHH program doesn't have quite enough program required courses. and faculty are working on this over throughout this year. Working on community engagement. One thing that impacted ESHH international students were the changes to courses being moved to hybrid or online—it impacted their visa status.</p> <p>Have been trying to incorporate data equity into curriculum. Biostats faculty had a retreat at end of August and discussed data equity project ideas and ways to implement. For certificate program, who try to transfer to MS program, the transfer has been confusing. Likely will be a new policy for the certificate to transfer more easily. This year, there are a total of 15 students. Will have a group advising session for them next week!</p> <p>Working on transition process. Currently working remotely. We have 17 students this fall.</p> <p>There are 10 or 11 MD MPH Students this fall. In MD MPH Applications, there are applicants interested in health management and policy concentration.</p>	<p>email SLC to recruit student members</p>

	<p>██████████ Planning to retire from SPH in December. Program: 12 PhD Epi students this fall. 2 new, 10 continuing. They have been working closely with ██████████ in core course and content curriculum instruction. Faculty that were interviewed over the Spring were given offers but realistically won't begin until next July. In the meantime, we are working together to make sure Epi courses are covered. Lastly, working on the annual assessment report due on 11/1.</p> <p>██████████: Did not accept new students last year. Doing an “every other year admissions.” We have 7 active students, and 1 coming back from a leave of absence. The plan with the transitions is that we will be moving to a format where there is PD of the 3 programs who will create efficiencies and consolidate program items. Still working on a way to build this out. ██████████ are working on position descriptions for the coordinator and PD level—will keep us updated.</p> <p>██████████ 2 of 6 faculty are on sabbatical. Have a search for 2 new HSMP faculty who will be at assistant or associate level. 31 doctoral students who are doing very well. Curriculum is mostly in tact—no changes other than a prerequisite requested by the Deans Office. Students have spoken out about lack of transparency on PD updates from Deans Team.</p> <p>██████████ 25 new students. Only complaint was about having back to back classes that go from online to in person. Believe this was due to last minute changes.</p> <p>██████████ If anyone is interested in helping develop policy regarding modality changes, let ██████████ know and she will add to invite or provide ideas and we will discuss at tomorrow's meeting, 10/13.</p> <p>██████████ Inquired about student representation. ██████████ will reach out to Student Leadership Council next week.</p>	
<p>Subcommittees Updates</p>	<p>██████████ Last year was busy with assisting with self-study and self-study report. Significant changes to memberships: ██████████ and ██████████ isn't able to participate as she has stepped down from ██████████ role. Hoping ██████████ continues to be on the committee. Last year was spotty with student participation. Going to talk to SLC about student participation. Looking to APCC and AA leadership about what goals should be this year.</p> <p>██████████ continuing to meet with students for their presentations toward the end of the term. We have live job positing looking for NTTF for IP Coordinator. Would be great to have former graduate. If you all have networks to share the posting, please do!</p>	<p>NTTF Post: https://jobs.hrc.pdx.edu/postings/39942</p>

	<p>Needs anyone who send out job posting to let know where it was shared to help reporting.</p>	
<p>Accreditation Outcomes & Next Steps</p>	<p>: There are 2 stand-alone BA BS undergrad programs. One is Health Studies and the other is in Applied Health and Fitness. Health Studies has the most changes to make. The curriculum, overall, was well received, but it related to general ed requirements. The documents provided were reviewed briefly. highlighted which areas needed course adjustments and which would remain the same.</p> <p>There will be a few curricular and program changes on graduate side (Epi PhD program and HSMP Program.) The Health Promotion program has 1 pre-req change for students who will be coming into the program without MPH degree.</p> <p>Last year, APCC reviewed and approved the addition of Epi 656 (doctoral level class for HIV Aids Epi) that is pending and needs to go through approval process. Want to make sure this is on our radar.</p> <p>: Had another accreditation review last year with CAHME (CEPH is not our only accreditor). CAHME came out in January, received draft report in the Spring, and will get accreditation decision this fall.</p>	<p>Review PHE documents provided by so we can discuss in November APCC Meeting.</p>
<p>Continuous Enrollment Policy</p>	<p>Something PSU has already passed, and in the interest of equity across schools, should become a benefit for our students. Students who are advanced doctoral students are eligible for discounted tuition which is \$10/credit plus any mandatory fees. OHSU students do not currently have this eligibility. Want to establish policy that provides same offer to OHSU Students.</p> <p>requested a sub-group to work on policy and bring it back to APCC to review and vote on; proposed that drafts the policy proposal with</p> <p>noted that the policy proposal would need to be approved with up at OHSU before becoming effective</p>	<p>will meet to begin drafting policy proposal</p>
<p>APCC Handbook/Syllabus Guidelines</p>	<p>Wants to refine both handbook and syllabus checklist; There is a need for technical editing and adding hyperlinks. Looking forward to Comms/Web site hand-off.</p> <p>proposed idea of forming small groups from APCC to review and refine sections of the handbook</p> <p>In regards to guidance on syllabi, this issue lies with A&E committee and making our competencies and measurements more uniform in their presentation for the benefit of assessment. This will be something we attend to throughout this year.</p>	

	<p>■■■■ How do we follow the most up to date version of the handbook with so much coming down the pipeline? Hoping we can find a solution to review and revise the policy handbook without needing multiple email chains. Would be great to set up a system for this before diving into the revisions.</p>	
<p>Open Discussion</p>	<p>Will discuss both New & Returning Student Orientations next meeting</p> <p>■■■■ There is a SPH Pre-Screening tool that we used previously—will we still be using?</p> <p>■■■■: Just hired AA Coordinator; unsure about if/when this gets used again. Believe there is opportunity to improve this tool.</p> <p>■■■■ Pre-screening was important to the work of the APCC. It went to excel file that collected changes which were then reviewed and approved. Felt it was one of the most efficient ways we recorded changes.</p> <p>■■■■: Getting ready to do minor curricular change. Want to fill the pre-screening tool out and have it move forward, ideally in next few months, in this committee, so they can be in place next fall. What process will work the most effectively with submitting for curricular changes?</p> <p>■■■■ Will bring this item to the Deans Team</p> <p>■■■■ Need to meet with APCC leadership asap on pre-screening efficiency</p>	<p>APCC Leadership will meet to discuss the pre-screening platform</p>
<p>Next Steps/Closing</p>	<p>Procedural Reminders</p> <ul style="list-style-type: none"> -Review minutes and agenda <i>prior</i> to coming to each meeting -Minutes will be posted on the public-facing webpage throughout the year 	



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	<p>■ Goal as school is to restructure curricular programs and degrees. These changes and the timing of them will depend on new Dean but the changes will be reviewed with this committee.</p> <p>Next APCC: Wed. Nov. 9, 10-12pm</p> <p>12pm Meeting Adjourned.</p>	
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