

**SPH Research Committee
November Meeting
Confirmed Minutes**

Tuesday, November 22, 2022
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	[REDACTED]
2	OHSU	[REDACTED]
3	OHSU	[REDACTED]
4	OHSU	[REDACTED]
5	OHSU	[REDACTED]
6	OHSU	[REDACTED]
7	OHSU	[REDACTED]

Non-Voting Members Present: [REDACTED]

Members Absent: [REDACTED]

Agenda Item	Discussion & Documents	Action
Welcome and Announcements [REDACTED]		
Review of minutes from October meeting [REDACTED]	(Link to minutes)	Approved
SPH Faculty Research Survey – MS Teams link [REDACTED]	SPH Survey Questions.docx. Finalize survey questions and preamble that will encourage participation: <ul style="list-style-type: none"> What is the purpose to this survey? The purpose is to collect data about research expertise and interests of our faculty, we plan to use this information to promote research and collaborations. Adding to the survey: <ul style="list-style-type: none"> One of the goals is to try to find and increase collaboration. Maybe the survey can have a question that says something along the lines of “We're interested in current collaborations. 	1. [REDACTED] will ask [REDACTED] and his team what platform they use for programming the survey and if they possibly have

	<p>Do you currently collaborate with another faculty member you know?" *This will need re-wording.</p> <ul style="list-style-type: none"> • Possibly splitting the survey into different areas: Interest areas and then what work or research is actually being done? • "Select the areas you have expertise or have conducted research?" • Add section for people to add their names. • "What is your perceived research strength?" • Question about mentoring but keep it simple to gauge interest - "Would you be willing to be a mentor?"; "Are you mentor?"; "How many students have you mentored?" This could potentially require follow-up at a later time. <p>Identify appropriate method to conduct survey:</p> <ul style="list-style-type: none"> • Which program should be used to create the survey? Qualtrics? <ul style="list-style-type: none"> ○ [redacted] will ask [redacted] what platform they use for programming surveys. • When should the survey be sent? <ul style="list-style-type: none"> ○ Announce it at the December 9th "All School Meeting" and present link. Then follow-up a couple of weeks after. <ul style="list-style-type: none"> ▪ This will need to added to the agenda. ○ The survey will be sent to everybody – Primary and secondary appointments. • [redacted] students can analyze the open-ended questions. 	<p>the bandwidth.</p> <ol style="list-style-type: none"> 2. [redacted] will email [redacted] to add the survey to the agenda to the "All School Meeting". 3. Committee to have the survey ready by Wednesday, November 30th.
<p>Moving forward with Research Website development [redacted]</p>	<p>Create subcommittee to develop content, major elements, functionality. Links between MPH disciplines and research themes.</p> <ul style="list-style-type: none"> • This committee is responsible for creating the content on the SPH Research Website – [redacted] is looking for 2 – 3 people to work with him on creating copy. Will need to work with [redacted] as well. <ul style="list-style-type: none"> ○ [redacted] have volunteered to work with [redacted] on this subcommittee but everyone can participate via the Teams channel. ○ Web Specialist will most likely be onboarding by January 2023. 	
<p>Student representative position on the research committee [redacted]</p>	<ul style="list-style-type: none"> • A student independently emailed [redacted] with interest in joining the Research Committee. What is the official process and can we have an additional student representative on the committee? <ul style="list-style-type: none"> ○ Student Leadership Council historically assign the student representatives through a sign-up process. ○ Other committees have 2 – 3 student representatives. 	<ol style="list-style-type: none"> 1. [redacted] will email the student and invite them to the committee.

	<ul style="list-style-type: none"> Committee agreed that it's okay to have a second student representative to provide more diversity and input. 	
Finalize Kickstarter grant description to include student applicants [REDACTED]	<p>Committee reviewed the Kickstarter grant description</p> <ul style="list-style-type: none"> Dissemination of research or conferences – funds for travel but will need to provide justification as to why this will benefit them. <ul style="list-style-type: none"> Currently student have to submit for reimbursement and that a challenge for most. Possibly use a PCard - [REDACTED] can work on this. The Kickstarter should be ready in a week or so but will need to be reviewed by [REDACTED] first. The amount of funds available will probably be around \$50k for the year – What do we want to prioritize these funds for? This could be a consideration. Stop accepting applications by the end of the academic year – [REDACTED] will verify with [REDACTED] the start and end date. Announce the grant at the December 9th “All School Meeting” 	<ol style="list-style-type: none"> [REDACTED] will verify with [REDACTED] the start and end date. PCard – [REDACTED] can work this out; getting approval. Will check with [REDACTED]. [REDACTED] will put the document up on Teams for everyone to review. Announce the grant at the December 9th “All School Meeting”
Discussion of other priority items for upcoming meetings [REDACTED]	<ul style="list-style-type: none"> [REDACTED] - Collins Medical Trust 	
Meeting Wrap Up [REDACTED]	Next meeting is January 24, 2022 10:30AM – 12:00PM	

Meeting Closure: The meeting concluded at 12:00PM

Next Scheduled Meeting: January 24, 2022 10:30AM – 12:00PM