

OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, April 12, 2023

10:00am – 12:00pm

Zoom: [REDACTED]

**Attendees Present**

	Voting Member Name	Attended?	Note		Student Name-	Attended?	Note
1.	[REDACTED]	<input checked="" type="checkbox"/>		16.	[REDACTED]	<input checked="" type="checkbox"/>	
2.	[REDACTED]	<input checked="" type="checkbox"/>		17.	[REDACTED]	<input checked="" type="checkbox"/>	
3.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]	18.	[REDACTED]	<input checked="" type="checkbox"/>	
4.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]				
5.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]		Ex-Officios / Guests		
6.	[REDACTED]	<input checked="" type="checkbox"/>		19.	[REDACTED]	<input checked="" type="checkbox"/>	
7.	[REDACTED]	<input checked="" type="checkbox"/>		20.	[REDACTED]	<input checked="" type="checkbox"/>	
8.	[REDACTED]	<input checked="" type="checkbox"/>		21.	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]



9.	[REDACTED]	[REDACTED]		22.	[REDACTED]	[REDACTED]	
10.	[REDACTED]	[REDACTED]		23.	[REDACTED]	[REDACTED]	
11.	[REDACTED]	[REDACTED]		24.	[REDACTED]	[REDACTED]	
12.	[REDACTED]	[REDACTED]		25.	[REDACTED]	[REDACTED]	
13.	[REDACTED]	[REDACTED]		26.	[REDACTED]	[REDACTED]	
14.	[REDACTED]	[REDACTED]		27.	[REDACTED]	[REDACTED]	
15.	[REDACTED]	[REDACTED]		28.	[REDACTED]	[REDACTED]	
16.	[REDACTED]	[REDACTED]		29.	[REDACTED]	[REDACTED]	
				30.	[REDACTED]	[REDACTED]	
				31.	[REDACTED]	[REDACTED]	
				32.	[REDACTED]	[REDACTED]	
				33.	[REDACTED]	[REDACTED]	
				34.	[REDACTED]	[REDACTED]	

Agenda Item	Discussion	Action
Welcome	<p>██████████ New student member – ██████████</p> <p>██████████ noted ██████████ would like to discuss the role of student representatives in government procedure – ex. Guidance docs for student reps about reaching out to student bodies and acting as representatives.</p> <p>██████████ is working with ██████████ that has been accepted to MPH program in ██████████ and it is CEPH accredited; ██████████ is looking for input on this opportunity.</p>	<p>Add Student Representatives discussion to May APCC Meeting</p> <p>Please email ██████████ directly if you have any insight on whether student should go to ██████████ for MPH Program</p>
Vote on March Minutes	<p>██████████ moved to approve the March minutes. ██████████ seconded. March Minutes approved.</p> <p>13/14: Approved 1 Abstention</p>	<p><b>March Minutes were approved.</b></p>
Standing Report from ██████████	<p><u>Pending curricular changes:</u></p> <p>OHSU Approved all except prefix CPH 515/615 to ESHH 515/615. Our argument was that more ESHH students took the course, and it was more conducive to ESHH. Their rebuttal was that we should not be setting prefixes based on who takes the course but on the subject matter of the course. They gave us a narrow window for our own rebuttal, so the curricular change did not go through. Those changes will be implemented for next AY Fall term.</p> <p>PSU:</p> <ul style="list-style-type: none"> <li>• PSU has approved all curricular changes</li> <li>• Course name change request for PHE 323 has gone through</li> <li>• Waiting for approval from graduate council for PHE 528 Stress Student Health; still awaiting due to minor change in course description. Not anticipating that it will be declined.</li> </ul> <p><u>Policy Package</u></p>	

	<p>Reached out to for draft policy package and provided a draft policy checklist. noted that the draft has to go through faculty council for approval and to please understand that items in the checklist may change. The equity tool is still under development.</p> <p>provided the draft checklist in the meeting and has added the document in the Materials Folder for April.</p>	
<p><b>Doctoral Supervision Compensation Memo</b></p>	<p>Recap: brought forward and asked APCC to consider some sort of compensation model for supervision of doctoral students</p> <p>Working group have developed a proposal in principle.</p> <p>The working group noted the plan to move this forward in 2 phases. The first phase is presenting the proposal in principle and asking for a vote of support from APCC. If the proposal is approved, the second phase is presenting the formula in the May APCC meeting.</p> <p>The proposal notates that there would be FTE credit and/or compensation for 4 faculty in SPH to supervise doctoral students in preparation for their dissertation.</p> <p>Each working group member estimated the amount of time in a term that they would spend supervising students. The numbers in the memo are real; using these best estimates and value in teaching a course, they have developed a model and a formula.</p> <p>The commitment to support doctoral students is a huge commitment of time and work. We need to respect the work of faculty who are supervising the work of doctoral students. This does not have to change PSU or OHSU policy. This could just be an SPH policy.</p> <p>noted it would be great if we could distribute doctoral advising across faculty; not just a labor perspective but the experience of working with doctoral students.</p> <p>New faculty compensation is very explicit; if APCC agrees with moving this policy forward, next step would be to apply the OHSU faculty compensation model to this proposal.</p> <p>moved to approve the APCC support of the doctoral supervision compensation model in principle. seconded.</p>	<p><b>Doctoral Supervision Compensation Proposal in Principle was approved.</b></p> <p><b>Working Group will bring the formula to the May APCC meeting.</b></p>

	<p>Motion passed; 14/14 Approved</p>	
<p>Curriculum MPH Revising Sub- Committee</p>	<p>█ noted that at the March meeting, the members discussed student representation and input; wanted to make sure there was representation across programs and including alumni.</p> <p>Discussed information sharing as the topic is of interest to multiple committees. Leaning toward a shared folder, but it is an ongoing discussion. The group is leaning toward creating new library on SharePoint that can be shared with the public.</p> <p>There was homework on brainstorming ideal curriculum; Most consisted of full set of domains as well as social justice and antiracism courses. Also, being mindful of adding timely applications and making sure we are updating course materials each year for students to work through current events</p> <p>The revisions are focused on the format in how students will gain the skills/knowledge. The working group also reviewed other MPH programs across the country; some were fairly similar to SPH.</p> <p>Current homework is to read through materials █</p> <p>█ met with SLC and is meeting with SJSA to get them involved in the process as well.</p> <p>Faculty Council has an MPH sub-committee who are actively working on defining resources that will be needed to implement the updates suggested by MPH Revising Sub-Committee.</p> <p>█ presented the idea (via group chat) to potentially connect with folks like █ who also presented re: equity in the curriculum during our SPH annual conference.</p> <p>█ and █ noted that some of the student input could be integrated into the qualitative course in terms of focus groups. Would be great to put student input in the integrative projects as well.</p> <p>█ wants to hear from graduate faculty on what their ideal undergrad applicants showcase</p>	<p><b>Graduate Student Faculty: Come prepared to discuss undergraduate applicants in May APCC meeting</b></p>

<p><b>Policy Development Workflow</b></p>	<p>█████ noted that the Faculty Council sub-committees on policies is being driven by █████ There was some work done in the February meeting. █████ was absent for the March meeting and there was no sub-group meeting in April.</p> <p>█████ noted we should ask █████ to provide briefing; █████ noted his agreement.</p>	<p><b>Invite █████ to May APCC to provide update</b></p>
<p><b>Policy Reviews – Small Breakout Groups</b></p>	<p>Full group reviewed all of the current revisions for each small group.</p> <p>█████ asked that a clean, reviewable draft can be reviewed by the group outside of APCC.</p> <p>Next steps: Create cleanest draft possible so each policy can be reviewed by all APCC members between now and May meeting.</p> <p>The Student Complaint Procedure small groups joined to become large group.</p> <p>The Admissions Criteria and Admissions Committee groups remained separate</p> <p>The small breakout groups reviewed the below 6 policies</p> <ol style="list-style-type: none"> <li>1. 01-10-003 Academic Advising <ul style="list-style-type: none"> <li>- █████ noted that this policy is ready to be passed on for review</li> </ul> </li> <li>2. 01-70-001 Student Complaint Procedure</li> <li>3. 02-70-001 Student Complaint Procedure <ul style="list-style-type: none"> <li>- █████ noted that a few remaining items will need to be addressed in the future; not formally finished. These items are noted on the draft document.</li> </ul> </li> <li>4. 01-30-005 Research Integrity</li> <li>5. 01-20-001 Admissions Committees <ul style="list-style-type: none"> <li>- █████ noted that the policy is ready for review</li> </ul> </li> <li>6. 01-20-002 Admissions Criteria <ul style="list-style-type: none"> <li>- █████ noted that we may want to consider opening to a broader admissions policy</li> </ul> </li> </ol> <p>For the policies that do not move forward this year and need more work, new small groups will be created to review next year so there is “cross-pollination” and peer review.</p> <p>Next steps: Move the policies that are completed or close to completion, to peer review and then we can put them up for a vote next month.</p>	<p><b>Small groups to create a reviewable version of their policy revision so that it can be peer reviewed and voted upon next month</b></p>

	<p>█ noted the need to have more equitability with allowing others to review these policies before APCC makes a vote on them.</p> <p>█ noted that the current policy flowchart will need clarification on whether it is APCC faculty or all faculty input on the proposed policies</p>	
<p><b>Next Steps/Closing</b></p>	<p>█ requested that APCC members send in May agenda items they wish to discuss; █ noted that MPH and PhD Admissions Rubric reviews are coming up in May</p> <p><b>Next APCC: Wed. May 10<sup>th</sup></b></p> <p>Meeting adjourned at 12:01pm</p>	<p><b>Send discussion items to █ for May APCC meeting</b></p>