



OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, March 8, 2023

10:00am – 12:00pm

Zoom: [Redacted]

Attendees Present

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



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

Agenda Item	Discussion	Action
Welcome	<p>█████ is out of office; █████ will be joining late—█████ noted we may add █████ to the Research Integrity policy small group this month.</p> <p>Goal for today: producing language for policies</p>	
Vote on February Minutes	<p>█████ moved to approve February Minutes. █████ seconded. February Minutes approved.</p> <p>12/13: Approved 1: Abstention</p>	<p><b>February Minutes were approved</b></p>
Consent Agenda	<p>PHE 323 Course Name Change</p> <p>█████ confirmed that we do vote on consent agenda items.</p> <p>█████ moved to approve. █████ seconded. Consent Agenda was approved.</p> <p>13/13: Approved</p>	<p><b>Consent Agenda was approved</b></p>
Standing Report from AAC	<p>Update on pending curricular changes: All of the curriculum changes that were put forth in December have passed through either graduate or undergraduate committees aside from PHE 528 because a question came up about the difference between course descriptions OCMS and the syllabus. This has been resolved but it is still pending on graduate council approval.</p> <p>All curricular changes are in OAA; should be approved soon. On OHSU side, waiting to see approval from Provost's office within the next week or so.</p>	
Curriculum MPH Revisioning Work Group	<p>MPH Subcommittee met last month; there was homework assigned to the attendees to help set the goals for the group.</p> <p>The group's focus is on core curriculum and how it is structured; Have been reviewing what other SPH programs look like based on consultation from CEPH.</p>	<p><b>█████ will provide updates on the sub-committee's progress at APCC monthly meetings; will share results on the group's</b></p>

	<p>█████ presented on what CEPH guidelines SPH needs to comply by</p> <p>█████ will provide updates on the group’s progress at APCC meetings</p> <p>Request to have Minutes from the MPH Revisioning Working Group meeting shared with APCC members</p> <p>█████ noted the importance of being transparent with students as well</p> <p>█████ proposed building out a place on the public facing site to include the minutes from these meetings</p>	<p><b>brainstorming of SPH “ideal curriculum”</b></p>
<p><b>Policy Reviews – Small Breakout Groups</b></p>	<p>█████ noted the great work done in the last meeting on this revisioning process. No policies were ready to be submitted from last month’s meeting, so all small groups are remaining the same for today’s break out groups.</p> <p>█████ requested that Student Complaint Procedure groups were combined. █████ agreed. 01-70-001 and 02-70-001 small groups were combined.</p> <p>█████ shared the “Decision Matrix” created by █████ that includes OHSU and PSU input along with CEPH criteria. This can be used as a resource to use while forming the policies.</p> <p>█████ shared a drafted flow diagram on the decision-making process provided by █████</p> <p>Current process:</p> <ol style="list-style-type: none"> <li>1. Individual/Committee submits a draft policy</li> <li>2. Draft is packaged with other necessary materials</li> <li>3. Package goes to Dean’s Office for review</li> <li>4. Once approved by Dean, it gets sent to the provost for review</li> <li>5. Once approved by the provost, the policy gets voted on by Faculty</li> <li>6. If Faculty approves, the policy goes into effect and is scheduled for review ~3 years</li> </ol> <p>█████ noted that the APCC’s responsibility is to write, develop, revise policies. Faculty Council’s responsibility is to provide input on the policy approval process.</p> <p>The small breakout groups reviewed the below 6 policies</p> <p>01: Grad 02: Undergrad</p>	<p><b>APCC Members – Review the current policy work done by the other small groups prior to the next meeting.</b></p>

	<ol style="list-style-type: none"> <li>1. 01-10-003 Academic Advising          ■ noted that this policy is not close but it was helpful to use the CEPH 2021 standards</li> <li>2. 01-70-001 Student Complaint Procedure</li> <li>3. 02-70-001 Student Complaint Procedure</li> <li>4. 01-30-005 Research Integrity          ■ noted that Research Integrity is ready to be moved forward for submission</li> <li>5. 01-20-001 Admissions Committees          ■ noted that this policy is close, but not yet ready for submission</li> <li>6. 01-20-002 Admissions Criteria          ■ Discussed whether there should be cross communication across the groups Admissions Criteria and Admissions Committees; ■ agreed          Next meeting: Merge groups for half of the period and then split into the smaller groups</li> </ol> <p>■ noted it would be beneficial to have admin support between the APCC and FC for cross-communication. ■ confirmed that ■ was responsible for tracking policy creation and submission. Noted ■ is still learning this process, but that ■ is the admin support between the FC and APCC.</p> <p>■ noted we will continue on policy revisioning in the April APCC meeting. May and June will be dedicated to planning for the next academic year.</p> <p>■ noted we should begin submitting the policies that are ready to be reviewed for comments as soon as possible. All the other policies that are still needing work should remain in APCC and have all committee members review.</p> <p>■ suggested reviewing other small group's policy work be the homework before the next APCC meeting. ■ confirmed.</p>	
<p>APCC Open Discussion</p>	<p>Student Representative Update: ■ will not be able to attend APCC for Spring Term due to a class conflict. ■ will be stepping in.</p> <p>June meeting rescheduled to Wednesday, June 7<sup>th</sup></p>	



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	■ noted we do want to have a meeting in September, so we should begin reviewing calendars and prepare to have this meeting.	
Next Steps/Closing	<b>Next APCC: Wed. April 12<sup>th</sup></b> 11:40pm Meeting Adjourned.	