

OHSU-PSU Academic Policy and Curricula Committee

APCC Meeting Minutes

Wednesday, May 10, 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"/>	
3.	[REDACTED]	<input type="checkbox"/>	[REDACTED]	18.	[REDACTED]	<input type="checkbox"/>	[REDACTED]
4.	[REDACTED]	<input type="checkbox"/>	[REDACTED]				
5.	[REDACTED]	<input type="checkbox"/>			Ex-Officios / Guests		
6.	[REDACTED]	<input type="checkbox"/>		19.	[REDACTED]	<input type="checkbox"/>	
7.	[REDACTED]	<input type="checkbox"/>		20.	[REDACTED]	<input type="checkbox"/>	
8.	[REDACTED]	<input type="checkbox"/>		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]		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]	

Agenda Item	Discussion	Action
Vote on April Minutes	<p>█ moved to approve the minutes. █ seconded. No discussion requested by the committee.</p> <p>11/12 approved. 1 abstention.</p>	<p><b>April minutes were approved.</b></p>
Standing Report for AAC	<p>PHE528 (Stress, Food, Health) went back to graduate council with updated course description and was approved.</p> <p>█ noted that there was a oddity that popped up for GIS for CPH that when the class got a permanent number (615/515), that the 610/510 sections were not deleted so it has been causing confusion in the OSHU banner system. Need documentation of the change to send to registrar.</p> <p>█ requested that █ send it in an email and that █ will look it up in OCMS system.</p> <p>█ noted that if the change occurred before 2016, to reach out to █.</p>	<p>█ will send CPH610/510 info to █; █ will review.</p>
PhD Student Continuous Enrollment OHSU - Recording	<p>█ noted that APCC reviewed this item in December; it is regarding changing the tuition charges for dissertation students who are taking more than 20 dissertation credits at OHSU; currently tuition charges for OHSU students with 27 or more dissertation credits are higher than at PSU.</p> <p>APCC discussed that the defense would need to go to █; █ had informal conversation about it with the █ and they made it clear that it was unlikely. The █ has not pursued it further. █ noted that the █ may want to pick it back up in the future.</p> <p>█ noted that students are taking leaves of absence, but still working on their dissertation while not registered; need to be aware that students are not prepared and/or able to pay extra tuition. Noted that this is a gross inequity.</p> <p>█ asked if the provost office had direct responses to the proposal? █ also noted that this has implications for the students if they're relying on student insurance and taking leaves of absence.</p> <p>█ answered that there wasn't a direct response from the provost given to the specific proposals brought.</p> <p>█ requested that █ have a more formal conversation regarding this policy and reiterated that this does not have to change the policy for the entire school, just SPH.</p>	<p>█ will bring this topic to the █ meeting to re-discuss the enrollment policy and the communication out to the PhD students</p>

	<p>█████ will re-raise the discussion with ██████ ██████ requested that a communication go out to PhD students so they're made aware that the tuition will remain the same.</p>	
<p><b>Doctoral Supervision Compensation</b></p>	<p>There are different workloads for proposal phase for Epi and Community Health Compensation formula is based on 12-month appointments instead of 9</p> <p>█████ provided and reviewed the example of the FTE allocation for 1 faculty member with 2 students</p> <p>█████ noted that the calculations on the examples aren't currently correct; but small group will reconvene to update/correct.</p> <p>█████ posed the question on if there are compensation alternatives if a faculty member is already overfunded. ██████ noted compensation could include professional development/ hiring student workers/banking but it would need to be worked out by Karen Camp.</p> <p>█████ moved to approve the Doctoral Supervision Compensation formula in principle. ██████ seconded this motion.</p> <p>█████ noted there would have to be an honor system for when faculty are submitting their FTE calculations. 12/12 approved.</p>	<p><b>Doctoral Supervision Compensation formula in principle was approved.</b></p> <p>█████ will meet to discuss next steps with moving this forward.</p> <p><b>Small working group will meet to correct formula calculations</b></p>
<p><b>Curriculum MPH Revisioning Sub-Committee</b></p>	<p>█████ noted there were a lot of new student reps in the last meeting; there was a lot of discussion on actions to be taken for encouraging student involvement</p> <p>HW: SWOT analysis for MPH Curriculum; noted that current set up doesn't include the social justice values that are school is committed to</p> <p>Ideas were proposed on how to leverage existing surveys/student input; ideas on how to announce opportunities for input</p>	

	<p>Had discussion for CPH exam; there was a lot of support for dropping the exam as a requirement for the program. It had been added previously for the need for direct assessments; now we have more direct assessments for the need for the exam has changed.</p> <p>Mixed opinions regarding what next steps would be; whether it was restructuring the curriculum or making tweaks to current curriculum. The final input was to continue the initiative to restructure the curriculum while simultaneously making changes in the current curriculum such as updating course resources like what textbooks are used.</p> <p>█████ asked if there has been any input on data science and training; █████ noted that it hasn't been discussed specifically but that the quantitative aspect of the curriculum would be more all-encompassing but will bring this back to the group in the next meeting.</p> <p>█████ noted that CEPH has made strong recommendations that we restructure the curriculum; students are in favor of updating curriculum content.</p> <p>All materials have been moved to Canvas for better transparency</p> <p>█████ is meeting with █████ to set up separate student meetings</p> <p>The goal is to start a parallel process of health equity content while restructuring the curriculum (both short- and long-term improvements)</p>	
<p><b>Admissions Rubric</b></p>	<p>█████ noted that █████ had some discussions in different groups, especially in PD meeting; on how MPH admissions rubric works; what works well and what needs improvement.</p> <p>Most pressing feedback:</p> <ul style="list-style-type: none"> <li>- GPA is being significantly overrated because it falls into 4 different categories.</li> <li>- Rewriting additional statements as current questions doesn't really provide helpful information</li> </ul> <p>In the future, we will want to break out into small groups to review the rubrics and provide edits.</p> <p>APCC will be reviewing Master's rubrics; PhD rubrics will most likely be centered and revised by the program/PD's.</p> <p>PhD leaders may want to review the GPA overweighting</p>	<p><b>Admission Rubrics will be discussed in upcoming PD meeting; if any APCC members have suggested edits for the rubrics, please contact Brad.</b></p>

	<p>█ noted that for this year we will most likely have to stick with the single rubric. All edits need to be given to █ by July as the application process begins in August. Will need to vote on edited version in June APCC meeting.</p> <p>If you have any suggested edits for the rubric, please connect with █. PD's will discuss in upcoming PD meeting. █ noted █ would provide input as well.</p>	
<p><b>CEPH Updates</b></p>	<p>Due to █ absence, █ led the discussion and noted that █ █ will be sending out communication on this soon. The intention is to post the position asap.</p> <p>█ noted that █ shared a plan for the submission of the annual assessment review needs to happen</p> <p>In regard to the policies APCC has been working on, we will report on the progress made on them this year.</p> <p>█ noted that each year there is a report on the program's assessments; Previously, █ would normally present each May; suggested that PD's organize and present in next APCC meeting.</p> <p>█ would summarize in a 10-15 minute presentation where the programs were at; and identify the areas for improvement.</p>	<p><b>PD's will discuss who will present in upcoming PD meeting. PD's will present the summary in June APCC meeting.</b></p>
<p><b>Policy Review</b></p>	<p>APCC viewed the recording on the policy proposal process created by █.</p> <p>█ noted it would be helpful to see an example of what a complete policy package looks like</p> <p>█ noted wanting to integrate this across student work as well; wanting to come up with a way where the students can get credited for their feedback on items such as curriculum revisioning and course growth.</p> <p>█ inquired if we are going to essentially follow the OHSU policy, do we need a policy for SPH stating we are going to follow the OHSU policy or do we even need to create one if we are following it? █ proposed the idea of using an addendum instead of rewriting an entire policy</p> <p>█ noted there may be a misuse of language; █ believes we should be using the equity lens not equity tool (which is still being developed). █ suggested creating a recording in which █ explains the equity lens/how to use.</p>	<p><b>█ will create pre-recorded message on equity lens and present at APCC June meeting</b></p> <p><b>APCC Members will review the SPH Admissions Committees 01-20-001 and SPH Research Integrity 01-30-005 and provide written feedback at the June meeting.</b></p>

It will not prepare this group to use the tool; will need to have extra time set aside to walk through the tool while reviewing the policy.

█ noted that the below policies are active, but that they have not been formally approved.

SPH Admissions Committees 01-20-001

█ suggested sending out the revised policies out for peer review, centered on equity implications.

█ mentioned that there is a revision needed re: the PD's as they do not have access to compass training and can only ask faculty/staff to do it, but cannot check

SPH Research Integrity 01-30-005

█ noted that the links on the policies could be broken; may want to add the actual policy numbers just in case

█ noted that it's a link to a sponsored project; it isn't a single policy, but we could write out the page name for readers to locate

█ provided the specific related policies below:

Research Involving Humans

Policy No. 04-05-005 █  
█

Research Misconduct

Policy No. 04-15-005 █  
█

Chapter 4 of OHSU's policy manual has Research related policies. █  
█

Next steps: Review these policies and provide written comments; we will review the written comments in the June meeting

<p><b>Nominate Chair-Elect</b></p>	<p>█ noted we need nominations for a PSU chair-elect</p> <p>█ confirmed that a PD can serve as a chair-elect</p> <p>█ mentioned █ but as neither were in attendance, they will be contacted to inquire about interest/capacity for the role.</p> <p>█ will send a survey email to solicit nominations.</p>	<p>█ will send out email to APCC PSU members re: chair-elect nominations</p>
<p><b>APCC Open Discussion</b></p>	<p>█ noted that we are intending on having our first APCC AY23-24 meeting in September</p> <p>█ suggested that PD's share potential curriculum changes at our June meeting that may arise in September</p>	<p><b>APCC Leadership will add PD potential curriculum changes to the June agenda</b></p>
<p><b>Next Steps/Closing</b></p>	<p>Please be sure to remove the 6/14 APCC Meeting invitation on your calendar if you have not already.</p> <p><b>Next APCC: Wed. June 7<sup>th</sup></b></p> <p>Meeting adjourned at 12:00pm</p>	<p><b>APCC Members: Confirm the 6/14 APCC meeting invitation is no longer on your calendar</b></p>