OHSU-PSU Academic Policy and Curricula Committee
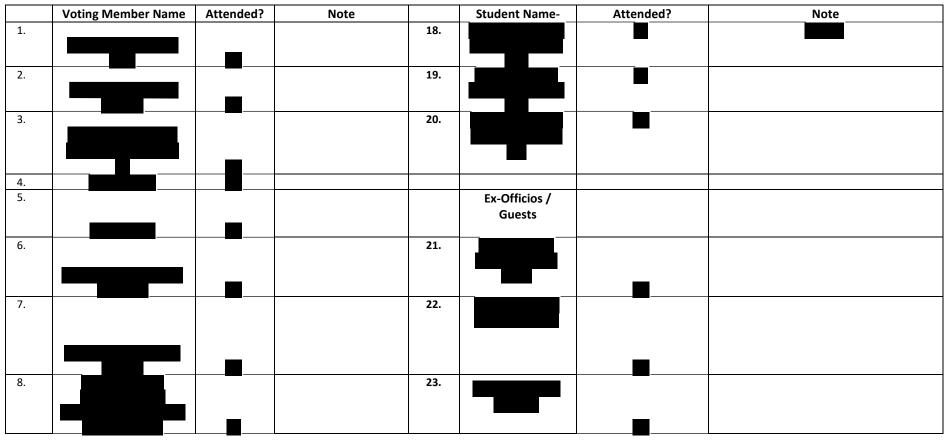
APCC Meeting Minutes
Wednesday, June 7, 2023
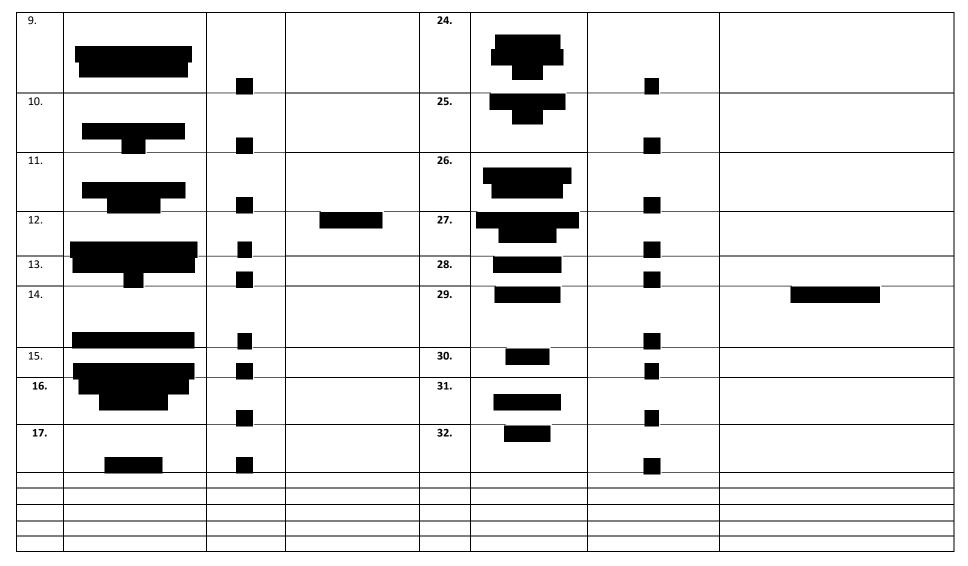
10:00am – 12:00pm

Zoom: ███████████████████████

Attendees Present

	Voting Member Name	Attended?	Note		Student Name-	Attended?	Note
1.	███████	■		18.	███████	■	███
2.	███████	■		19.	███████	■	
3.	███████			20.	███████	■	
4.	███	■					
5.	███	■			**Ex-Officios / Guests**		
6.	███████	■		21.	███████	■	
7.	███████	■		22.	███████	■	
8.	███████	■		23.	███████	■	

9.	██████	■		24.	████	■
10.	███	■		25.	███	■
11.	████	■		26.	█████	■
12.	█████	■	███	27.	████	■
13.	█████	■		28.	███	■
14.	████	■		29.	███	■	████
15.	█████	■		30.	██	■
16.	█████			31.	███	■
17.	███	■		32.	███	■

Agenda Item	Discussion	Action
Vote on May Minutes	▉ moved to approve the minutes. ▉ seconded. ▉ noted she may have been at the meeting. ▉ noted that there is an incomplete note in Curriculum Revisioning section. ▉ will update the Curriculum Revisioning section and confirm Claire's attendance. 14/15 approved; 1 abstention.	**May minutes were approved.** ▉ **will confirm** ▉ **attendance and update Curriculum Revisioning section.**
Standing Report from AAC	PSU and OHSU have reconciled all curriculum changes; no pending changes. Curriculum Modification Tool This tool will include course changes, program changes, and new courses (CAP 3) If it is an accreditor review or major change, it would not go through this tool. That would fall under CAP 2. ▉ reviewed the tool and showed examples of what it looks like to submit a request and receive a confirmation after the request has been submitted. ▉ will be sharing the link for this tool as it is now ready to be used for curricular change requests for next year.	▉ **will provide link to Curriculum Modification Tool, and two versions (Technical and User-friendly) of the Word version questions**

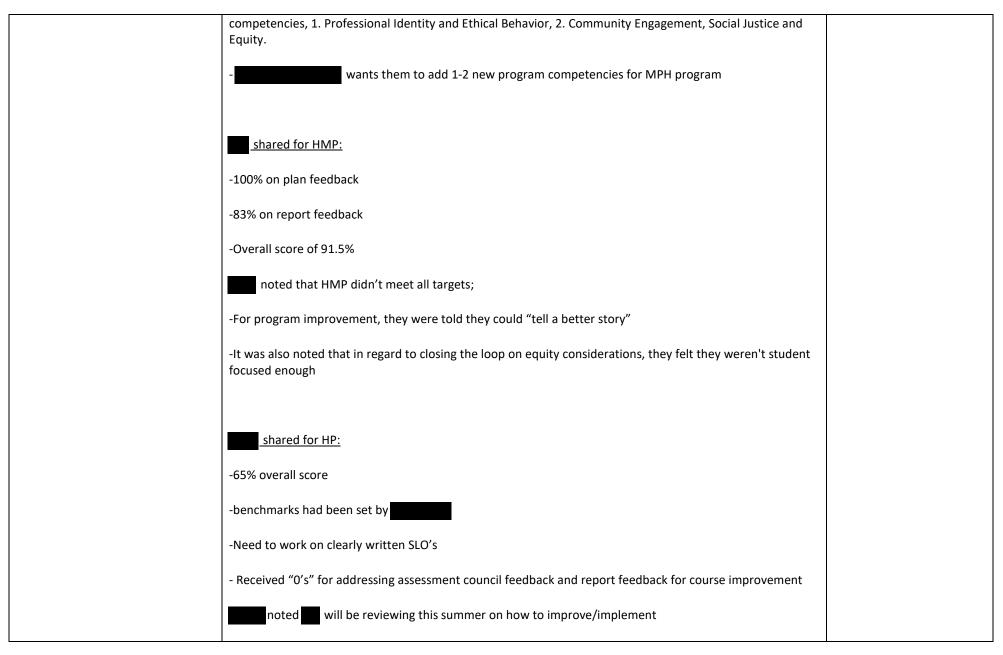|		
	██ requested a Word version of the questions that will be asked; ██ noted ██ will provide but reiterated that not all of the questions will be relevant to every submission. ██ will also provide the "skip options". User friendly and technical versions will be provided to faculty. ██ noted that this tool is redundant for UG as it was ██ understanding that the person requesting the change should fill out the form, not the ██. ██ noted it could become just a graduate form—this will be dependent on what is decided for UG curricular changes. ██ noted he will just need to know if an UG submission has been made for tracking purposes.	
Doctoral Supervision Compensation	The small working group ██████████████████████████ met to re-work the formula from last meeting. ██ has provided the updated formula and appendix to the APCC. The appendix shows how an OHSU faculty with 2 different students would receive workload compensation. This was approved in principle in both April and May in APCC. The formula is now ready to be submitted; the ████████ will now carry it forward within ████████	██ **will work with ██ to move forward the Doctoral Supervision proposal.**
Curriculum MPH Revisioning Sub-Committee	██ noted that the group began with diversity topics along with ████ presentation on diversity. Also reviewed some diversity resources including upcoming faculty trainings. Discussed student involvement; ██ is holding additional monthly meetings with the students to make sure their voices are heard.	

	Discussed how the group is both working on the restructuring of the curriculum while also modifying and integrating diversity and anti-racism into curriculum; will be parallel processes.	
	There was some conversation about faculty participation and compensation; Wanting to make sure we are being forward thinking and what the field will look like in 10 years.	
	██ asked if there had been any scenario planning about what the field might look like in 10 years; ██ noted it was briefly discussed but there weren't any concrete next steps on how the working group will do this. ██ provided a methodology resource about creating scenarios.	
	Broke out into small break out groups to brainstorm different versions of the updated curriculum; wasn't able to meet for too long because it was a healthy discussion prior, but will be continuing small groups in the future meetings	
	Could use more representation from other areas; many students from ██	
	██ noted that attendance in June meeting might be low because of end of the year/ PE/IP presentations.	
OHSU Assessment Updates from Program Directors	██ inquired about who would be leading the assessment council. ██ noted a new person hasn't been identified yet, but they're working on it. ██████████████████████████ and ████████████ for AY23-24.	████████████ **will collaborate on improvement next steps during** ████████

██████ shared for MPH Epi:

-95.8% for plan feedback

-Report had some areas for improvement (Main areas of improvement included stakeholder engagement and aligning competencies with OHSU teamwork competency. MPH Epi are currently brainstorming more opportunities for stakeholder engagement).

-Program was given overall score of 76.7%

-Total score of 85.2%

██████ shared for ESHH:

-ESHH received 95.8% overall rubric score

-Report noted that they need to work on aligning student learning outcomes to collaboration

-Scored 92.6% on report feedback-deficit was not meeting one of the learning targets (due to one student not scoring 80% on test).

██████ shared for Biostats:

-Biostats has 3 programs: Certificate (96%), MS (94%), MPH (96%) were the overall rubric scores

-The program is doing well in providing thorough assessment and report data; also in providing equity in various aspects of assessment

-The action items re: alignment with their competencies with the OHSU competencies. For Certificate and –-
- MS programs, the competencies were developed about 10 years ago. There are 2 aligned core

████████will inquire about assessment plan timeline with ████████

competencies, 1. Professional Identity and Ethical Behavior, 2. Community Engagement, Social Justice and Equity.

- ███████████ wants them to add 1-2 new program competencies for MPH program

██ shared for HMP:

-100% on plan feedback

-83% on report feedback

-Overall score of 91.5%

███ noted that HMP didn't meet all targets;

-For program improvement, they were told they could "tell a better story"

-It was also noted that in regard to closing the loop on equity considerations, they felt they weren't student focused enough

███ shared for HP:

-65% overall score

-benchmarks had been set by ████████

-Need to work on clearly written SLO's

- Received "0's" for addressing assessment council feedback and report feedback for course improvement

██████ noted ███ will be reviewing this summer on how to improve/implement

███ noted the benchmarks could be adjusted

-███ noted they would work on benchmark changes this summer along with evaluations and SLO items.

██████████████████████ for PHP:

-One area of improvement was the overlap from HP and clear alignment of SLO's to core competencies.

-Overall the Certificate program had score of 87%; PHP program had score of 89%

-Areas of improvement: Equity considerations (they want stronger example of how equity is included in assessment work) as well as engagement of stakeholders in planning and review

███ noted that the programs that need required changes/pay serious attention to in particular the SLO's as they are going to take some time; CEPH wants us to have fewer SLO's for programs whereas OHSU wants more specificity and more alignment with competencies. ██████████ may need to have conversation with OHSU about expectations.

███ confirmed that the assessment plan should be changed before the assessment target is changed.

██████ will inquire what the timeline is regarding the assessment plans with the ████████████████

███ shared that OHSU Assessment just wants to see that work is being done and for faculty to share what they're doing and where they see the program going in the future.

███ noted that the OHSU Assessment report is due on November 1st.

Policy Reviews – Small Breakout Groups	▮ noted we get to decide today whether the below policies are ready to go into the flowchart process or if we will hold off on submitting for review until next year. ▮ provided some suggestions/comments on the policies. The question is whether we implement the changes today and vote or if we review the suggestions and continue revising. Reviewed the below revised policies: 1. 01-30-005 Research Integrity 2. 01-20-001 Admissions Committees 01-20-001 Admissions Committees In regard to ▮ comment on the document, ▮ noted we could have a separate policy statement on anti-racism. ▮ noted it would be good to use SPH language about this and that we should keep it consistent. ▮ noted that OHSU was supposed to assign a CDI observer, but that they have not been doing so. APCC group edited the policy implementing the suggestions and edits from ▮ ▮ noted that ▮ has access to the tracking of completed trainings. ▮ requested that we do not vote on this now; that we need to wait until ▮ reviews the equity lens. 01-30-005 Research Integrity ▮ noted his changes on the document and that the research integrity policies are set by OHSU. Equity Lens ▮ presented the Equity Lens for Decision Making tool. ▮ will send the tool out to APCC. ▮ suggested adding the Equity Lens as a step in the flowchart on the policy process. ▮ noted ▮ and ▮ will be happy to support the use of this tool. ▮ noted centering this tool while working on policies next year.	**▮ will send out the Equity Lens Decision Making Tool to APCC**

AY23-24 APCC Chair-Elect	███████ was nominated as the Chair-Elect for AY23-24. No other nominations. ███ moved to elect Claire as Chair-Elect. Unanimous second. No further discussion. 14/14 approved.	███████ **was elected Chair-Elect.**
APCC Open Discussion	███████ raised the question whether APCC should be discussing AI and ChatGPT. ███ noted there was a PSU session on ChatGPT. ███ agreed it should be discussed within APCC. ███ noted it is not going away and something that students use and will continue to use within their careers. ███ noted to expect action from AA Team on this subject and that it will come to APCC next year. ██ suggested writing a syllabus statement on the use of ChatGPT. ███ noted ██ created a resource on this and will present during the fall faculty in-service. ███ suggested watching the OHSU and PSU trainings in the interim. OHSU and PSU trainings are helpful and were recorded; ███ has list of materials ██ will be happy to provide before the fall as well as before faculty begin working on their syllabi. ███ noted the focus next academic year for APCC will be the policy revisions and the usage of ChatGPT.	███ **will email out the links to the PSU and OHSU trainings on ChatGPT.**
Next Steps/Closing	<mark>**Next APCC: September 2023 (Exact date TBD; will follow up soon!)**</mark> Meeting adjourned at 12:00pm	