SPH Research Committee
October Meeting
Confirmed Minutes

Tuesday, October 25, 2022
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	██████████████
2	OHSU	███████████
4	OHSU	███████████
5	OHSU	████████
6	OHSU	████████
7	OHSU	█████████
8	OHSU	██████████████
9	OHSU	██████████████

Non-Voting Members Present: ███████████ – Admin
Ex-Officio Members Present: N/A

Members Absent: N/A

Agenda Item	Discussion & Documents	Action
Welcome and Announcements (███████)	Each member took a couple of minutes to introduce themselves and their roles.	
Review of minutes from June's meeting (███████)	([Link to minutes](#))	Approved
Updates to Cluster Hire (███████)	- In the process of getting requisite approvals. Next step will be going to OHSU HR for an exception approval to hire faculty. 2 OHSU positions – everything has been submitted and waiting to hear back. 2 PSU positions – ███████ spoke with ███████████ about synergies between the two groups. He suggested the possibility of some of faculty teaching ethnic studies or gender studies because it might be attractive to potential new hires. ████ is going to send ██████ language to add to the PD surrounding teaching. - The Search Committee has been formed are scheduled to meet on November 8, 2022. - Hoping to have someone start September 1, 2023.	
Improvements to SPH research visibility on the public website (███████)	Status of the Website Developer Position - The position is posted but the school currently has one person making minor changes. Major changes will have to wait until the new hire is made. What improvements should we make to our Research visibility? And what activities can this committee do help? [Suggested websites list](#)	

	• Committee will start working on finding other sites/links that are similar to our school. Websites that reflect what faculty and students are working on.
	• Suggestions to add to website for future website developer:
	   o Issues with getting faculty to update profiles. Will need to identify exactly which faculty profiles, OHSU has several profile options (school profile pages, individual profile pages). ▮ will try to get as much information on the process to bring back to the committee.
	   o Highlighting student research
	      ▪ This can possibly be on the upper banner of the website.
	   o When students are searching schools, they are looking at "Who can I work with? What do people do? Who can I talk to about this?" It should be easy to navigate and find who you are looking for.
	   o The Research Expertise buckets on the website are not built out. Committee could get people to self-identify their areas of expertise or categories they fit under and link to their profile with projects.
	   o Last year the committee spoke of putting together a survey to help people self-identify. The committee will need to create the survey within the next month and a half. APHA-List	

Supporting students in research
(▮)
	How do Research Committee members financially support students? What are the major barriers to student participation in research – undergraduate, graduate, MPH? Suggestions for us to better understand the various models currently used across the SPH?
	
	Student-led grant applications, T32 ideas, diversity supplements, philanthropy, student workers
	
	• ▮
	   o Has offered the stipend. Tuition came mostly from grants, sometimes the SPH would support some of the students to get them through. Has three students working in the lab at an hourly wage.
	• ▮
	   o Posts ad hoc student worker or entry level bio-stat positions that are funded with research dollars.
	• ▮
	   o Posts ad hoc student worker or entry level bio-stat positions that are funded with research dollars.
	• ▮
	   o Mostly using student workers but having problems paying anything more than minimum wage and does not include any benefits. Also uses practice experience students. They don't receive pay but will most often offer to pay for something else such as a conference.
	• ▮
		▮ to send ▮ the language used in the charter. ▮ will circle back next month.
		
		▮ review Kickstarter application and make suggestions on how we might add students to it.
		
		▮ to collect all the suggestions given today and share with the committee next month.

	○ PhD students: Ad hoc 1:1 basis as people apply and works to get a stipend through grants. There is usually a tuition waiver (the tuition waver is a tuition remission from the Dean's office). To bridge time or transition further, he'll try hire them as an employee.
	    ○ For Masters & PhD students: Finds some sort of research fellowship funding for them, and also, for the PhD students, if they're with him for longer, he'll try to get them fellowships where they can't build their own research ideas and get their own funding. Some of the students, if they're around longer, he will work to hire them as an employee, as a research assistant, or associate to bridge time or if there's somebody who's looking to transition further. ██████
	    ○ At last year's Student funding meeting, there was talk of "what if we got rid of the GRA and just had more money that can pay the tuition?" At the PhD level, there are a lot of people that have jobs that are trying to do this in addition. Most students don't have the capacity to take on another point 3 job and so then that money's not really available to them. ██████
	    ○ Charter trusts – anyone in the school can apply. ████████
	    ○ Add student and extend the Kickstarter – come up with a process for an application.
	    ○ Conference funding – this would be covered with the Kickstarter – timeline?? Jodi will come back on some language and find out what this funding would look like. Can we put together a list of research opportunities and who can own it? Can we add this to the student newsletter? ████████ can reach out to the student affairs team – but can also work with ██████ and look at the notes and create a list and bring it back to the next meeting.	

Discussion of other priority items for upcoming meetings (████████)	- SharePoint site for the committee - Faculty Survey - Research retreat	Chair will create a SharePoint/Team Site for RC and share with committee.
Meeting Wrap Up (████████)		

Meeting Closure: The meeting concluded at 12:00PM
Next Scheduled Meeting: November 22, 2022 10:30AM – 12:00PM

SPH Research Committee
November Meeting
Confirmed Minutes

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

Attendees

	Representing	Member
1	OHSU	███████████
2	OHSU	███████████
3	OHSU	███████████
4	OHSU	██████
5	OHSU	██████
6	OHSU	██████████████
7	OHSU	█████████████

Non-Voting Members Present: ████████████████

Members Absent: ████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ██████		
Review of minutes from October meeting ██████	(<mark>Link to minutes)</mark>	Approved
SPH Faculty Research Survey – MS Teams link ████████	SPH Survey Questions.docx. Finalize survey questions and preamble that will encourage participation: • 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: • 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. ███████████ will ask ████████ and his team what platform they use for programming the survey and if they possibly have

	Do you currently collaborate with another faculty member you know?" *This will need re-wording.
	• 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 gage 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.
	
	Identify appropriate method to conduct survey:
	• Which program should be used to create the survey? Qualtrics?
	   o ▮▮▮ will ask ▮▮▮▮ what platform they use for programming surveys.
	• When should the survey be sent?
	   o Announce it at the December 9th "All School Meeting" and present link. Then follow-up a couple of weeks after.
	      ▪ This will need to added to the agenda.
	   o The survey will be sent to everybody – Primary and secondary appointments.
	• ▮▮ students can analyze the open-ended questions.
		the bandwidth.
		2. ▮▮ will email ▮▮▮ to add the survey to the agenda to the "All School Meeting".
		3. Committee to have the survey ready by Wednesday, November 30th.

Moving forward with Research Website development ▮▮▮	Create subcommittee to develop content, major elements, functionality. Links between MPH disciplines and research themes.
	
	• This committee is responsible for creating the content on the SPH Research Website – ▮▮ is looking for 2 – 3 people to work with him on creating copy. Will need to work with ▮▮▮ ▮▮▮ as well.
	   o ▮▮▮▮ have volunteered to work with ▮▮ on this subcommittee but everyone can participate via the Teams channel.
	   o Web Specialist will most likely be onboarding by January 2023.	

Student representative position on the research committee
▮▮▮
	• A student independently emailed ▮▮ with interest in joining the Research Committee. What is the official process and can we have an additional student representative on the committee?
	   o Student Leadership Council historically assign the student representatives through a sign-up process.
	   o Other committees have 2 – 3 student representatives.
		1. ▮▮ will email the student and invite them to the committee.

	• 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 ▉▉▉	Committee reviewed the Kickstarter grant description
	
	• Dissemination of research or conferences – funds for travel but will need to provide justification as to why this will benefit them.
	   ◦ Currently student have to submit for reimbursement and that a challenge for most.
	   ◦ Possibly use a PCard - ▉▉▉▉▉▉▉▉ can work on this.
	• The Kickstarter should be ready in a week or so but will need to be reviewed by ▉▉▉ 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 – ▉▉▉ will verify with ▉▉▉ the start and end date.
	• Announce the grant at the December 9th "All School Meeting"
		1. ▉▉▉ will verify with ▉▉▉ the start and end date.
		2. PCard – ▉▉▉ can work this out; getting approval. Will check with ▉▉▉.
		3. ▉▉ will put the document up on Teams for everyone to review.
		4. Announce the grant at the December 9th "All School Meeting"

Discussion of other priority items for upcoming meetings ▉▉▉	• ▉▉▉ - Collins Medical Trust	
Meeting Wrap Up ▉▉▉	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

SPH Research Committee
January 2023 Meeting
Confirmed Minutes

Tuesday, January 24, 2023
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	▇▇▇▇▇▇▇
2	OHSU	▇▇▇▇▇▇▇▇
3	PSU	▇▇▇▇▇▇▇
4	OHSU	▇▇▇▇▇
5	OHSU	▇▇▇▇▇
6	OHSU	▇▇▇▇▇
7	OHSU	▇▇▇▇▇▇▇▇ (DOL)
8	OHSU	▇▇▇▇▇▇ (Chair)

Non-Voting Members Present: ▇▇▇▇▇▇ – Taking minutes; ▇▇▇▇▇▇▇▇▇

Members Absent: N/A

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ▇▇▇▇	▇▇▇▇▇ will be shadowing along in the meeting for any Research website needs.	
Review of minutes from November meeting ▇▇▇	Link to minutes	Approved
SPH Faculty Research Survey ▇▇▇	Survey Questions Link • Committee made edits to the survey questions and are now finalized. ◦ Chair will wrap-up the preamble to clarify the "why" for the survey and what type of faculty appointment or affiliation individual filling out the survey has with the SPH. • DOL will program into the survey into Qualtrics. • The survey will only be sent to the SPH Faculty list serv for now.	• Chair to send DOL (Dean s Office Liaison) last version of survey. • DOL work to program the survey into Qualtrics.

Collins medical trust ▮▮▮▮	**Potential funding opportunity**
	• The Collins Medical Trust is a local foundation that funds early career researchers.
	  ○ They provide $30k per proposal.
	  ○ They would like to broaden this more to Public Health. This could be a great opportunity for post docs and early career faculty.
	• OHSU limits 15 apps per cycle (3 cycles per year). There is no scientific pre-evaluation, just entering a queue. It's a good opportunity, especially for early career funding – it's 1yrs worth of pilot funding.
	• ▮▮▮ can write something up with details on this trust and DOL can help with targeted outreach to faculty.
		• ▮▮▮ - write up details of trust and send to DOL.
		• DOL distribute to targeted faculty.

Kickstarter ▮▮▮▮	**Kickstarter Award**
	• Who will review the applications?
	  1. ▮▮▮
	  2. ▮
	  3. ▮▮▮
	  4. ▮
	  If you are interested in being a reviewer, please let ▮▮▮ know and she will add you to the system as a reviewer but you will need to sign-up for an account first.
	• How will the applications be reviewed?
	  ○ Committee will utilize the Teams channel to identify who will be reviewing applications as they come in or when a reviewer gets pinged.
	  ○ DOL will be the decision maker of "Yes" or "No" to fund and will consult with Assoc. Dean of Finance (no more than a 2-week turnaround)
	• Committee needs to develop an award letter.
		• Committee - develop an award letter for the Kickstarter award.

Website subcommittee ▮▮▮	New hire will start in January; committee should produce content soon.
	The subcommittee will consist of 3 members:
	  1. ▮▮▮
	  2. ▮▮▮▮
	  3. ▮▮▮	

Research committee role in student research week ▮▮▮	Is there a role for the committee in assisting this annual event? • Please add this to your calendar and share with your students. The most important thing you can do to support is show up. • Times is still TBD but ▮▮▮ will ask for clarification.	
Meeting Wrap Up ▮▮▮	• Next meeting is Tuesday, February 28, 10:30AM – 12:00PM	

Meeting Closure: The meeting concluded at 12:00PM
Next Scheduled Meeting: Tuesday, February 28, 10:30AM – 12:00PM

Tuesday, February 28, 2023
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	██████████
2	OHSU	██████
3	OHSU	████████
4	OHSU	████████
5	OHSU	██████
6	OHSU	██████████
7	OHSU	████████

Non-Voting Members Present: ████████████ – Admin

Members Absent: ██████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements (██████)		
Review of minutes from January meeting (████████)	Link to minutes - Approved	
Update on SPH Researcher of the Year award (██████)	• Chair sent an email a couple of weeks ago to the committee to review and nominate someone for the Researcher of the year award. • Award was given to Dr. ██████████, please keep this confidential until announced on 4/24/34. • Next year and moving forward, Chair will need to review and layout timelines for nominations at the start of ACY. DOL will be the main point of contact for the office that sends these nomination requests. DOL will forward the requests to the Chair.	

Kickstarter and Catalyst Awards (▮▮▮▮▮▮▮▮)	• There are two kickstarter awards that need reviewing. DOL will review and send out notifications today. • Committee finalized the 2022-23 SPH Catalyst document - 2022-23 SPH Catalyst (final).docx ○ Committee will meet in start of June to review catalyst award applicants.	• Admin will send an invite to committee for June 13th at 1:00pm. • ▮▮▮ will create the final version and DOL will review.
Update on Research Survey (▮▮▮)	Link to survey • The survey will be announced at the All Schools Meeting on 3/10/23.	• Committee review survey and send DOL any edits/additions before Friday, 3/3/23
Website subcommittee Updates (▮▮▮)	• This meeting occurs monthly, every first Monday from 11am – 12pm. If you are interested in joining, please let the Chair know. • Not many actions items other than to get the survey out to help inform and guide the Research webpage. • ▮▮▮ will be taking the lead of what the Research site will look like without content. The committee will be responsible for the copy/content.	
Student research week – April 4th 12pm – 6pm PSU Campus, Student Union (▮▮▮▮▮)	• Encourage people to submit - abstracts are due March 10, 2023. • Review posters. • Please attend conference. • ▮▮▮ will send an email to the committee asking for any interest in being a judge.	

Research retreat and strategic plan (▮)	Research retreat and strategic plan ideas
	
	• Getting together as research community is important but perhaps it can be named something other than a strategic plan.
	• Strategic priorities don't only mean what research we will invest in. For example, the UW document, has some value for us to look at where to prioritize or invest in.
	• We could have a retreat that more about radical listening.
	• Accessibility of accessing research data for students
	    ○ Add to Faculty Survey – "Do you have data that others might be able to access to publish on?"
	• The committee came to the agreement that the RC is not ready to plan for a retreat yet.
	    ○ Starting point will be reviewing the faculty survey.
	    ○ Creating a poll to distribute at an SPH All Staff Meeting and ask for input with a JamBoard. Perhaps this would be an effective way to start.	

	o RC could create an open forum or blog. Chair will continue to think on this for the next committee meeting in April.	
Meeting Wrap Up (█████)	• Next meeting is April 25, 10:30AM – 12:00PM	

Meeting Closure: The meeting concluded at 12:00PM
Next Scheduled Meeting: April 25, 10:30AM – 12:00PM

SPH Research Committee
April 2023 Meeting
Confirmed Minutes

Tuesday, April 25, 2023
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	███████████
2	OHSU	█████████
3	OHSU	██████
4	OHSU	██████
5	OHSU	███████
6	OHSU	████████
7	OHSU	██████████████
8	OHSU	█████████████

Non-Voting Members Present: ████████████████

Members Absent: N/A

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ██████		
Review of minutes from February meeting ████████	Link to minutes - Approved	
Survey Summary ████████	**Faculty Survey -** Initial survey results available Survey Link • 63 people completed the survey • Committee will need to dig into the data a little more o ████ can ask the bio-stat interns to look at the data set and help identify clusters, teasing out the social determinate's health category and pattern analysis. • Share results or more information at the next All School meeting in June.	• ████ will download the excel sheet to de-identify names and share it with the bio-stat interns for the survey data analyzation before the next meeting in May.

Student Research Symposium ▮▮▮▮▮	• Thank you to everyone that came and participated in the conference. There were 10 – 15 presentations and just as many posters. There were a few areas of reflection and learning opportunities for next year. Overall, it was a great success! • The Research committee would like a reminder several months in advance and also once the dates are set. o It might be helpful to keep this item on the committee agenda.	• Admin to add to monthly agenda as reminder to review student projects and posters.

Kickstarter award update ▮▮▮▮	• Coming up on the deadline for the Spring quarter.
	• The committee is supposed to review applications as they come in. After they are reviewed, ▮▮▮▮▮ then decides and sends out notice.
	• Is there a need for a final advertisement?
	   o Something to keep in mind is there is enough money for one more Kickstarter.
	   o Send a reminder of Kickstarter and the application close date or when funds run out. A reminder is going out in the monthly Reasearch Newsletter this week.
	   o If money runs low, Rachel can close the application.
	• Re-examining biases of posters vs. oral presentations for next year.
	   o Whether it's a poster or presentation, it should reflect the students' work, and all should be included.
	   o The committee is supportive of adding posters for next year.	

Catalyst Awards Update ▮▮▮▮▮ ▮▮▮▮	• The committee will create a rubric
	   o Rachel has an example rubric and will add it to MS Teams. If anyone else has a rubric example, please upload it to MS Teams.
	   o Members, please review uploads and start to create a rubric to review at the May 23rd meeting.
	• Qualitative data collection and making a case for a higher budget
	   o The committee decided that investigators can request an "over the cap" budget on their proposal. Investigators would need to make a strong case for why $25k isn't enough and why the scope of the project is required (e.g., why conducting fewer interviews for the $25k isn't possible). DOL be making an announcement about that option soon.
		• Members, please upload rubric examples, review them and create a rubric to review at the May 23rd meeting.

Website development Update on Apr 3 meeting ▮▮▮▮	• No updates, April 3rd meeting was cancelled.	

	• Next meeting is scheduled for Monday, May 1st at 1:00pm. Please let the Chair know if you are interested in joining the subcommittee. They are currently occurring bi-weekly but may change to monthly.	
Discussion of other priority items for upcoming meetings ▉	• Discuss the Catalyst award and rubric at the next meeting. • Follow up about strategic planning discussion, possibly start looking at ways to collaborate or plan it for the Fall time. • If anyone has any agenda items for the next meeting, please let the Chair know.	
Meeting Wrap Up ▉	• Next meeting is May 23, 10:30AM – 12:00PM	

Meeting Closure: The meeting concluded at 12:00PM
Next Scheduled Meeting: May 23, 10:30AM – 12:00PM

SPH Research Committee
May 2023 Meeting
Confirmed Minutes

Tuesday, May 23, 2023
Meeting started at: 10:30am
Location: Zoom

Attendees

	Representing	Member
1	OHSU	██████████████
2	OHSU	████████
3	OHSU	██████
4	OHSU	██████████████████
5	OHSU	█████████████████

Non-Voting Members Present: ████████████ – Admin

Members Absent: █████████████████████████████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements (████████)		
Review of minutes from April meeting (████████)	Link to minutes - Approved	
Research SPH Standing Committee Membership Verification - Planning for 2023-2024 (████████)	Members confirmed their membership and future involvement.	
Faculty Survey – Update on status of the student analysis of survey data (████████)	████ shared the analysis of the survey results – report draft1 May2023.pdf How can we use this information? -- ██████████ can briefly share this at the next All School Meeting on Friday, June 2nd. Talk about the basics – who filled it out and how many. Present the categories of where people see their research and that their expertise is organized the way that the intuition is organized. Allude to a retreat or a seminars series. Talk about mentoring and that data.	

Catalyst Award rubric for evaluating awards (████████)	Evaluate the catalyst proposals – in a little over a week is the deadline. The committee will meet on June 13th to discuss the winners of the grant. ████████ will send communication that there are no Kickstarter funds available anymore. █████ closed it on the portal. █████ uploaded the faculty excellence award rubric. The committee reviewed the rubric and will need to cross reference with what we are asking of them. █████ will edit this rubric and questions today 5/23/23, then re-share it with the committee. The committee can enter comments into info ready. Please have reviews done by **June 11th**. █████ will add all members as reviewers to the system. [The OHSU Faculty Excellence and Innovation Award.docx](#)	
Strategic planning and faculty retreat plans for Fall 2023 (████████)	Should the RC meet in the summer to start planning the retreat for fall? Yes. Early August. Should there be an external, internal moderator or team of moderators? We will need to know the content first before reaching out to possible moderators.	
Meeting Wrap Up (████████)	Next meeting is June 27, 2023, from 10:30am – 12:00pm -- Retreat Talk for 60min.	

Meeting Closure: The meeting concluded at 12:00PM
Next Scheduled Meeting: June 27, 2023, 10:30AM – 12:00PM