



SCHOOL OF
PUBLIC HEALTH

SPH Research Committee
January 2024 Meeting
Confirmed Minutes

Wednesday, January 3, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

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

Non-Voting Members Present:

Members Absent:

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ()	<ul style="list-style-type: none">Welcomed new member to the committee	
Review December Minutes ()	<ul style="list-style-type: none">*Link to minutes	<ul style="list-style-type: none">The chair will move approval to an electronic vote.Members: Send votes via email to the chair.
Research retreat debrief ()	<ul style="list-style-type: none">Reviewed the survey results: SPH Research Retreat Dec. 7 2023 Survey ResultsBrainstormed ideas on how to improve, follow-up and keep everyone engaged post retreat.	<ul style="list-style-type: none">Committee: Review the survey feedback form, if there are objections, please email or chair by 1/5/24.



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	<ul style="list-style-type: none"> • Work on compiling information to provide a clearer guide on website participation for everyone. • Organize a focused activity to delve into budgeting and lab management ideas soon. • Looking ahead – host another SPH Research Retreat, one that includes everybody that wants to do research. 	<ul style="list-style-type: none"> • The chair will compile a summary of the retreat and send it schoolwide, along with the survey feedback form.
Catalyst Award (██████)	<ul style="list-style-type: none"> • The committee reviewed the application and made necessary updates for this year. • Will need to send an email to the school clarifying that people can request up to \$5K but will need to provide a detailed explanation of why. • The application will be launched on 01/04/2024 with a deadline of 5/29/24. • The committee will review applications at the June meeting. 	<ul style="list-style-type: none"> • ██████: Add all members to the system. • ██████: Send Rachel emails of committee members. • DOL will send an email schoolwide about the \$5k request.
Strategic Plan: Next steps (██████)	<ul style="list-style-type: none"> • What role does this committee have in the strategic plan for research and what do we need to do? <ul style="list-style-type: none"> ○ Committee will read through the SPH strategic plan and review at Februarys' meeting to see where we can align. 	<ul style="list-style-type: none"> • ██████: Send the SPH strategic plan to all committee members for review at the next meeting.
Identify priorities for the research committee for the remainder of the ACY (██████)	<ul style="list-style-type: none"> • PSU Faculty Research Awards – an email went out three weeks ago and again on 1/3/24. There are currently no responses or nominations. • Kickstarter Award – keep reviewing applications. • Student Research Conference – How can this committee help support? Emily will keep us updated. 	
Meeting Wrap Up (██████)		

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM

Next Scheduled Meeting: *February 7, 2024, from 9:30 AM – 11:00 AM*