SPH   Research   Committee
December 2023 Meeting
Confirmed Minutes

Wednesday, December 6, 2023
Meeting started at: 9:30 AM
Location: Zoom

Attendees

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

Non-Voting Members Present: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Members Absent: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ▮▮▮▮▮)	• Welcomed new student representative to the committee	
Review November Minutes ▮▮▮▮▮)	• Quorum was not met for a motion to vote; the chair will electronically move the vote o SPH Research Committee_11.1.23_Minutes	• The chair will send an email to move the vote
Catalyst Award: RFP (▮▮▮▮▮)	• RFP is ready to go, it just needs to go live in the first week of January with a deadline of end of May	• ▮▮▮▮ will make the application go live the first week of January
PSU Researcher of the year award process (▮▮▮▮)	• This is a PSU award; the nominee must have a primary appointment with PSU	• The chair will create the email/survey

	• The chair will make an announcement at the Research Retreat and follow-up with an email asking for nominations via survey • Request from nominees: CV, a brief nomination piece (1 page) and a bio sketch • Self-nominations: Committee agreed to allow people to nominate themselves • The next committee meeting is set before the deadline; the committee will send the DOL their vote via email. If anything is not able to be resolved, a zoom meeting might be needed • Nominations are due January 15, 2024	
Research retreat final preparations (████████████)	• Reviewed the order of event set-up and flow of the agenda • Create and send a survey to attendee's post retreat	• ████ will create a survey to send after the retreat
Discussion of other priority items for upcoming meetings & Meeting Wrap Up (████████)	• January 3, 2024, from 9:30 AM – 11:00 AM	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *January 3, 2024, from 9:30 AM – 11:00 AM*