

MINUTES OF THE GRADUATE COUNCIL

October 11, 2011

Members present: Philip Copenhaver, Robert Duvoisin, David Farrens, Allison Fryer, Peter Heeman, Holly Jimison, Wolfram Laub, Owen McCarty, James McKanna, Suzanne Mitchell, Sean Molloy, Derek Musashe, David Parker, Ted Ruback, Diane Stadler, Niki Steckler

Members absent: Jim Huntzicker, David Jacoby, Bill Lambert, Mike Liskay, Cheryl Maslen, Cynthia Morris, Paul Tratnyek

Guests: Pam Burger, Nancy Christie, Patricia Dickerson, Diane Doctor, Brenda Donin, Lorie Gookin, Heather Hicks-Fromdahl, Maureen Hoatlin, Liz Lawson-Weber, Karen McCracken, Vishnu Mohan, Jessica Walter, Jackie Wirz

The minutes from September's meeting were approved.

ASSOCIATE DEAN'S REPORT

- a) Creation of Assessment Council chaired by Nancy Goldschmidt: The Assessment Council was formed to ensure the OHSU graduate programs meet expected levels of quality to comply with Northwest Commission on Colleges and Universities standards. All programs must create self-assessment objectives to articulate student learning outcomes which are measurable, and mechanisms for tracking their achievement by graduates. Nancy and Allison have identified ten objectives common to all PhD programs, and two different objective lists for Master's programs (different sets of objectives for thesis vs. non-thesis MS). On a five-year cycle as part of this continuous improvement process, each program presents an Academic Program Review to the Assessment Council for evaluation.

OLD BUSINESS

- a) Credit Hours Policy: * Approved - Allison Fryer contacted Cherie Honnell in the Registrar's Office to get answers to questions raised at September's meeting.
- b) BEHN 650 Teaching Practicum - Vote: * Council approved a new 1-credit elective course that was presented at last month's meeting for BEHN senior PhD students (4th yr and above) to take.
- c) CANB 610 Current Topics in Cancer Biology: * Council approved a new course in the Cancer Biology program after the program rewrote their proposal, providing more details to the learning objectives of the course and for how many credit hours per council's request at last June's meeting.

It was mentioned that the special needs language be added to the syllabus (and all syllabi), plus posted on the website.

The following example of a disability statement can be used or modified for your course:

Note: * Attachment

“Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning, hearing, vision, psychological) which may need a reasonable accommodation please contact Student Access at (503) 494-0082 or e-mail at orchards@ohsu.edu to discuss your needs. You can also find more information at www.ohsu.edu/student-access. Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.”

NEW BUSINESS

- a) Program Review – Medical Informatics & Clinical Epidemiology: Holly Jimison
The Medical Informatics and Clinical Epidemiology Program Review was received with commendation for many accomplishments, but with a few matters pointed out that need clarification:
 - make a distinction between MS and PhD learning objectives
 - add average length of time it takes to complete MS and PhD degrees
 - what is the program’s national ranking?
 - how many are employed within six months after graduation?*Holly Jimison said that this is her last Grad Council, as she will be working 50% with NIH in Washington DC, so Karen Eden will be transitioning in as the Biomedical Informatics representative on Graduate Council.*
- b) BMI 513 Electronic Health Record Laboratory Course – credit hour increase:
Council approved a petition presented by Dr. Vishnu Mohan to increase the credit hours from one to three credit hours.
- c) Increase application fee to finance Master’s regalia: Tabled to November
- d) 2011 Graduate Programs Applicant Report: PhD applications decreased 7.5%, but nationally first-time graduate enrollment fell 1.1%. MS applications were identical to last year in number and quality. Applicants to PA degrees increased 4%. The results won’t be public for another month, then will be posted on the web and sent to Nancy Goldschmidt.
- e) Research Week: Jackie Wirz is in charge of organizing the Research Week (the new Student Research Forum) which will be held May 7 – 10, 2012. For questions or comments, everyone was instructed to contact Jackie.
- f) Allison encouraged people to read the Student Speak Blog
<http://www.ohsu.edu/blogs/studentspeak/>
She said the blog is receiving approximately 800 hits a day. We’re looking for more writers, and one from the West Campus who would like to blog about his/her lives here as graduate students.

UPDATES FROM GRADUATE PROGRAMS

- a) New Development in AMIA (American Medical Informatics Association) – Vishnu Mohan announced that Biomedical Informatics has been formally approved as a sub-specialty in clinical informatics with a board certification exam.

Note: * Attachment

- b) Suzanne Mitchell raised questions of Overhead Cost Allocation charges on NRSA – how to track them, who gets charged? Allison said that Elaine Rowzee will look at the structure of OCA for 2012, and a committee will be formed to review it.
- c) Owen McCarty and Suzanne Mitchell will be hosting the Graduate Council meeting November 8th as Allison will be out of town.

APPROVAL AGENDA

The following applications for Graduate Faculty were approved:

Magdalena Petryniak, M.D. – Neuroscience Graduate Program

Hi Allison,

The intent of the regulation is to require a minimum amount of work that justifies the credit hours assigned for that course. So, the U.S. Department of Education used the already existing Carnegie unit to derive their definition. What this does is establish a minimum amount of work for each credit hour assigned to a course. This is what the regulation actually says:

"Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Here are my comments on your questions:

1.) Yes, this should apply to hybrid, online and condensed courses. Hybrid and Online courses are similar to regular courses except for the delivery mode. These courses should also meet the minimum definition of work involved. If they do not, the number of credit hours assigned to the course needs to be revised so that it is similar to on campus courses. I understand the confusion on condensed courses, though. However, these courses also need to meet the definition. They would, however, fall under the "equivalent amount of work over a different amount of time.." part of the definition. For example, if the term is 11 weeks long and a course has been assigned one credit hour, the amount of work involved should "reasonably approximates not less than" 33 hours at the end of the term (usually that is accomplished by the student meeting with the instructor one hour per week and working/studying on their own 2 hours per week). If the course is condensed then as long as the amount of work is "equivalent" to the minimum, then it's ok. For example, in a condensed course, if a student meets with the instructor for 11 hours in the first week and then puts in 22 hours of work in that same week then it doesn't matter that the course is only one week long, since the amount of work justifies the one credit hour assigned to the course.

2.) It is not a requirement that you post the language on each syllabus.

3.) You can change the word "quarter" to the word "term" but there still has to be the

minimum amount of work to justify the credit hours assigned for that period of time (see # 1 above.)

4.) Yes, there will be a university policy, but that policy is only going to say that each OHSU program will have their own policy which complies with the minimum definition. This is because the policies will be slightly different in our programs (many of our programs actually require more than the minimum) so our university policy is basically going to refer to the program specific policy.

I hope all of this helps you. Please let me know if you have any questions on any of this.

Thanks, Allison.

Cherie

Cherie

Graduate council had several questions about the credit policy before voting on it.

1. How will this apply to hybrid, online and condensed courses.
2. Do we need to post language on each syllabus
3. Change academic quarter to academic term (in case terms change?)
4. Shouldn't this be a university policy rather than individual program policy?

Thanks

Allison

NEW COURSE PROPOSAL FORM

If course will be offered at the 500- **and** 600- level, this form should be completed for **each** variant of the course. According to the By-Laws of the Graduate Council (Article VI Section B) all new course proposals are required to be approved by the Graduate Council based on the following information:

1. Course Title: Teaching Practicum		<i>approved</i>	
2. Requested Course Number: 650		<i>11 Oct 2011</i>	
3. Number of Credit Hours: 1	4. Quarter in which the course will be offered: <i>(select all that apply)</i>	<input type="checkbox"/> Summer	
		<input checked="" type="checkbox"/> Fall	
		<input checked="" type="checkbox"/> Winter	
		<input checked="" type="checkbox"/> Spring	
5. Frequency with which the course will be offered: Initially one quarter per year but may expand to other quarters based on student demand.		<input type="checkbox"/> quarterly (not including Summer)	
		<input type="checkbox"/> annually	
		<input type="checkbox"/> biannually	
		<input checked="" type="checkbox"/> other <i>(describe below)</i>	
6. Expected instructor(s): Suzanne Mitchell			
7. Pre-requisite(s): (1) Successful completion of qualifying exam; (2) Written permission of dissertation advisor		8. Role of course in Graduate Program:	
<input checked="" type="checkbox"/> Required?		<input type="checkbox"/> required	
<input type="checkbox"/> Recommended?		<input type="checkbox"/> recommended	
Will the instructor be able to waive the prerequisite?		<input checked="" type="checkbox"/> elective	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
9. Target Students: <i>(e.g. first year students in Program X)</i> Senior students in Behavioral Neuroscience Graduate Program <i>4th year + above</i>		10. Expected enrollment numbers each occasion the course is offered: 4-5	
11. Course description including anticipated topics: Students will prepare and deliver a series of lectures on a pre-determined topic in Behavioral Neuroscience (e.g. the neurobiology of memory) for students at local area universities or colleges. Topics are determined by student expertise in consultation with the director of the course offered at the local area university of college. Students may be required to prepare other educational materials associated with their topic, e.g., discussion questions, examination/learning assessment tools.			
12. Course format: <i>(select all that apply)</i>	lectures by faculty	13: Course grading	
<input type="checkbox"/> student presentations	<input type="checkbox"/> laboratory	<input type="checkbox"/> letter grade	
<input checked="" type="checkbox"/> other <i>(describe below)</i>		<input checked="" type="checkbox"/> P/NP	
Initial orientation and debriefing/discussion meeting.		Determined in consultation with the director of the course in which the student taught. Teaching evaluations of student performance will be considered.	
14. Learning objectives / competencies acquired at end of course: Students will learn to (1) construct a course syllabus; (2) plan a lecture; (3) deliver a lecture; (4) address class questions respectfully; (4) prepare in-class activities; (5) devise appropriate learning assessment techniques. Are learning objective attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>grade exam s?</i>			
15. Assessment techniques: <i>(select all that apply)</i>	<input type="checkbox"/> quizzes	<input type="checkbox"/> written work	
	<input type="checkbox"/> midterm exam	<input type="checkbox"/> presentations	
	<input type="checkbox"/> final exam	<input checked="" type="checkbox"/> other <i>(describe below)</i>	
	<input type="checkbox"/> class participation	See #13	
16. Anticipated impact on other courses or programs: <i>(select one)</i>		<input checked="" type="checkbox"/> none	
		<input type="checkbox"/> replaces course (specify below)	
		<input type="checkbox"/> overlap with courses in other programs (specify below)	

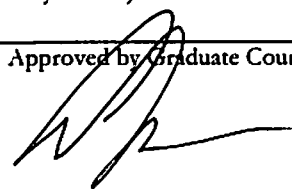
NEW COURSE PROPOSAL FORM

If course will be offered at the 500- *and* 600- level, this form should be completed for *each* variant of the course. According to the By-Laws of the Graduate Council (Article VI Section B) all new course proposals are required to be approved by the Graduate Council based on the following information:

1. Course Title: Current Topics in Cancer Biology	
2. Requested Course Number: CANB 610	
3. Number of Credit Hours: <p style="text-align: center; font-size: 1.5em;">2</p>	4. Quarter in which the course will be offered: <i>(select all that apply)</i> <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring
5. Frequency with which the course will be offered: <p style="text-align: center; font-size: 1.2em;">Tues & Thurs. 3-5pm.</p>	
<input type="checkbox"/> quarterly (not including Summer) <input checked="" type="checkbox"/> annually <input type="checkbox"/> biannually <input type="checkbox"/> other <i>(describe below)</i>	
6. Expected instructor(s): Maureen Hoatlin	
7. Pre-requisite(s): <i>None.</i> <input type="checkbox"/> Required? <input type="checkbox"/> Recommended? Will the instructor be able to waive the prerequisite? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Role of course in Graduate Program: <input type="checkbox"/> required <input type="checkbox"/> recommended <input checked="" type="checkbox"/> elective
9. Target Students: <i>(e.g. first year students in Program X) CANB students</i>	10. Expected enrollment numbers each occasion the course is offered: 6
11. Course description including anticipated topics: An advanced level graduate course with an emphasis on recent ground-breaking research from the recent cancer biology literature along with in-depth presentation of supporting basic concepts of biochemistry and molecular biology. Topics will be chosen from areas of expertise and interest among the Cancer Biology faculty including: drug discovery, tumor microenvironment, role of DNA damage response in cancer susceptibility and drug resistance, regulatory signaling pathways, cancer stem cells, metastatic progression, and angiogenesis.	
12. Course format: <i>(select all that apply)</i> <input type="checkbox"/> lectures by faculty <input checked="" type="checkbox"/> student presentations <input type="checkbox"/> laboratory <input type="checkbox"/> other <i>(describe below)</i>	13: Course grading <input type="checkbox"/> letter grade <input checked="" type="checkbox"/> P/NP
14. Learning objectives / competencies acquired at end of course: Are learning objective attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Assessment techniques: <i>(select all that apply)</i> <input type="checkbox"/> quizzes <input type="checkbox"/> midterm exam <input type="checkbox"/> final exam <input checked="" type="checkbox"/> class participation <input type="checkbox"/> written work <input checked="" type="checkbox"/> presentations <input type="checkbox"/> other <i>(describe below)</i>	
16. Anticipated impact on other courses or programs: <i>(select one)</i> <input checked="" type="checkbox"/> none <input type="checkbox"/> replaces course (specify below) <input type="checkbox"/> overlap with courses in other programs (specify below)	

Grad Council approved 11 Oct. 2011.

Approved by Graduate Council 2-8-2011



CANB6XX: Current Topics in Cancer Biology

Course Director: Maureen Hoatlin

An advanced level graduate course with an emphasis on the latest research from the recent cancer biology literature along with in-depth presentation of supporting basic concepts of biochemistry and molecular biology. Topics will be chosen from areas of expertise among the Cancer Biology faculty, including the composition and structure of eukaryotic chromatin, eukaryotic gene expression, DNA replication, DNA damage response, cancer genomics, regulatory signaling pathways, cancer stem cells, metastatic progression, tumor microenvironment, therapeutic design, drug resistance.

Format: Focused in-depth topics covering cutting edge developments in cancer biology with an emphasis on fundamental biochemistry and molecular biology. Students actively participate in presentation, analysis and discussion of selected focused topics. Two topics will be selected each year.

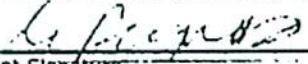
Winter term (1/9/2012 – 3/23/2012); 2 credits, meets 4 hrs per week in MRB 634, Tuesday and Thursdays from 3-5pm.

Grading: Grading will be based on evaluations of student oral presentations and assignments completed on the class wiki.

Application for Appointment to the School of Medicine Graduate Faculty and Affiliate Graduate Faculty

Graduate Faculty: Any OHSU faculty member or faculty-level scientist, who possesses a MS, MPH, PhD, DSc, MD, DVM or equivalent degree, who demonstrates evidence of scholarly activity, and who is a member of an approved academic graduate degree program within the School of Medicine shall be eligible for membership on the Graduate Faculty.

Affiliate Graduate Faculty: Faculty with affiliate appointments at OHSU are eligible for Affiliate Graduate Faculty. Affiliate Faculty will have the same privileges and responsibilities as Graduate Faculty. Activities shall be limited to 3 years and programs may request renewals at the end of the 3 year term.

Section 1: To be completed by Applicant [Form must be typed]	
Check One: <input checked="" type="checkbox"/> Graduate Faculty Status	<input type="checkbox"/> Affiliate Faculty Status (3 years)
Name: Magdalena Petryniak	Degree(s): MD
Academic Rank/Title: Assistant Professor	
Primary Administrative Unit ¹ : Pediatrics	
Graduate Program: Neuroscience Graduate Program	
Section 2: Applicant [Please attach copy of Curriculum Vitae]	
As a member of the SOM Graduate Faculty, I agree to teach in graduate level courses, to serve on oral thesis or dissertation examination committees and on advancement to candidacy examination committees, to interact with graduate students in seminars and conferences, and to serve on other committees concerning graduate education. I also agree to participate in other activities that are required by the graduate program(s) with which I am affiliated. Finally, I understand that my service as a graduate student advisor/mentor is subject to approval by the Director of the student's graduate program.	
 <small>Digitally signed by Magdalena Petryniak DN: cn=Magdalena Petryniak, o=OU, email=petryniakm@ped.ucsf.edu, c=US</small>	Date
Section 3: Chair/Director of the Applicant's Primary Administrative Unit¹ (OHSU or School of Medicine Unit that pays your salary)	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty.	
Primary OHSU Administrative Unit Chair/Director Name	H. Stacy Nicholson, M.D., M.P.H. Professor and Chair Department of Pediatrics
Primary OHSU Administrative Unit Chair/Director Signature	9/13/11
Date	
¹ OHSU department or unit with primary responsibility for administering the Applicant's salary and grants. For applicants with primary appointments at the Portland VAMC, the Chair/Director of the Applicant's VAMC unit should sign. If the Applicant does not receive salary from OHSU, the Chair/Director of the OHSU department or unit that sponsored the Applicant's faculty or faculty-level scientist appointment at OHSU should sign.	
Section 4: Graduate Program Director	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty. The Applicant is approved to serve as a member of the SOM Graduate Program that I direct.	
Graduate Program Director Name	Gary Westbrook
Graduate Program Director Signature	9/14/11
Date	
Complete Sections 1-4, attach CV, and submit to Associate Dean for Graduate Studies, L102GS	
For Graduate Studies Office Use Only:	
Graduate Council Approval Date:	
Associate Dean for Graduate Studies Signature	12 Dec 2011
Date	