

## MINUTES OF THE GRADUATE COUNCIL

November 8, 2011

**Members present:** Philip Copenhaver, Robert Duvoisin, David Farrens, Peter Heeman, Holly Jimison, Bill Lambert, Mike Liskay, Cheryl Maslen, Owen McCarty, James McKanna, Suzanne Mitchell, Sean Molloy, Cynthia Morris, Diane Stadler, Niki Steckler, Paul Tratnyek

**Members absent:** Allison Fryer, Jim Huntzicker, David Jacoby, Wolfram Laub, Derek Musashe, David Parker, Ted Ruback,

**Guests:** Pam Burger, Mickie Bush, Johanna Colgrove, Patricia Dickerson, Diane Doctor, Brenda Donin, Lorie Gookin, Rick Goranflo, Heather Hicks-Fromdahl, Liz Lawson-Weber, Karen McCracken, Rita Rand, Joanne Valerius, Jessica Walter

**The minutes from October's meeting were approved with one minor change** – the student blog <http://www.ohsu.edu/blogs/studentspeak/> is approximately 800 hits a day vs. 1,000 which was reported earlier.

### ASSOCIATE DEAN'S REPORT

No report for November's meeting since Dr. Fryer was out of town

### OLD BUSINESS

- a) PMCB Student Rotation Talks course: \*Approved - contingent on creating a syllabus. Presented to Council by Cheryl Maslen.
  - Course offered annually - Winter term, for 1<sup>st</sup> year PMCB students
  - At the end of the course, students will give an oral presentation of the research they did during their Fall term rotation which will be evaluated by faculty and students.
  - Student's mentor will be deeply involved to make sure the data used is current and accurate.
- b) Provisional Admit Policy change: Policy will be updated again to further distinguish difference between document-based and performance-based provisional admissions. New draft will be voted upon at next Graduate Council.

### NEW BUSINESS

- a) Biomedical Informatics – Proposal for Health Information Management Track in MS and MBI programs: Presented to Council by Joanne Valerius.
  - The national credentialing agency in health information management (CAHIM) has adopted a policy that HIM program directors have at least a master's degree as well as an RHIA (Registered Health Information Administrator) credential. Increase in inquiries from prospective students asking if OHSU offers a Master's degree in Health Information Management.

Note: \* Attachment

- Courses are the same that are already offered for the MBI and MS Clinical Informatics track but will have the addition of seven core HIM courses.
  - Graduate Council will vote at next month's meeting.
- b) Program Review – Human Investigations Program, Clinical Research: Presented to Council by Cynthia Morris.
- c) Grades/Incompletes: \* Mickie Bush from the Registrar's Office went over the policies governing Grade Submission and 'Incomplete' grades because the Registrar's Office is concerned about many faculty members not submitting grades in a timely manner and/or do not understand the criteria for assigning students an Incomplete grade. The School of Medicine Grade Submission policy has been posted to the Grad Studies website.
- d) Increase Application fee to finance Master's regalia: Presented to Council by Rita Rand from the Graduate Studies Office. Request made to increase fee from \$65 to \$75 beginning 2012/2013 academic year to enable Graduate Studies to pay for master regalia and continue offering fee waiver/refunds to minority students per the waiver/refund policy. Council members requested information on how the current fees are used. Tabled to December meeting.
- e) Application numbers by week: Tabled to December

## **UPDATES FROM GRADUATE PROGRAMS**

### **APPROVAL AGENDA**

#### **The following applications for Graduate Faculty were approved:**

Stephen David, Ph.D. – Neuroscience Graduate Program

Hiroyuki Nakai, M.D., Ph.D. – Molecular and Medical Genetics

### 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: Rotation Research Presentations		
2. Requested Course Number: PMCB 6XX		
3. Number of Credit Hours: One	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:		<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): Georgiana Purdy, PhD		
7. Pre-requisite(s): None  <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 checked="" type="checkbox"/> required <input type="checkbox"/> recommended <input type="checkbox"/> elective
9. Target Students: <i>(e.g. first year students in Program X)</i> First year PMCB students		10. Expected enrollment numbers each occasion the course is offered: 24
11. Course description including anticipated topics: The course will cover presentation skills for scientific talks, including how to structure presentation, how to create effective slides and other visual aids, speaking skills, timing of talks, "commanding the room".		
12. Course format: <i>(select all that apply)</i>		13: Course grading
<input type="checkbox"/> lectures by faculty <input checked="" type="checkbox"/> student presentations <input type="checkbox"/> laboratory <input type="checkbox"/> other <i>(describe below)</i>		<input type="checkbox"/> letter grade <input checked="" type="checkbox"/> P/NP
14. Learning objectives / competencies acquired at end of course: At the end of the course each student will give an oral presentation of the research they did in their Fall term rotation. The presentations will be evaluated by the course director, the rotation mentor, and fellow first year students. Evaluators will critique presentation clarity, speaking skills (e.g. eye contact, speaking pace and volume, ability to "command the room"), effectiveness of slides or other visual aids, key points (hypothesis, results, data analysis, appropriateness of conclusions). Students who receive a NP will be required to repeat the course the following year.		
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>

Approved 11/8/11  
Suzanne Mitchell

16. Anticipated impact on other  
courses or programs:  
(select one)

none

replaces course (specify below)

overlap with courses in other programs (specify below)

Approved by Graduate Council 2-8-2011

PMCB Student Rotation Talks  
1 Credit hour, winter term  
Required of all PMCB first year students  
Course director: Georgiana Purdy, PhD

### **Course Syllabus**

*Dates/Times to be determined*

#### ***The elements of effective presentations***

1 hour lecture on giving an effective research talk

Effective slides and visual aids

Introduction

Hypothesis

Data

Data analysis

Conclusions

Future directions

Acknowledgements

The importance of speaking style

Pacing and volume

How to engage your audience (“command the room”)

Gauging your success and modifying on the fly

After the talk: how to handle the question and answer session

Repeating the question

Providing brief and clear answers

What to do when you don’t know the answer (grace and style under pressure)

Wrapping up

***Preparation session*** (2 hours) Students will prepare for this session by crafting a brief (one minute) statement (“elevator speech”) about their research that contains three elements:

- What I am doing
- Why is it significant
- How I am approaching the problem

Each student will present their statement and receive comments and suggestions by the course director and fellow students.

The purpose of this exercise is to help students organize and condense their thoughts about their research. This will help them formulate a concise and well-organized talk.

***Student rotation talks*** (8 hours total presentation time, split over 2 sessions)

Each student presents for 15 minutes total (10 minute talk, 5 minutes for questions)

All students are required to practice their talk with their rotation mentor/lab prior to this session

All students are required to attend and critique all talks  
PMCB faculty are encouraged to attend and critique talks

***Debriefing*** (1 hour)

All students are required to attend the critique of each talk

# OHSU SoM Graduate Studies Grade Submission Policy

Approved by SoM Graduate Council April 8, 2008

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner.

Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

- 1) The Department<sup>1</sup>/Program<sup>2</sup> Coordinator will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
- 2) If the grade is still overdue by the end of next week, the Department<sup>1</sup>/Program<sup>2</sup> Coordinator will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
- 3) If, after an additional week the grade is still outstanding, the student or Department<sup>1</sup>/Program<sup>2</sup> Coordinator may petition the Office of Graduate Studies for final resolution.

1. *For courses that are run by a specific department.*

2. *For the conjoined courses (course number is preceded by CON) that are run by Graduate Studies.*

- Contact Us
- Go to School of Medicine Home

- QUICK LINKS**
- Academic Technology
  - Find Departments & Divisions
  - Find Degree Programs
  - Office of Export Controls
  - Academic & Student Affairs

## POLICIES AND GUIDELINES

It is the student's responsibility to read and understand the By-Laws and the Rules & Regulations for the Graduate Studies Programs.

- By-Laws - revised September 2009
- Summary of September 2009 By-Laws Amendments
- Guidelines and Regulations for Completion of Masters and Ph D. Degrees
- Graduate Studies Student Handbook 2011-2012
- Admission & Matriculation Policy
- Vacation and Sick Leave Policy 
- Graduate Student Stipend Policy 
- Continuous Enrollment Policy for Graduate Students
- Graduate Program Policy on Incompletes
- Professional Conduct Policy for Graduate Students
- MOU - Department of Science & Engineering & Division of Management merger School of Medicine
- PhD Student Stipend Information
- Application Fee Refunds and Waivers 
- School of Medicine Technical Standards
- Grade Submission Policy

form, print it and come through cl program coordir

### All Students

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- Student Auth Information

**The following f REGISTRAR's version is avai**

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### Master Studen

- Mentor/Advis

### PhD Students

- Advancemen
- Mentor Assig
- Resource Fe

2. **Incompletes.** The notation "Incomplete" (I) may be entered on the student's record if part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student's work during a term cannot be completed because of unforeseen circumstances beyond the student's control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work before the end of the next term following the course and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F or No Pass, as applicable.

Additional Notes:

A grade of 'I' (Incomplete), that is converted to a final grade, appears on the transcripts as an 'I/final grade. For example: I/B-

The notation of an 'I' (incomplete) may be used on the student's record if a minor part of the required work in a course is not completed within the allotted time. If a student has to attend a future offering of a course to complete the requirements of the course they are currently enrolled in, then the original grade should probably be a 'W' (withdraw) instead of an 'I' (incomplete).

**SOM Graduate Studies Program**  
**Written agreement between Instructor and Student for assigning an Incomplete Grade**

**Graduate Council Policy on Incompletes**

The Graduate Council By-Laws (September 2009 revision) currently address Incomplete

(I) grades as follows (from Article IX, Section A, Paragraph 2):

***Incompletes.*** The notation "Incomplete" (I) may be entered on the student's record if part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student's work during a term cannot be completed because of unforeseen circumstances beyond the student's control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work before the end of the next term following the course and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F or No Pass, as applicable.

The purpose of this Graduate Council Policy is to provide additional criteria for implementing the By-Laws on Incomplete grades. This policy is intended to supplement the By-Laws, not replace them.

***Criteria***

A student may be assigned a grade of Incomplete by the Instructor/Course Director when all of the following criteria apply:

1. Quality of work in the course up to that point must be C level or above.
2. Reasons for assigning an "I" must be acceptable to the Instructor/Course Director. The student does not have the right to demand an "I." The circumstances must be unforeseen or beyond the control of the student. The Instructor/Course Director may request appropriate medical or other documentation. In no case is an "Incomplete" grade given to enable a student to do additional work to raise a deficient grade.
3. A written agreement, signed by both the student and the Instructor/Course Director, should include a statement of the remaining work to be done to remove the "I" grade, and the date, not to exceed one term from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The Instructor/Course Director may specify the highest grade to be awarded upon completion. The written agreement form is shown on the next page. Copies of the signed agreement should be retained by the Instructor/Course Director, the student, and the Program Coordinator.


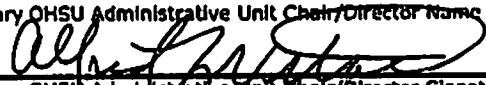

To remove an Incomplete, the Instructor/Course Director must submit a signed "Removal of Incomplete" form to the Registrar's Office within one term. This form is available from the Registrar's Office. As specified in the By-Laws, an Incomplete grade that has not been amended by the Instructor/Course Director within one term shall be converted to an F (or NP for P/NP courses) by the Registrar. The Instructor/Course Director may not approve requests for extension of the one-term limit. The Graduate Council and Associate Dean for Graduate Studies must approve all requests for changes in the grade after the one-term limit has expired.



# Application for Appointment to the School of Medicine Graduate Faculty and Affillate 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.

<b>Section 1: To be completed by Applicant [Form must be typed]</b>	
Check One: <input checked="" type="radio"/> Graduate Faculty Status <input type="radio"/> Affillate Faculty Status (3 years)	
Name: Stephen David	Degree(s): PhD
Academic Rank/Title: Assistant Professor	
Primary Administrative Unit <sup>1</sup> : Oregon Hearing Research Center	
Graduate Program: Neuroscience Graduate Program	
<b>Section 2: Applicant [Please attach copy of Curriculum Vitae]</b>	
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.	
	10/5/11
Applicant Signature	Date
<b>Section 3: Chair/Director of the Applicant's Primary Administrative Unit<sup>1</sup></b> (OHSU or School of Medicine Unit that pays your salary)	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty.	
Alfred L. Nuttall	
Primary OHSU Administrative Unit Chair/Director Name	
	10-5-11
Primary OHSU Administrative Unit Chair/Director Signature	Date
<sup>1</sup> 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.	
<b>Section 4: Graduate Program Director</b>	
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	
Graduate Program Director Signature	
Date	
10/10/11	
<b>Complete Sections 1-4, attach CV, and submit to Associate Dean for Graduate Studies, L102GS</b>	

<b>For Graduate Studies Office Use Only:</b>	
Graduate Council Approval Date:	
On behalf of	11/8/11
of Suzanne Mitchell	
Associate Dean for Graduate Studies Signature	Date

## Application for Appointment to Graduate Faculty School of Medicine, OHSU

**Eligibility:** Any OHSU faculty member or faculty-level scientist, who possesses a Ph.D., D.Sc., M.D., D.V.M., 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.

<b>Section 1: To be completed by Applicant [Please type or print]</b>	
Name: Hiroyuki Nakai	Doctoral Degree(s): M.D., Ph.D.
Academic Rank/Title: Associate Professor, Provisional	
Primary Administrative Unit <sup>1</sup> : Molecular and Medical Genetics	
Graduate Program: <del>EMGB</del> Molecular + Medical Genetics	

<b>Section 2: Applicant [Please attach copy of Curriculum Vitae]</b>	
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.	
<i>Hiroyuki Nakai</i>	09/07/2011
Applicant Signature	Date

<b>Section 3: Chair/Director of the Applicant's Primary Administrative Unit<sup>1</sup></b>	
I support the Applicant's nomination for appointment to the SOM Graduate Faculty.	
<i>Susan Hayflick, M.D.</i>	
Primary OHSU Administrative Unit Chair/Director Name	
<i>Susan Hayflick</i>	10-28-11
Primary OHSU Administrative Unit Chair/Director Signature	Date
<sup>1</sup> 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.	

<b>Section 4: Graduate Program Director</b>	
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.	
<i>Mike Liskay, Ph.D.</i>	
Graduate Program Director Name	
<i>Mike Liskay</i>	Oct 28, 11
Graduate Program Director Signature	Date

**Complete Sections 1-4, attach CV, and submit to Associate Dean for Graduate Studies, L102**

<b>For Graduate Studies Office Use Only:</b>	
Graduate Council Approval Date:	
On behalf of <i>Suzanne Mitchell</i>	11/8/11
Associate Dean for Graduate Studies Signature	Date