

ADMISSIONS COMMITTEE

2015-2016

This committee will establish and implement criteria for admission to the professional pharmacy program according to the University and College Council regulations and will identify and approve for admission suitable qualified candidates.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Institute written testing procedures in 2015-2016 as part of the admissions process to determine appropriate candidates;
2. Analyze the changes to admissions policies from the previous years to determine whether these changes are producing the expected outcomes the Committee expected;
3. Continue to refine an interactive, student-friendly interview process as an outreach to prospective students (campus tours, curriculum overview, etc...);
4. Continue to be cognizant of enhancing the pool of qualified students of diverse backgrounds, as well as guidelines for the reasonable accommodation of potential students who are affected by the Americans with Disabilities Act; and
5. Identify and select the most qualified applicants in the total applicant pool and continually monitor college admissions policy and procedures to ensure efficiency, effectiveness and equity.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

cc: Assessment Committee

ASSESSMENT COMMITTEE

2015-2016

This Committee will assess student learning and curricular effectiveness, faculty productivity including teaching, scholarly activity, research, and service, alumni relations, and the Professional Experience Program.

Specifically for the 2015-2016 academic year, the committee is asked to:

1. Continue refining a new curriculum assessment plan for P1-P4 years starting in 2015-16 throughout 2018-19. A report to ACPE is due on 11/15/2016 to fully outline this charge;
2. The ACPE has also mandated a new Job Placement/Gainful Employment report due in July of each year starting in 2016. New assessment methods and survey tools need to be developed to provide data for these reports.
3. Monitor ongoing activities within the Health Science Center to combine the faculty reporting function of Mission Based Management (MBM) with that of the University of Utah Faculty Activity Report (FAR). Once available, implement this new tool to assess research, scholarship, and service for all regular faculty or find an alternative by the end of 2015-16 academic year;
4. Assess research, scholarship and service productivity for all regular faculty with a report to the Dean for 2015-16;
5. Continue development of a systematic plan for assessment of student learning and curricular effectiveness containing measures that are quantifiable or qualitative.
6. Continue to interface with the IPE Committee and assess the use of IPE in the curriculum; and
7. Develop a plan for assessment of student organization activities.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

cc: Curriculum Committee

COMPUTER ADVISORY COMMITTEE

2015-2016

This committee acts in an advisory capacity to the Executive Associate Dean for Professional Education and will offer recommendations concerning computing initiatives likely to have a college-wide impact. The committee will also serve as a liaison between the college and other units of the University in matters pertaining to computers, networking, information security, and all other official IT resources or activities, and policy.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Continue to oversee the operation of the college's computing center and support operations to facilitate the effective and efficient utilization of these resources by college personnel;
2. Make recommendations to the Executive Associate Dean for Professional Education concerning important issues related to the college's computer network, IT infrastructure, computational needs and limitations, the L.S Skaggs, Jr. Pharmacy Research Building and subsequent remodeling of Skaggs Hall, and computer-based information security and policies within the College to facilitate improvement in productivity and compliance with University policies;
3. Make recommendations to the Executive Associate Dean for Professional Education concerning requests for Student Computing Advisory Committee funds for 2015-2016;
4. Respond to *e*-classroom requests, as appropriate; and
5. Provide expertise and consulting to all web-based projects currently underway or proposed.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

CONTINUING EDUCATION COMMITTEE

2015-2016

This committee will assist in developing policies and procedures related to faculty participation in continuing education activities and development and delivery of continuing education opportunities to promote life-long learning in the profession of pharmacy.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Continue development of monthly webinars that meet the continuing education needs of pharmacists and pharmacy technicians throughout the State of Utah;
2. Continue to assess the College of Pharmacy's role in continuing education, including coordination of the college's continuing education efforts with those of UPhA and USHP and other C.E. providers; and
3. Continue to build a sustaining business model for the UUCoP CE.
4. Coordinate with the PEP director in developing C.E. programs for preceptor training and professional development.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

Cc: PEP Committee

CURRICULUM COMMITTEE

2015-2016

This committee will render decisions concerning curricular matters to the extent authorized by *Faculty Regulations*, and include reviewing of professional and graduate curricula in the college, making recommendations to the Dean for any changes, additions or deletions in these curricula, conferring with representatives of other colleges on curricular matters and performing other appropriate functions as assigned by the Council or as initiated by the committee.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Continue to review and revise the curriculum based on competencies needed for contemporary practice as well as meeting the ACPE Standards 2016;
2. Work with the New Curricula Stewards and Executive Associate Dean of Professional Education to implement new curricula templates for the 2016-17 and 2017-18 academic years;
3. Refine curriculum committee processes to ensure maintenance of a quality curriculum. Specifically: 1) document procedures for approval of changes in existing courses and/or new courses, 2) develop a schedule for continual review of professional courses and graduate courses offered to professional students to ensure quality, 3) ensure input from all stakeholders, and 4) develop a multi-dimensional database to aid in curricular mapping for accreditation and quality assurance purposes;
4. Continue the liaison to the Assessment Committee to develop methods of measuring outcomes expectations and programmatic assessment to maximize value to the program and ensure compliance with ACPE accreditation guidelines in the current and new curricula. In particular, develop an assessment strategy for determining "APPE Readiness" to ensure compliance with the ACPE Standards 2016;
5. Monitor the new elective selection process for professional students through the Mentorship program for 2015-2016 (In coordination with the Mentoring Committee);
6. Monitor the interdisciplinary education offerings through the University of Utah Health Sciences Center for value to the professional students;

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

cc: Assessment Committee and the Mentoring Committee

DIVERSITY ADVISORY COMMITTEE

2015-2016

This committee will develop policies for and participate in the recruitment and retention of nontraditional students for the professional degree programs of the college.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Develop and plan activities for admitted diversity students in the College of Pharmacy in accord with other USPA planned activities or unique to their needs and wants;
2. Continue to develop mechanisms for underrepresented and minority students to be identified, educated about pharmacy, and admitted to the PharmD program. This support could include site visits, tutoring, frequent monitoring, structured academic advising and other reasonable efforts to help assure the academic success of such students;
3. Work with the Associate Vice President for Inclusion and the Medical School Admissions Committee to provide information concerning opportunities in pharmacy to high schools, students and counselors or at University events designed to recruit minority students; and
4. Study the new curriculum and determine whether diversity is adequately covered. Determine if additional diversity topics, presentations, coursework is need to be developed in the new curriculum and how those topics should be incorporated.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

COLLEGE OF PHARMACY EXECUTIVE COMMITTEE

2015-2016

This committee has the responsibility to act as an advisory committee to the Dean with respect to the overall coordination of college programs and on appropriate budgetary matters; to bring before the College Council any matter within its knowledge that needs the consideration or action of the college; and to consider such other matters as may be brought before it by the Dean, the College Council, the University Senate or the University administration.

As a matter of operational procedure, it is understood that department chairs will present representative departmental views in relevant discussions and will, whenever appropriate, communicate to departmental faculty the results of the deliberations of this committee. However, members of the Executive Committee are not bound to vote according to the majority view held by their respective departments.

1. In concert with the Curriculum Committee, continue the support for the implementation of the P1 year new curriculum in the 2015-16 academic year, planning and development of the P2 & P3 years for implementation in the 2016-17 and 2017-18 years, respectively;
2. Continue to review the annual report from all Committees under the College framework and when necessary make recommendations from this report to the appropriate college standing committees.
3. Develop the underlying principles for the 2016-2017 annual college budget;
4. Oversee and support decisions related to enhancing internal controls for managing fiscal and human resources; and
5. Continue follow-up towards timelines and completion of the 2012 Strategic Plan.

Keep minutes of all formal actions and file a copy of these with the Dean.

LEARNING AND TEACHING COMMITTEE

2015-2016

Address the ways in which curricular content is taught and learned in the students' achievement of the professional competencies, including innovative ways and means of curricular delivery, teaching strategies to ensure critical thinking and problem solving, assessments of students' development as active self-learners, and strategies for promotion of life long learning.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Conduct formative evaluations on all members of the faculty undergoing RPT review in 2015-2016. This process should be conducted in association with the Associate Dean for Faculty;
2. Address other proposed projects affecting learning and teaching by researching the best practices being undertaken in other colleges, by assessing relevant literature, by providing an evaluation of need and by providing a recommendation about whether the proposal should be pursued as a college priority project. Provide any and all assistance to the Curriculum Task Force;
3. Assist faculty members in teaching development through available College and University programs;
4. Coordinate Committee efforts with the University of Utah Center for Teaching and Learning Excellence; and
5. Nominate UUCoP Faculty Members for Teaching Awards. Assist faculty members in filling out the necessary paperwork for these awards.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

PEP ADVISORY COMMITTEE

2015-2016

This committee will render decisions based on the professional experiential program development, ongoing assessment, and training.

For the 2015-2016 academic year the committee is asked to:

1. Implement the new PEP Site Assessment Program in Fall, 2015;
2. Continue to develop a comprehensive assessment program for all PEP programs and sites. Goals and outcomes for each pharmacy practice experience must be mapped to activities listed in Appendix C to ensure that student's experience will cover, at a minimum, all the listed activities (Assessment Committee);
3. Continue development of webinar-based preceptor training CE offerings throughout the year;
4. Continue development of the annual PEP Preceptor Dinner;
5. Explore opportunities for development of interdisciplinary clerkships; and
6. Continue the development and assessment of Rural and Frontier Clerkship sites.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

cc: Continuing Education Committee and Assessment Committee

PHARM.D. SEMINAR COMMITTEE

2015-2016

The Pharm.D. Seminar Committee acts as a College-level instructional team that assists and supports students in preparing, presenting, critiquing and grading their seminars. It will develop its own internal procedures and will periodically make recommendations to the curriculum committee concerning any alterations in the seminar program.

In addition, specifically for 2015-2016 academic year, the Committee is asked to,

1. Continue monitoring logistics and learning of students throughout the 2015-2016 year based on the seminar assessment process used by the College faculty;
2. Finish development of the on-line, user-friendly seminar assessment for use by faculty and students;
3. Continue developing improvements in the seminar, especially the integration of the seminar series into the new professional program for P3 and/or P4 students in coordination with the Curriculum Committee; and
4. Determine whether further public relations efforts should be undertaken to publicize student seminars outside of the University of Utah to practitioners and technicians in the State of Utah; and
5. Begin to determine how project-based seminars will be incorporated into the curriculum with the Curriculum Committee.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

RESEARCH AND GRADUATE PROGRAMS COMMITTEE

2015-2016

Work in collaboration with the Office of Research to promote the development of research programs in the College of Pharmacy and realization of the research strategic funding plan. Oversee pre- and post-doctoral training in the biomedical sciences occurring in the College of Pharmacy. Oversee the development of the Pharm.D./Ph.D. degree option as it relates to areas such as admissions, student progress, student advising and coordination between the Pharm.D. and Ph.D. curricula. Oversee the P-SURF program in collaboration with the Executive Associate Dean for Professional Education.

In addition, specifically for the 2015-2016 academic year, the Committee is asked to,

1. Work with the Dean to identify an Executive Associate Dean for Research for the College of Pharmacy
2. Work with the Dean to establish new, comprehensive charges for the Research and Graduate Programs Committee
3. Assess the status of pre- and post-doctoral training programs in the College of Pharmacy, and make recommendations to the College regarding participation in the biomedical science graduate programs on campus.
4. Continue to assess the value provided by the Pharm.D./Ph.D. dual pathway to the College, University, and the research community.;
5. Monitor the P-SURF program to determine benefit to meeting the objectives of the program; Determine whether to make changes or to continue program in summer of 2016-2017 academic year;

In order to carry out this charge it is expected that this committee will coordinate its efforts with other standing college committees such as the admissions committee, the curriculum committee, the scholastic standards committee, the space committee, and the Executive Committee

Keep minutes of all formal actions and file a copy of these with the Dean.

SCHOLASTIC STANDARDS COMMITTEE

2015-2016

This committee will develop, recommend, and enforce policies regarding satisfactory student achievement according to the regulations of the University and the College Council and will monitor academic performance and scholastic achievement for professional students within the college.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Administer the academic guidelines as provided to the professional students and continue to assess the conditions under which students are placed on, and removed from, academic probation, suspension, or dismissal from the College professional program;
2. Make recommendations, as stated in the scholastic standards guidelines, in cases where students are accused of misconduct, incompetence, academic dishonesty, or other violations of the Student Code, the APhA Code of Ethics, or the standards of practice of the profession of pharmacy;
3. Review student academic performance at the end of each semester to recognize meritorious achievement;
4. Assess the functioning of the committee and make recommendations, if necessary, for improvements in the manner in which the above charges can be carried out; and
5. Keep all deliberations and committee decisions strictly confidential.

Keep minutes of all formal actions and file a copy of these with the Dean.

SPACE COMMITTEE

2015-2016

This committee will review and develop space management guidelines, and will provide advice to the Dean in all matters involving addition, renovation or reallocation of space.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Continue development efforts toward remodeling of Skaggs Hall, including review of plans for the Skaggs Auditorium renovation, as well as interaction with space planning related to potential renovation of old Skaggs space for temporary School of Medicine off-loading;
2. Continue to provide a yearly inventory of College of Pharmacy space allocation and make recommendations to the Dean concerning optimum space utilization;
3. Maintain minutes of committee actions and provide copies of such minutes to the Dean in a timely matter; and
4. Analyze the amounts and types of space available in all College space holdings, provide recommendations to the Dean of optimal utilization/renovation of that space.

Keep minutes of all formal actions and file a copy of these with the Dean.

STUDENT MENTORING COMMITTEE

2015-16

Individual committee members will assist each of their professional student mentees in understanding the Pharm.D. Professional Program, learning about the pharmacy profession, approving out-of-College elective courses, and providing guidance for any aspects of their lives that may affect their professional studies or pharmacy career. The Student Affairs Office will assign each P1, P2 and P3 student to a faculty mentor whom they will be expected to meet with at least once during their fall and spring semesters. When possible, the mentor will remain the same throughout the course of the student's professional studies. The Student Affairs office will aid in setting up the first meeting between the mentor and new P1 students (typically at New Student Orientation). Students should arrange subsequent meetings with their mentors. These meetings are mandatory during the first two years of the professional program. Thereafter, they are at the discretion of the student. If a student wishes to change mentors they must state their reasons why in writing to the Associate Dean for Academic Affairs.

In addition, specifically for the 2015-2016 academic year, the committee is asked to:

1. Monitor the committee's effectiveness at student mentoring and make recommendations for improving it.
2. Monitor the out-of-College elective approval process and make recommendations for improving it, particularly in the context of the new curriculum where elective courses are concentrated in the P3 year.
3. Make recommendations for increasing contact and rapport with student mentees, particularly in the P2 and P3 years of the program.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.

STUDENT ORGANIZATION ADVISORS

2015-2016

For the academic year 2015-2016, the Committee is asked to:

1. Develop opportunities for Leadership Skill building, such as electives. Continue to explore ways to enhance student membership and involvement in each student organization;
2. Continue to develop student activities that allow students to develop a sense of self-worth related to their professional college experience and a desire to be involved in the College after graduation;
3. Continue to develop means of outreach to the community, at large, and the pharmacy community to provide service to appropriate populations in the State of Utah; and
4. Work with the Associate Dean for Academic Affairs Office to provide service, on behalf of the College, to the community and the pharmacy profession.

Keep minutes of formal actions and file a copy of these with the Dean and Executive Associate Dean of Professional Education.