

**Minutes of Faculty Council Meeting 275
February 13, 2018
11:00 a.m. to 12:00 p.m.
Room 1210**

Present: D. Dubins (Chair), C. Allen, S. Angers, J. Balendra, R. Bendayan, S. Bjelajac Mejia, H. Boon, K. Cameron, T. Chalikian, D. Croteau, C. Cummins, S. Drodge, K. Goodwin, P. Grootendorst, J. Henderson, J. Kellar, J. Lake, P. Lee, R. Macgregor, A. Malek, R. McDowall, A. Mills, T. Oridota, K. Pardee, C. Peragine, J. Reid-Burrell, K. Richards, M. Rocchi, G. Schver, L. Singh, B. Sproule, J. Thomas, B. Thrush, P. Tram, J. Uetrecht, K. Vu, Sa. Walker, P. Wells, L. Chung (Recording Secretary)

Regrets: V. Arora, P. Bansal, R. Bonin, S. Cadarette, A. Cameron, D. Cheng, L. Dupuis, O. Fernandes, D. Hampson, W. Hindmarsh, C. Ho, J. Köhler, L. Kotra, L. McCarthy, M. Piquette-Miller, M. So, J. Thiessen, A. Thompson, Sc. Walker, J. Wells, J. Wu, T. Young, M. Zhang

1. Chair's Remarks

The Chair welcomed the new graduate student representative to Council.

2. Approval of Minutes of the Meeting on September 29, 2017

MOVED: R. Macgregor; **SECONDED:** P. Wells; **THAT**, the minutes of the meeting held on September 29, 2017, be approved.

CARRIED

3. Report of the Executive Committee

D. Dubins relinquished the chair to P. Grootendorst, Vice-chair, in order to present the report of the Executive Committee. This Committee had not convened since the last report to Council.

FOR INFORMATION:

Integral to the process of migrating course evaluations online, the Program Evaluation and Accreditation Committee discussed at length and agreed upon seven divisional-level questions for the University of Toronto Online Course Evaluation System, required by the Centre for Teaching Support and Innovation (CTSI). The PharmD Program Committee and PharmD for Pharmacists Program Committee agreed upon in principle and recommended these seven divisional questions without changes:

1. The course enhanced my understanding of professional pharmacy practice.
2. The course helped me improve my ability to formulate, analyze, and solve problems.
3. The instructor related course concepts to practical applications and/or current research.
4. The instructor explained how the course concepts related to other courses.
5. The feedback I received on tests, assignments, labs and/or projects provided guidance to improve my understanding of course materials.
6. The instructor explained what students are expected to learn in the course.
7. The instructor responded respectfully to students' questions.

Although these divisional questions would normally be considered and approved at Faculty Council, in order to meet CTSI's submission deadline, the Executive Committee reviewed and approved these seven questions for online student course evaluations effective April 2018 for both the PharmD and PharmD for Pharmacists programs. If the CTSI deadline was missed, then use of the online course evaluation system would have been delayed by another academic year.

P. Grootendorst relinquished the chair back to D. Dubins.

4. Report of the Striking Committee

The Vice-chair provided the names of recently filled positions to the membership of Council. Faculty members were reminded that if they have not yet submitted their preferences for which committee they would like to sit on for the next academic year to please do so as soon as possible.

5. Report of the Committee on Academic Standing

D. Dubins relinquished Chair to P. Grootendorst, Vice-chair, in order to present the report of the Committee on Academic Standing. This Committee convened three times since its last report to Council.

FOR APPROVAL:**Report of the Pharm.D. Programme Committee****New Award Record: The Jennifer Houwer (Kadwell) and Holly Pietowski (MacDonald) Memorial Award**

A new award is to be established known as 'The Jennifer Houwer (Kadwell) and Holly Pietowski (MacDonald) Memorial Award.' It will be presented to a student registered in the Pharm.D. programme who demonstrates exceptional vision and outstanding leadership through volunteer service to the community outside of the Leslie Dan Faculty but within the University of Toronto. The recipient will have played on at least one intramural sports team and have a cumulative GPA of at least 2.70. A student may receive the award only once.

Jennifer Houwer (Kadwell) received the degree of B.Sc.Ph.m. from the University of Toronto in 2011. She suffered from Hodgkin's lymphoma throughout most of her studies at the Leslie Dan Faculty of Pharmacy and succumbed to the disease in 2012. Holly Pietowski (MacDonald) entered the B.Sc.Ph.m. programme in 2007. She was diagnosed with acute lymphoblastic leukemia in 2010 and passed away in 2011 before completing the programme.

The award is to be established through donations from the families and friends of Jennifer Houwer (Kadwell) and Holly Pietowski (MacDonald). A minimum of \$25,000 must be raised before the first award can be given. Approval of the award at this juncture will allow for the establishment of an account to receive funds as they are raised.

MOVED: J. Henderson; **SECONDED:** S. Bjelajac Mejia; **THAT**, the Jennifer Houwer (Kadwell) and Holly Pietowski (MacDonald) Memorial Award be approved.

CARRIED**FOR INFORMATION:****Meeting of 24th October 2017****Pharm.D. Programme****Results of Supplemental Examinations, Years 1 and 2**

Five students were eligible to write supplemental examinations in late September or early October.

Report of the Board of Examiners, Year 4

Three students failed an Advanced Pharmacy Practice Experience (APPE) course and are eligible for a supplemental rotation.

Pharm.D. for Pharmacists Programme**Report of the Board of Examiners**

Approximately 150 students were registered in the programme as of January 2018. Thirteen students were eligible to graduate on 7th November 2017.

Three didactic courses and five courses in Advanced Pharmacy Practice Experience (APPE) were held in the summer term of 2017. One student is eligible to write a supplemental examination in a failed course.

Graduate Programme

It was reported that the Graduate Department of Pharmaceutical Sciences currently has no rule regarding the number of courses which a student may fail and remain in the programme. The passing grade in the School of Graduate Studies (SGS) is B- (70%), and students in our department historically have met this requirement. In the past year, however, one student failed a course and another came close to failing. Those situations have highlighted the lack of a departmental policy regarding grades, apart from the requirements for entry and for transfer from the M.Sc. programme to the PhD programme.

A proposal from the Graduate Education Committee was considered at some length by the Committee. It was agreed that a policy on failures indeed was conspicuous by its absence, but several points and questions were raised during the discussion. It was suggested that the current proposal be viewed as a first iteration, and that the Graduate Education Committee revisit the question in light of the points raised during the current discussion.

Meeting of the 14th November 2017

Pharm.D. Programme

Supplemental Examinations, Year 1

Two students were eligible to write one supplemental examination each in November 2017. Both students failed their supplemental examination and were required to repeat the course.

Report of the Board of Examiners, Year 4

One student failed an APPE course and was eligible for a supplemental rotation.

Meeting of 12th December 2017

Pharm.D. Programme

Report of the Board of Examiners, Year 4

Two students failed one APPE course. Both were eligible for supplemental rotations.

6. Report of the Curriculum and Assessment Committee

The Committee convened three times since its last report to Council.

FOR APPROVAL:

Graduate Education Program Committee

- Students in the part- and flex-time programs of the graduate department are now officially only required to attend, at least, half the number of seminars as students enrolled in the full-time programs each year.

MOVED: P. Wells; **SECONDED:** R. Macgregor; **THAT**, the change in number of seminars part- and flex-time program students are required to attend be approved.

CARRIED

- PhD thesis advisory committees will consist of the supervisor(s) plus, at least, two additional members, one of whom must be from outside the Graduate Department of Pharmaceutical Sciences. This has been reduced from the previous requirement for three additional members due to challenges in meeting this requirement (e.g., sufficient expertise).

MOVED: R. Macgregor; **SECONDED:** J. Henderson; **THAT**, the change in composition of the PhD thesis advisory committee be approved.

CARRIED

PharmD Program Committee

PHM230H1 Physical Assessment and Injection Techniques: Students are now required to pass the injection technique assignment in order to pass the course. This is the basis for injection competency prior to experiential rotations and students must demonstrate competency in this assignment, or through remediation with the course coordinator to be successful in the course.

MOVED: R. Macgregor; **SECONDED:** J. Henderson; **THAT**, the change in assessment in PHM230H1 be approved.

CARRIED

FOR INFORMATION:

The Committee co-opted Jamie Kellar as an additional member of the Committee to act as the PharmD Program Committee representative.

PHM151H1 Early Practice Experience 1: beginning in May 2018 all rotations will occur in a community practice setting.

PHM371H1 Institutional Pharmacy Practice Management: revisions to the topic content were made to align with the other management courses offered, and an assignment was added (assignment 20%, mid-term test 35%, final examination 45%).

P. Grootendorst relinquished the chair back to D. Dubins.

7. Report of the Program Evaluation and Accreditation Committee

A working group of this Committee, with guidance from CTSI, selected seven divisional-level questions for the online course evaluations. These were then proposed to the PharmD and PharmD for Pharmacists program committees for approval. In order for these to be adopted for the winter 2018 term these questions needed to be approved by February 9, 2018. Therefore, the Executive Committee reviewed the questions and on February 5, 2018, voted electronically and approved these questions.

8. Proposal to Close the Centre for Integrative Medicine as an Extra-Departmental Unit Type 'C' (EDU-C) of the Leslie Dan Faculty of Pharmacy and the Faculty of Medicine at the University of Toronto

The Centre for Integrative Medicine (CIM), an EDU-C, was established jointly by the Leslie Dan Faculty of Pharmacy and the Faculty of Medicine at the University of Toronto and The Scarborough Hospital in September 13, 2014. The primary purpose of this EDU-C was to establish inter-disciplinary collaborative practice and academic programs in both research and education.. The Faculty of Medicine and the Leslie Dan Faculty of Pharmacy envisioned a new collaboration with The Scarborough Hospital, a community-affiliated hospital in the heart of the Asian community in Toronto. It was expected that TSH would grow into a hub for blending CAM and western medicine in clinical practice and studying the impacts of this on patient care.

The primary reason for recommending closure of this EDU-C is that the CIM is no longer viable due to changes in leadership of the CIM as well as changes in the leadership, circumstances and priorities of the founding partners. The CIM was not identified as a high priority within the Leslie Dan Faculty of Pharmacy's new academic plan (2021 Forward Together). Similarly, under the leadership of a new Dean, the Faculty of Medicine has been reviewing the role of EDU-Cs in general and their relationship with the Faculty's re-focused strategic directions and the CIM is no longer considered a key priority.

Since the leadership and priorities of all the founding partners has changed significantly, there was consensus at the CIM Executive Committee meeting on Monday October 2, 2017 that a recommendation be made to close the CIM.

The CIM will need to remain operational until June 30, 2018 in order to enable the CIM to fulfill its external obligations, to allow time to complete a search for a new Chair and to develop a communications plan regarding the closure of the CIM. All operating funds remaining in the EDU-C account on July 1, 2018 will be split evenly between the Leslie Dan Faculty of Pharmacy and the Faculty of Medicine, the two primary contributors to the operating funds of the CIM.

It is recommended that the Centre for Integrative Medicine as an Extra-Departmental Unit type 'C' (EDU C) of the Leslie Dan Faculty of Pharmacy and the Faculty of Medicine at the University of Toronto and in partnership with The Scarborough Hospital be closed as of June 30, 2018.

MOVED: J. Utrecht; **SECONDED:** P. Wells; **THAT,** the Centre for Integrative Medicine as an Extra-Departmental Unit type 'C' (EDU C) of the Leslie Dan Faculty of Pharmacy and the Faculty of Medicine at the University of Toronto and in partnership with The Scarborough Hospital be closed as of June 30, 2018, be approved.

CARRIED

9. Announcement Regarding a New Research and Education Opportunity for the Faculty

Dean Heather Boon announced that the Leslie Dan Faculty of Pharmacy will be leading an exploration of a new education and research opportunity in collaboration with the student Health & Wellness Centre at the University of Toronto in possibly developing a new accredited pharmacy on the University of Toronto's downtown campus.

This new potential pharmacy will provide services to students but the Faculty's vision for it expands well beyond a typical space with four walls and a counter. The Faculty is hoping to create a living lab focused on improving the health of our communities where teaching, learning, research and service delivery will occur simultaneously.

It is the hope that University of Toronto students, from our Faculty and beyond, will be engaged in all stages of this project from consultation and planning to development and implementation.

While this project is in the very early stages of brainstorming and thinking through the various directions this project could take, it is gratifying that the central University of Toronto administration team has been receptive and supportive of the concept.

This is an excellent opportunity to push the boundaries of our profession and to play a leading role in establishing collaborative and creative healthcare partnerships.

Updates will be provided as the process moves forward. Dean Boon encouraged members to free to reach out to any member of the planning team with their thoughts and ideas:

- Lisa Dolovich
- Sandra Bjelajac Mejia
- Carlo De Angelis
- Zubin Austin

10. Academic Continuity Planning

Sandra Bjelajac Mejia announced that the University is engaged in academic planning in the event of a strike for members of the Canadian Union of Public Employees (CUPE) Local 3902, Unit 1 (represents University of Toronto students, mainly graduate students, working as teaching assistants, teaching laboratory assistants, markers, graders and instructors). A tentative agreement was reached and the polls to vote on the agreement will be open until February 16, 2018. If the renewal collective agreement is not ratified the legal strike date is February 26, 2018.

11. Correction to the ByLaws of Faculty Council

D. Dubins relinquished Chair to P. Grootendorst, Vice-chair, in order to present a correction to the ByLaws of Faculty Council.

Changes in the ByLaws that were approved on June 21, 2017, had a discrepancy with the Constitution. The discrepancy was with the definition of "Other Academic Appointee" under Section II(c) of the Constitution. According to the amended constitution, "Other Academic Appointee" means:

"a current University employee involved in the delivery of the Faculty's academic programs who holds a contract of one year or more with the Faculty, as either part-time faculty at a level of less than 50%, or as status or adjunct faculty. These members will be appointed to Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms."

In Section 1(1) of the ByLaws state that:

Other Academic Appointees will be appointed by Council on the recommendation of the Striking Committee for a three-year term.

This amendment to the ByLaws was created in error. This policy in the Bylaws needed to be reconciled with the

Constitution of Faculty Council to state:

“Other Academic Appointees will be appointed by Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms.”

MOVED: P. Wells; **SECONDED:** B. Sproule; **THAT,** Section 1(1) of the ByLaws be corrected to state, “Other Academic Appointees will be appointed by Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms.”

P. Grootendorst relinquished the chair back to D. Dubins.

CARRIED

12. Other Business

There was no other business to discuss.

Meeting adjourned: 11:46 a.m.