

Minutes of Faculty Council Meeting 257
Thursday, June 20
1:00 p.m.
Room 1210

Present: L. MacKeigan (Chair), Z. Austin, H. Boon, M. Bystrin, A. Cameron, T. Chalikian, K. Chow, I. Crandall, C. Cummins, L. Dresser, J. Henderson, D. Kalamut, J. Kohler, P. Lee, G. Luna, R. S. Macallister, P. Macgregor, R. Macgregor, H. Mann, D. Moy, E. Musing, G. Nichol, S. Pang, S. Parna, , M. Piquette-Miller, L. Raman-Wilms, M. Rocchi, W. Seto, K. Tan, A. Thompson, B. Thrush, T. Rubenstein, J. Wells, S. Wu, D. Becevello (Recording Secretary)

Guests: Jef Ekins, Suzanne Priest

Regrets: R. Bendayan, S. Cadarette, L. Delgado, L. Kotra, A. Lee, P. Pennefather, R. Reilly, B. Sproule, A. Taddio, V. Arora, T. Gomes, J. Kellar, H. Kertland, B. Wilson, M. Nenadovich, M. Moleschi

1.0 Approval of Minutes of May 6 2013

MOVED: Z. Austin; **SECONDED:** D. Moy; **THAT,** the May 6, 2013 Faculty Council minutes be adopted with the recommended amendments.

CARRIED

2.0 Report of the Academic Standing Committee

Jim Wells reported that the committee had met twice and held one electronic vote since its last report to Council. The following items were presented for approval:

1. Use of the temporary designator "INC" (incomplete) for experiential courses

MOVED: J. Wells; **SECONDED:** L. Raman-Wilms; **THAT,** the temporary designator "INC" (incomplete) be assigned in the event of missing assessments in experiential courses and that it remain in place until the situation has been resolved, when the designation will be changed to a grade of "Pass" or "Fail".

CARRIED

2. Awards

MOVED: J. Wells; **SECONDED:** M. Bystrin; **THAT,** amendments be made to the records of nine existing awards to accommodate changes in the undergraduate programme and the impending change in the name of the degree from B.Sc.PhM. to Pharm.D.; and **THAT,** the David White Entrance Scholarship, for the student entering the undergraduate programme who attains the highest admission index and has not won an entrance award of greater value, be established.

CARRIED

MOVED: J. Wells; **SECONDED:** Z. Austin; **THAT,** the records of five awards be amended to reflect the changed in the designation of the undergraduate degree from B.Sc.PhM. to Pharm.D. and **THAT,** the three awards donated by Merck Canada be amended at the request of the donor to reflect Merck Canada's new corporate identity.

CARRIED

MOVED: J. Wells; **SECONDED:** M. Piquette-Miller; **THAT**, due to the increase in the number of Pharm.D. students, the ranking of Pharm.D. students for the CSHP Ontario Branch Award be made by the co-ordinators of 600-level courses and the seminar course rather than all faculty and students in the Pharm.D. programme.

CARRIED

3. Student Petitions

MOVED: J. Wells; **SECONDED:** M. Piquette-Miller; **THAT**, petitions from three students in the B.Sc.Pharm. programme to reconsider their grade of fail in a total of four first-year courses, be denied ; and **THAT**, a petition from a student to write a supplemental examination in all five failed first-year courses, which exceeds the permitted maximum of 2.0 full course equivalents, be granted.

CARRIED

MOVED: J. Wells; **SECONDED:** Z. Austin; **THAT**, no special consideration be given to a student in the second year of the B.Sc.Pharm. programme who failed four courses and petitioned for consideration of her final grade in one of the failed courses. The student is eligible to write supplemental examinations in all four courses.

CARRIED

MOVED: J. Wells; **SECONDED:** J. Henderson; **THAT**, no special consideration be given to two students in the third year of the B.Sc.Pharm. programme who submitted petitions for consideration in a failed course; and **THAT**, a petition from a special student requesting consideration of a failing grade in a third year course be denied, and that the student be required to write a supplemental examination and be held to the divisional policy of a maximum of four attempts to pass a course.

CARRIED

MOVED: J. Wells; **SECONDED:** J. Henderson; **THAT**, a petition from a student in the B.Sc.Pharm. programme who failed PHM 434Y1 (an experiential course in Institutional Pharmacy Practice) to be given a passing grade, be denied but that the required supplemental rotation be set to four weeks rather than the usual eight.

CARRIED

MOVED: J. Wells; **SECONDED:** M. Bystrin; **THAT**, the deadline for submission of general petitions be moved from the last day of examinations to seven calendar days after the release of the final grades.

CARRIED

4. Exemption from Policy Requiring a Final Examination in All Courses

MOVED: J. Wells; **SECONDED:** J. Henderson; **THAT**, PHM 305 (Medication Therapy Management 4) be exempted from the requirement for a final examination due to the laboratory-like nature of the course.

CARRIED

5. Graduate Program Academic Requirements

MOVED: J. Wells; **SECONDED:** S. Wu; **THAT,** the proposed revision to entries in the School of Graduate Studies Calendar for full-time and flex-time Ph.D. programmes in Pharmaceutical Sciences to include the requirement for a qualifying examination be approved with amendments that stipulate that the exam includes a written research proposal and specify the criteria for pass or failure.

CARRIED

The following items were presented for information:

1. A revised version of the new grading policy for components of experiential education was considered and minor changes recommended to a subcommittee of the BScPhm program committee for approval. The revised policy was eventually approved by the Executive Committee and reported to Council at its May 6th meeting.
2. Grades for the fall 2012 offering of the online CPS II component of the International Pharmacy Graduate (IPG) Programme were approved for 26 enrolled students, 23 of whom passed all 5 courses.
3. Grades for 16 IPG students enrolled in the online version of CPS I were approved and it was recommended that all be admitted to CPS II. Similarly, grades for 62 students enrolled in CPS II were approved: 57 passed all courses and were recommended as candidates for the examinations of the Pharmacy Examining Board of Canada. Five are eligible to write supplemental exams.
4. Reports of BSc. Phm. Programme Boards of Examiners for 229 second-year, 239 third-year and 212 fourth-year students were approved.
5. Reports of the PharmD Board of Examiners were approved:
 - a. seven out of eight post-baccalaureate Pharm.D. students completed program requirements and were eligible to graduate in June; 28 out of 29 Combined B.Sc. Phm./Pharm.D. Programme, students completed the requirements and were eligible to graduate in June. Both students who failed rotations were eligible to undertake supplemental rotations with completion expected by end of June 2013.
 - b. Full-time term 2 students – 31 of 37 students (12 post-baccalaureate and 25 combined program) are making satisfactory progress
 - c. Part time students – all 11 students have passed their 2012-2013 courses
6. B.Sc.Phm. Programme First Year– 3 students failed the year and 45 received conditioned status, i.e., are eligible to write makeup or supplemental exams. A total of 90 individuals grades were below 60%. A similar result was obtained in 2011-12. The Committee recommended that the alarmingly large number of failed courses in Year 1 be brought to the attention of other standing committees of Council. The Curriculum and Admissions Committees were suggested by those in attendance at the meeting.
7. Graduate Programme – 23 students graduated in November 2012 or June 2013, 8 with MSc degrees and 15 with PhD degrees.

3.0 Report of the Curriculum and Assessment Committee

Zubin Austin presented the report of the Curriculum and Assessment committee for information.

The committee convened an electronic vote during the week of June 3, 2013, on an item brought forward by the BScPhm Program Committee. This item related to a course change for PHM 302 (Pharmacotherapy 7). Based on comments from the committee and further discussion and review, the instructor proposed minor changes to content to be more reflective of pharmacy practice. There was also a proposal to modify the originally approved assessment model to a more traditional model including a midterm examination (40% of course grade), a final examination (40% of course grade) and two assignments (each worth 10% of course grade).

4.0 Report of the Admissions and Recruitment Committee

Alison Thompson reported that the Admissions and Recruitment committee had met three times since the last report. The following items were presented for approval:

1. 10% Cap on out of province students for the Entry-Level PharmD Program

It was felt that this published cap could be deterring high-quality applicants. There is no University policy regarding the international portion of enrolment and many divisions are at or above a 20% level. Therefore the committee recommended removal of the 10% cap on student enrolment in the entry level PharmD program.

2. Applications to entry Level PharmD Program

The new Entry-Level PharmD program has seen a serious decline in the number of applicants in recent years compared to our prior BScPhm program. The committee has been discussing the merits of harmonizing our requirements and timelines with other schools and, in particular, with the School of Pharmacy at Waterloo who represents our greatest competition.

The Committee therefore considered Waterloo's decision to drop its admission requirement for Physical Chemistry and recommended that our Physical Chemistry requirement for admission to the Entry Level PharmD program be retained, as it serves as an essential part of the prerequisite knowledge for our program.

3. Jef Ekins has a part of his portfolio responsibility for recruitment activities for the Faculty, therefore he has been co-opted as part of the Admissions and Recruitment Committee.

4. The maximum allowable number of course exemptions was reviewed and a new recommendation made. At present, the policy states that at least 50% of the academic requirements must be completed within our program, in accordance with University of Toronto policy. We currently offer 18.5 FCE's in the new entry-to-practice curriculum; half of the total of academic courses equals 9.0 FCE's. Consistent with our previous guideline, that at least 50% of the academic requirements must be completed within our program, the recommendation is to limit the maximum total exemptions in the new curriculum to 9.0 FCE's. The Committee therefore recommends that the maximum allowable number of course exemptions of 9.0 FCE be approved and that the policy limiting those with a previous degree to 5.0 FCE's be removed.

MOVED: A. Thompson; **SECONDED:** Z. Austin; **THAT,** the above items of the Report of the Admissions and Recruitment Committee be approved.

CARRIED

The following items were presented for information:

1. Update on Recruitment Activities

A more concerted effort should be made to find out from applicants to all our programs what factors are affecting their decision making around choice of schools and programs.

There is a need for a full-time position dedicated to recruitment initiatives for all of our academic programs. There is currently no comprehensive strategy, and while great strides have been made to improve the website with a mind to recruitment, it is felt that more needs to be done. This is particularly important for the Graduate Program, as there is time-limited funding from the Province if we can increase our enrolment.

2. The Essentials Skills and Abilities Document - This document outlines a sub-set of skills and abilities that students need in order to study pharmacy in the Entry Level PharmD Program. The committee has recommended specific changes to the BSc Pharm Committee to clarify its intended usage.
3. Removal of Admissions Requirement for at least one year of a 5 full-credit course load
The committee recommends that the BScPhm program committee examine the admissions requirement for a full-course load. Exemptions for students who have only ever carried a 4.5 or 4 credit loads are becoming more frequent. Also the full course load requirement may be acting as a deterrent to some potential applicants. Its removal and replacement with a policy that strong preference will be given to applicants who have carried a full 5 credit load is recommended.
4. Accommodation of requests to carry a reduced course load upon entry to the Entry Level PharmD Program
The committee recommends that the Curriculum Sub-Committee of the BSc Pharm Committee establish whether or not it is feasible and academically sound for students requiring accommodation for valid reasons to take a reduced course load of 3 full credits per year and still complete the Entry Level PharmD program within the 8 year time limit. In addition, potential legal and/or human rights issues involved in excluding applicants who are unable to take a full course load due to medical or other issues should be examined.
5. Applications to the Entry Level PharmD program in 2013
- 643 applications were received: 89 were from out-of-province and 58% had a prior degree
 - 442 applicants were invited to an admissions interview (MMI)

5.0 Report of the Program Evaluation and Accreditation Committee

Maria Bystrin reported the Program Evaluation and Accreditation Committee met once since the last report to Council. The following was presented for information:

1. Members of the Committee provided input to the Canadian Council for Accreditation of

Pharmacy Programs (CCAPP) response document. The CCAPP Board meeting to determine the Faculty status was on June 11. In order to achieve Full Accreditation, we must go through one cycle of the new curriculum. This means that the highest achievable designation for the BSc program/Entry Level PharmD program is Provisional status.

2. Student online course evaluations will be implemented in the fall.
3. The Committee discussed the 2012 Pharmacy Examining Board of Canada (PEBC) results for graduates of our Faculty. The Committee believes there is merit in inviting the PEBC Executive Director to one of its future meetings to discuss how we might obtain relevant data beyond our national ranking, e.g., percent of our graduates passing the exam.

A Council member stated that the PEBC results should be reported to the Faculty, not just to a select group of people on the committee. Another pointed out that when Waterloo graduated their first cohort and a number of students failed the PEBC exams, an email was sent to those students right away letting them know that faculty were available to help. Our students need to know that they can approach our faculty for assistance.

6.0 Report of the Striking Committee

Rob Macgregor presented the Striking Committee's recommendations for the membership of the Standing Committees of Council for 2013-2014.

MOVED: R. Macgregor; **SECONDED:** J. Henderson; **THAT**, the Striking Committee's membership recommendations be approved with suggested amendments.

CARRIED

7.0 Nominations for Chair and Vice-Chair

Debra Moy has been nominated as Vice-Chair of Faculty Council. No other nominations were received in advance of the meeting or when the Chair called for nominations from the floor. Debra Moy was therefore declared the Vice-Chair of Faculty Council by unanimous consent.

No nominations were received for Chair of Council. Linda MacKeigan will continue to serve as Chair but will bring this forward again in the fall.

8.0 Resignation of the Dean

Effective June 30, 2013, Dean Mann has resigned as Dean and will be assuming the position of Dean at Ohio State University, College of Pharmacy. On behalf of Faculty Council, the Chair thanked Henry for his leadership of the Faculty over the last 4 years and for his support of Council. The Chair offered the Council's best wishes to Henry in his future position.

A reception for Henry will be held June 28 at 2pm.

9.0 Other Business

This is the last Council meeting of the academic year. The Chair thanked all members who served on Committees of Council over the past year for their hard work and dedication.

Chairs of Committees of Council will be meeting on June 21st to review the past year's experience with the new structure of Council Committees, and make recommendations for procedural changes as needed.

Zubin Austin thanked Linda MacKeigan and Rob Macgregor for their roles as Chair and Vice-Chair of Council.

Meeting Adjourned at 2:45 p.m.