

Minutes of Faculty Council Meeting 262  
June 23, 2014  
1:00 p.m.  
Room 1210

Present: D. Dubins (Chair), S. Angers, Z. Austin, H. Boon, S. Cadarette, A. Cameron, T. Chalikian, I. Crandall, L. Delgado, L. Dresser, J. Grant, P. Grootendorst, J. Henderson, D. Kalamut, H. Kertland, A. Lee, P. Lee, G. Luna, L. MacKeigan, R. McDowall, S. Parna, L. Raman-Wilms, R. Reilly, B. Sproule, K. Tan, B. Thrush, J. Wells, S. Yousef, D. Becevello (Recording Secretary)

Guests: Jef Ekins

Regrets: C. Allen, V. Arora, R. Bendayan, M. Bystrin, T. Gomes, D. Hampson, J. Kellar, J. Kohler, P. Macgregor, M. Moleschi, S. Pang, J. Utrecht, P. Wells, S. Wu

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**1.0 Approval of Minutes of May 14, 2014**

**MOVED:** Z. Austin; **SECONDED:** T. Chalikian; **THAT**, the Faculty Council minutes of May 14, 2014 be approved.  
**CARRIED**

**2.0 New Faculty Member Introductions**

The following people have joined the Faculty as Contractually Limited Term Appointments (CLTAs) and therefore new members of Council:

William Wong  
Valeria Rac  
Nicholas Mitsakakis  
Lusine Abrahamyan

Stephanie Youssef is joining us as the student representative of the post-baccalaureat Pharm.D. program.

**3.0 Report of the Striking Committee**

Debra Moy has decided to leave the Faculty and consequently vacated the office of Vice Chair of Faculty Council. Debra has played a very key role in the Faculty for a long time, and I was very sorry to learn that she was leaving. Debra has been very active at both the Faculty and the University including serving as UTFA Council Representative, Vice Chair of Faculty Council as well as serving on numerous committees and working groups.

Section 11(a) of our ByLaws regarding the Striking Committee membership state that "in the absence of the Chair, the Chair of Council shall serve as the Striking Committee Chair. I am therefore presenting the list of Standing Committee members and Faculty Council member's list for information to the Council, on her behalf.

Nominations are now in order for the office of Vice Chair of Faculty Council. Please send your nominations via email and we will hold an election for the office of Vice Chair of Faculty Council at the next Faculty Council meeting.

D. Dubins relinquished the Chair to L. MacKeigan to present the Striking Committee Report to Council on behalf of Debra Moy.

#### 4.0 Report of the Recruitment and Admissions Committee

I. Crandall, on behalf of L. Lavack, presented the report of the Recruitment and Admissions Committee. The Committee met once since its last report to Council.

##### Items Presented for Approval

Report of the Post-Baccalaureate Professional Degree Programs (PBPDP) Committee

Approval was being sought for requirements for admission to a major modification to the existing post-baccalaureate PharmD program. The modification will result in the program's curriculum leading to learning outcomes equivalent to the Faculty's Entry to Practice Degree Program, that is, the undergraduate PharmD Program. The modified program will be called the PharmD for Pharmacists program. Some schools may call similar offerings bridging programs. The degree attained will be a PharmD degree.

**MOVED:** I. Crandall; **SECONDED:** J. Henderson; **THAT**, the admission requirements for entry into the PharmD for Pharmacists Program, as set out in The Report of the Post-Baccalaureate Professional Degree Programs Committee to the Recruitment and Admissions Committee, dated June 5, be approved.

**CARRIED**

Report of the Entry to Practice Professional Degree Programs (EPPDP) Committee

Faculty Council had approved a document, "Essential Skills and Abilities Required for the Study of Pharmacy". In response to comments emanating from a Council member and referred back to the EPPDP Committee for consideration, approval was sought to modify the placement of text within the document, that is, move information from a footnote into the body of the document, in the section related to motor skills. The text in question follows: "... that students must be able to manually perform technical acts such as injection and inhaler demonstrations, etc." There was no objection to this proposal to include the text in the motor skills section of the document thus improving clarity.

**MOVED:** I. Crandall; **SECONDED:** J. Henderson; **THAT**; The document, 'Essential Skills and Abilities Required for the Study of Pharmacy' be amended and the text, "...that students must be able to manually perform technical acts such as injection and inhaler demonstrations, etc." be included in the section related to motor skills.

**CARRIED**

In response to concerns relating to applications from students who have been enrolled in other Pharmacy programs and who are not in good standing in those programs, EPPDP Committee proposed a clarification. The wording had been reviewed and accepted centrally, as well as by the Faculty Registrar and Admissions Officer. The Committee fully endorsed the rationale and need for clarity.

**MOVED:** I. Crandall; **SECONDED:** S. Cadarette; **THAT**, in addition to other published criteria, and regardless of other academic credentials and/or work/personal experience, candidates with previous registration in a Pharmacy program must have been in good standing during the most recent session/year of the Pharmacy program to be eligible for admission consideration.

**CARRIED**

##### Items Presented for information

The EPPDP Committee, in response to three items referred back to it for clarification or consideration, reported the following:

- Clarification in wording to ensure conveyance of appropriate intent will be made related to the matter of maximum number of years to complete PharmD program. It will be made clear that students are normally expected to complete the program in 4 years and that the maximum of 8 years to complete the program applies only to those with valid reasons as assessed on a case-by-case basis.
- The EPPDP will continue to consider the matter of 'admission to a reduced course load'.
- The Recruitment and Admission Committee had recommended that applicants be required to read the 'Essential Skills and Abilities Required for the Study of Pharmacy'. For 2014 admissions, a link to the document will appear in offers of admission along with a checkbox to confirm that it has been accessed and read.

It was recommended that Faculty administration work on enhancing marketing endeavours with each of our four programs and that Faculty administration work with the Recruitment and Admissions Committee to enable it to proceed expeditiously and in concrete ways to fulfil its mandate of developing Faculty-wide recruitment strategies and practices.

On May 23<sup>rd</sup>, 2014, the Admissions Subcommittee held a retreat to discuss specific recommendations and related admission issues that had appeared in the UTQAP report of December 6, 2013. Of relevance to the Recruitment and Admissions Committee was the following item: "Number of applicants/how to increase this/reduce barriers to potential applicant." The Chair reported that several ideas and recommendations were made and these aligned with ideas generated in the work of the Recruitment and Admissions Committee.

## 5.0 Report of the Academic Standing Committee

J. Wells reported that the Committee met twice times since the last Council meeting, with a further electronic vote after the second meeting.

### **Entry to Professional Practice Degree Programs**

#### Requirements to graduate with Honours

At its meeting of 13-May-14, the Academic Standing Committee approved a new policy on the designation of graduating "With Honours", in order to accommodate the absence of numeric grades from the fourth year of the new Pharm.D. program. The Committee recommended the following criteria for designating Honours:

- (a) A cumulative GPA of 3.50 or higher in the first three years of the program,
- (b) A grade of 'Honours' in at least four out of seven APPE courses and a grade of 'Pass' in the other APPE courses.

At the meeting of the Committee on Academic Standing, it was pointed out that the proposed scheme would not count those courses in the first three years of the program that assign grades of Honours, Pass or Fail (i.e., Medication Therapy Management and Early Practice Experience), and that the two criteria were mutually independent and therefore might lead to difficulties in designating honours in exceptional cases (i.e. a cumulative GPA marginally below 3.5 in years 1-3 but outstanding performance in APPE rotations, or a high GPA in years 1-3 but poor performance in APPE rotations). The Committee of Academic standing approved the two criteria for designation of "Honours" with the proviso that these criteria be re-examined after one year.

**MOVED:** J. Wells; **SECONDED:** J. Henderson; **THAT** the decision of the Committee on Academic Standing be upheld.

**CARRIED**

#### Rules for the Conduct of Examinations

At its meeting of 13-May-14, the Academic Standing Committee approved a revised version of the document entitled 'Rules for Examinations'. This document was updated after a careful re-evaluation of examination rules, in response to an incident involving theft of a student's personal property in a designated area. The following policies replaced the previous policies 4 and 5 in the "Examination Room" section:

4. Coats, jackets, hats, knapsacks, bags, purses, pencil cases, eye glass cases, notes and books must be deposited in the area(s) designated by the Presiding Officer and must not be taken to examination desks or tables.

Valuable items may be stored in a clear plastic bag under candidates' chairs. These items may include but are not limited to cellular phones, smart phones, other electronic/wireless devices, wallets and keys.

Personal computers may also be placed under candidates' chairs but they must be removed from their bags or carrying cases. The bags or carrying cases must be deposited in the designated area of the examination room.

All electronic/wireless devices must be turned off.

5. When authorized by the Examiner(s), non-programmable calculators may be used. Calculators must be removed from their cases which must be deposited in the designated area of the examination room.

6. A time piece is permitted on the examination desk or table provided the sole function of it is to display the time.

7. Candidates must bring their University of Toronto student card (TCard) to each examination, and place it on their examination desk or table for the duration of the examination.

Other modifications were made in the revised document presented to Faculty Council.

**MOVED:** J. Wells; **SECONDED:** D. Kalamut; **THAT** the 'Rules for Examinations' as revised by the Committee on Academic Standing be adopted and that the calendar of the Leslie Dan Faculty of Pharmacy be updated accordingly.

**CARRIED**

#### Amended Award Records

Award records were amended to accommodate the change in the name of the degree from B.Sc.Ph.m. to Pharm.D. (Merck Canada Scholarship), a change in the value of the award (5T4 Award) or changes in the undergraduate curriculum (all others). A total of 22 awards were amended.

A specific problem arose with the terms of the the D.R. Kennedy Memorial Award, as the methods of assessments for performance in some of the associated courses went from percentage (numeric) to Honours/Pass/Fail. After careful consideration of different options, the Academic Standing Committee approved the revised policy that the award record for the D.R. Kennedy Memorial Award be amended as follows:

"The D. R. Kennedy Memorial Award will be awarded to the Third Year student who demonstrates academic excellence in the Medication Therapy Management courses (PHM105H1, PHM205H1, PHM206H1 and PHM305H1), and that the criteria for the award be revisited by the Committee for the Entry to Practice Professional Degree Programme prior to selecting the recipient of the award in 2015–2016."

Another specific problem arose with the terms of the Major F. A. Tilston, V.C., Scholarship. The award was to be given to the Fourth Year student with the highest total in First Class Honours in all subjects over the first three years, with Honours standing in at least three Advanced Pharmacy Practice Experience Courses in Year 4, and who has not won an award of greater value. Whereas most courses in the first three years are

evaluated on a percentage scale, those of the fourth year are evaluated as Honours, Pass or Fail. A metric was therefore needed in order to evaluate performance in fourth year, since GPA is not calculated. After careful consideration of different options, the Academic Standing Committee approved the revised policy that the award record for the Major F.A. Tilston, V.C., Scholarship be amended as follows:

“The Major F. A. Tilston, V.C., Scholarship will be awarded to the Fourth Year student who achieves academic excellence over all four years of the Doctor of Pharmacy program and has not won an award of greater value,’ and that the criteria for the award be revisited by the Committee for the Entry to Practice Professional Degree Programme prior to selecting the recipient of the award in 2015–2016.”

**MOVED:** J. Wells; **SECONDED:** S. Cadarette; **THAT** the decision of the Committee on Academic Standing be upheld.

**CARRIED**

#### Items Presented for Information

#### **Approved Board of Examiner’s Reports**

##### Fourth Year, B.Sc.Pharm. Program

- Overall results for the fall term were presented. Of 207 students in the fourth year, 202 were eligible as of 13th May 2014 to graduate on 6th June. Three of the conditioned students were in SPEP rotations following the successful completion of supplemental examinations for courses in the fall term. The other two conditioned students had failed or delayed SPEP rotations and are expected to graduate in the fall.
- Special Student—One student proceeded to SPEP following the successful completion of an outstanding fourth year course in the fall of 2013 but subsequently was removed from an SPEP rotation owing to a failure to meet expectations. The student was given the designation ‘SDF’ pending receipt of a grade from the course co-ordinator.

##### Fourth Year, Pharm.D. Program

- Overall results for the fall term were presented. Of the 224 students who enrolled in PHM400H1, 219 students passed, four failed and one received a non-numeric grade (DNW). The students who failed are eligible for supplemental assessments. The designation DNW was given because of missed components, and the student is eligible to complete make-up assessments.

##### Post-baccalaureate Pharm.D. Program and Combined B.Sc.Pharm.–Pharm.D. Program)

- Overall results for the full-time students in the combined B.Sc.Pharm.-Pharm.D. Program (Terms 4 and 5, 2013-14) were presented. Twenty-three students were to graduate on 6th June 2014: one student with Honours in both programs, 18 with Honours in the B.Sc.Pharm. program and Pass in the Pharm.D. program, and four with Pass in both programs. One student withdrew from the program after Term 1, and one student transferred to the class of 1T5. No student failed. This is the penultimate class to receive both degrees.
- Overall results for the full-time students in the Pharm.D. program (Terms 4 and 5, 2013–2014) were presented. Nine students were to graduate on 6th June 2014, all with a grade of Pass. One student withdrew from the program after Term 2, and two students transferred to the class of 1T5.
- Overall results for the part-time students in the Pharm.D. Program were presented. Two students were to graduate on 6th June 2014, both with a grade of Pass.

#### First Year, Pharm.D. Program

- The breakdown of grades following the final examinations of the first year was presented. Out of a total of 239 students, 81 students attained first class honours, 121 students attained second class honours, 9 students cleared to pass without honours, 25 students were conditioned to pass, and 3 students failed.
- Conditioned students, failures, special students, a non-degree student were discussed.

#### Second Year (Pharm.D. Program)

- The breakdown of grades following the final examinations of the second year was presented. Out of a total of 234 students, 66 students attained first class honours, 127 students attained second class honours, 12 students cleared to pass without honours, 29 students were conditioned to pass, and no students failed.
- Conditioned students and special students were discussed.

#### Third Year, Pharm.D. Program

- The breakdown of grades following the final examinations of the third year was presented. Out of a total of 224 students, 56 students attained first class honours, 144 students attained second class honours, 10 students cleared to pass without honours, 14 students were conditioned to pass, and no students failed.
- Conditioned students were discussed.

#### Pharm.D. Program and Combined Pharm.D.–B.Sc.Pharm. Program

- Overall results for the full-time students in the Pharm.D. Program and Combined Pharm.D.–B.Sc.Pharm. Program were presented. Out of a total of 41 students, 32 students completed the requirements of Term 2, three students transferred to the class of 1T5, one student was granted a petition to defer examinations and assignments in three courses, four students failed one course each, and one student failed a course in Term 2, and was granted special permission to write the supplemental for the failed course as the student was in the final cohort of the BSc.Pharm. Program.

#### **Calculations Post-Admission Requirement, Supplemental Results**

- All students in the 1T5 and 1T6 cohorts who must complete the Calculations Post-admission Requirement have done so. There is one remaining cohort (1T7) that must complete the requirement. The material is being reconstituted as a formal course in Year 1, effective 2014–2015.

#### **Report of the Committee for Entry to Practice Professional Degree Programs**

- First, second, third, and fourth year award recipients, and general award recipients for academic achievement were presented for information.
- Recipients for awards based on financial need were presented for information.

#### **6.0 Report of the Curriculum and Assessment Committee**

Z. Austin reported that the Committee has met once since the last Faculty Council meeting, on May 26th 2014. An electronic meeting of the committee was held from June 12 to June 17.

#### Items Presented for Approval

The Committee received a report from the EPPDP Committee regarding the content of PHM 112H (Pharmacy Informatics and Clinical Trials) and its placement in the curriculum. The course consists of two distinct and non-related sections. Feedback from students and instructors supported the proposal of splitting this course and rescheduling the Clinical Trials component to later in the program. The Committee approved a motion that the Informatics component of PHM 112H be offered as a 13hr (0.25FCE) fall term course, and that the Clinical Trials component of the course be consolidated within PHM 212H (Research Methods in Pharmacy) and as a result PHM 112H will no longer be offered in its current form.

The Committee received a report from the EPPDP Committee addressing a curriculum gap related to teaching and assessment of foundational pharmacology. A new course outline was reviewed and approved for a 13 hr (0.25FCE) fall term required course called "Fundamentals of Pharmacology".

**MOVED:** Z. Austin; **SECONDED:** J. Henderson; **THAT,** Council approves the changes for PHM 112H Pharmacy Informatics and Clinical Trials and a fall term required course called "Fundamentals of Pharmacology".

**CARRIED**

#### Items Presented for Information

- The Institutional Pharmacy Practice Management course outline was approved as a winter-term selective course.
- The Pharmacotherapy in Pediatrics course outline was approved as a winter-term selective course.
- The Recent Developments in Dosage Form Design course outline was approved as a fall-term elective course.
- The Selected Topics in Industrial Pharmacy course outline was approved as a fall-term Elective course.
- A review of all pre-and co-requisites for mandatory courses in the Pharm D program was undertaken by the EPPDP Committee in April 2014, and all course outlines were updated accordingly.
- The EPPDP Committee has established a working group to review content and integration within the pharmacotherapy stream of courses, as well as Year I Foundation courses; an interim report is expected in September 2014, with a final report by January 2015.
- Based on a recommendation from the Graduate Education Committee, approval was given to list CHL5124H (Public Health Ethics) as a joint course with the School of Public Health and the Graduate Department of Pharmaceutical Sciences.
- Based on a recommendation from the Graduate Education Committee, approval was given for minor modification of the assessment scheme for PHM 1124H (Power and Politics of Global Pharmaceutical Policy). This approval was conducted through an electronic meeting and vote of the Committee.

#### **7.0 Other Business**

D. Dubins reported that he will be away the first two weeks of July and has designated L. MacKeigan to act as Chair of Faculty Council in his absence, should the need arise for Executive Council to be called, or other chair-related duties.

The schedule for next year's Faculty Council meetings is now posted on the Faculty website:

#### **Council Meetings for 2014-2015**

November 7, 2014 (Friday, 10am-12pm)

February 11, 2015 (Wednesday, 10am-12pm)

March 27, 2015 (Friday, 10am-12pm)

May 15, 2015 (Friday, 1-3pm)

June 24, 2015 (Wednesday, 1-3pm)

Congratulations to Heather Boon on her appointment as Dean.

Meeting adjourned: 2:30 p.m.