

Amended Minutes of Faculty Council Meeting 258
November 8, 2013
10:00 a.m.
Room 1210

Present: L. MacKeigan (Chair), C. Allen, S. Angers, Z. Austin, H. Boon, M. Bystrin, S. Cadarette, A. Cameron, I. Crandall, N. Crown, L. Delgado, T. Gomes, J. Grant, L. Lavack, A. Lee, S. Li, G. Luna, R. McDowall, M. Moleschi, D. Moy, K. Nataprawira, M. Nenadovich, C. Nguyen, P. O'Brien, A. Sage, W. Seto, D. Shikaze, B. Sproule, T. Tilli, J. Uetrecht, M. Wanis, J. Wells, P. Wells, B. Thrush, D. Becevello (Recording Secretary)

Guests:

Regrets: V. Arora, D. Boampong, R. Bendayan, L. Dresser, J. Henderson, D. Kalamut, J. Kellar, H. Kertland, P. Lee, P. Macgregor, S. Pang, S. Parna, M. Piquette-Miller, B. Wilson

1.0 Introduction of new members

The Chair welcomed members to a new year of Council and had new members introduce themselves in turn to Council.

2.0 Approval of Minutes of June 20, 2013

MOVED: Z. Austin; **SECONDED:** C. Allen; **THAT**, the Faculty Council minutes of June 20, 2013 be approved.

CARRIED

3.0 Report of the Executive Committee

D. Moy assumed the Chair as L. MacKeigan presented the report of the Executive Committee. The Executive Committee met twice since the last meeting of Council on June 20, 2013. The following was presented for information:

3.1 July 31st meeting

This meeting was called to consider items of business that normally would be considered by the Curriculum and Assessment Committee.

The committee defeated the motion THAT the calculations Exit Requirement continue as a post admission requirement for the class of 1T7, THAT the same online support materials, format, assessment and remediation opportunities be provided as for previous cohorts (i.e., 1T5, 1T6), and THAT the requirement be completed by the end of academic year 2013-14.

After considerable discussion it then approved the motion THAT a new calculations course that addressed the Calculations Exit Exam Requirement be developed and offered to the 1T7 cohort in 2014-2015.

The committee approved a motion with regards to the undergraduate professional program THAT, for all courses, normally a minimum enrolment of 10 will be required.

3.2 August 20th meeting

This meeting was called primarily to consider supplemental and makeup examination results that normally would have been considered by the Academic Standing Committee. Results for year 1, year 2, year 3 and special students in the undergraduate professional program were approved.

Revised course outlines were approved for PHM 605, a post-baccalaureate PharmD/combined program course on Critical Appraisal, and for PHM 205 Medication Therapy Management 2, an entry level PharmD course.

4.0 **Changes to Committee memberships**

D. Moy, Chair of the Striking Committee, circulated an update to the membership list for standing committees of Council that had been approved at Council's June 2013 meeting. The update included a new Chair of the Admissions and Recruitment Committee and naming of some new student members.

Noting the number of Council committees that have a representative of the Ontario College of Pharmacists (OCP) as a member and the need for the OCP to be available to both schools of pharmacy in the province, the Registrar of the OCP asked whether OCP representation on committees could be changed from membership to guest status. An OCP representative would then attend a given committee meeting when it was made known to the OCP that its input was essential to the topic being discussed.

The Chair of Council indicated that this would require a change to Council ByLaws, which could be considered at the next meeting of Council.

5.0 **Report of the Curriculum and Assessment Committee**

Z. Austin presented the Curriculum and Assessment Committee report for information. The Committee met twice since the last Faculty Council meeting.

5.1 Motions approved based on recommendations from the BScPhm Program Committee:

- THAT the Calculations Exit Exam Requirement continue as a post-admission requirement for the class of 1T7, and that a new calculations course be developed to replace the exit requirement as possible. This motion overturned a motion, approved by the Executive Committee at its July 2013 meeting, that a calculations course replace the exit exam requirement for the class of 1T7. The Executive Committee decision could not stand because the calculations exit requirement had been published in the Faculty calendar and as such constituted a contract between the Faculty and the students.
- THAT course outlines for five new elective/selective courses to be offered in January 2014 be approved:
 - a. PHM 350H (Pharmacotherapy in Ambulatory Care Selective)
 - b. PHM 351H (Pharmacotherapy in Institutional Care Selective)
 - c. PHM 361H (Latest Developments in Drugs and Biologics Selective)
 - d. PHM 381H (Medical Imaging for Pharmacists Elective)

e. PHM 383H (Antimicrobial Stewardship Elective)

- THAT two course descriptions for Advanced Pharmacy Practice Experience (APPE) courses (5-week rotations in the fourth year of the program) be approved. These were Direct Patient Care and Non-direct Patient Care. Students are required to complete 5 direct patient care rotations and 2 APPE elective rotations which may be direct or non-direct patient care.

Several members raised questions about direct patient care sites: progress in recruiting sites, use of hospital sites other than TAHSN members, and incorporation of community pharmacy sites.

5.2 Motions approved based on recommendation from the Pharm D program committee:

- THAT a revised course outline for PHM 611H (Advanced Pharmacotherapy – Cardiovascular) containing changes to the grading system, be approved.

5.3 Information received:

- The Committee received a report from a course coordinator summarizing an evaluation of the Early Practice Experience 2 course. The report was referred to the Pharmacy Practice Division and the BScPhm Program committees.
- The Committee received a report from the post-baccalaureate Pharm D program indicating that it had approved a motion to begin planning and development for a part-time distance Pharm D program aimed at providing bridging education to practitioners with a BScPhm interested in upgrading their knowledge and skills to those of an entry-level Pharm D.

6.0 Report of the Academic Standing Committee

J. Wells presented the report of the Academic Standing Committee. The Committee met twice since the last Faculty Council meeting.

6.1 Items pertaining to the BScPhm program presented for approval:

6.1.1 Progression to SPEP

The BScPhm Program Committee had recommended that, for the last cohort of this program, students not be required to successfully complete all fall term courses before advancing to SPEP and that, should they fail their supplemental examination(s), they would be required to withdraw from SPEP. The intent of this proposal was to avoid an overlap between delayed SPEP rotations in the BScPhm program and initiation in May 2014 of Advanced Pharmacy Practice Experiential rotations for students in the entry to practice PharmD program.

The Academic Standing Committee disagreed, noting that the number of students in this situation is typically small and that it seemed unwise to depart from past academic policy for the purposes of administrative convenience.

MOVED: J. Wells; **SECONDED:** S. Cadarette; **THAT**, students in the B.Sc.Ph.m. program who have

failed a course or courses in the fall term of Year 4 not be permitted to commence their SPEP rotations in January pending the outcome of supplemental examinations, but that their entry into SPEP be delayed, as in the past, until all the requirements of the fall term have been fulfilled.

CARRIED

6.1.2 Exemption from requirement for a final examination

PHM 320H1 ('The Power and Politics of Global Pharmaceutical Policy') is a new elective course that will introduce students to the critical analysis of global health policy. Since its primary goal is to develop and enhance research skills, the course coordinator proposed that there be no final exam and that instead students write a research paper that will constitute 55% of the overall grade. [Other components of the overall grade are a mid-term examination (35%) and student participation (10%).] The University's policy is that there ought to be a final exam worth at least one-third of the final grade but allows criteria for exemption to be made by the division.

MOVED: J. Wells; **SECONDED:** D. Moy; **THAT**, the proposed policy for grading and assessment in PHM 320H1 ('The Power and Politics of Global Pharmaceutical Policy') be approved.

CARRIED

6.1.3 Student Awards

Two new awards, both in the category of Bursaries were proposed. The *Professor Zubin Austin Award* will go to the undergraduate student who resides the furthest away in Canada and who is in financial need. The *Brusatin and Nagao Bursary* will go to a first year student who has not completed a prior University degree and who is in financial need.

The *Dinah Mancini (Skaistys)* award was revised to enlarge the pool of eligible students to both second and third year students from the Niagara Peninsula or failing that, the Hamilton/Burlington area. The *Shoppers Drug Mart Award* has been revised to reflect the change in management courses in the new undergraduate curriculum.

MOVED: J. Wells; **SECONDED:** L. Lavack; **THAT**, the Professor Zubin Austin Award and the Brusatin and Nagao Bursary be approved, and **THAT** the revised Dinah Mancini (Skaistys) Bursary and The Shoppers Drug Mart Award be approved.

CARRIED

6.2 Other items presented for approval:

6.2.1 Designation of "awards" for debt

Although recipients of undergraduate awards based on debt load are reported to the Committee on Academic Standing by the BScPhm Program Committee, the allocation of other needs-based awards or bursaries has not been. This appears to be in conflict with the Terms of Reference for the Academic Standing committee (ByLaws 13h and j).

MOVED: J. Wells; **SECONDED:** S. Cadarette; **THAT**, the Committee on Academic Standing shall receive reports concerning the allocation of funds for bursaries and other disbursements to students based on financial need, including those based on 'debt load' and identified in the calendar

as 'Awards' (*i.e.*, the Dean F. Norman Hughes Award, the Frank Rogers Marmoraton Memorial Awards and the Herbert R. Binder/Shoppers Drug Mart Awards) from the BScPhm Committee, the current PharmD Committee and the Graduate Committee.

CARRIED

6.2.2 Reporting of petitions

Since implementation of the new committee structure of Council in 2012, the Committee on Academic Standing has sought approval from Council for its decisions respecting student petitions. This practice has required recounting the details of individual cases in the Committee's reports to Council. Moreover, it may be inconsistent with Section 13e) of Council ByLaws, which state:

The Committee shall rule on final grade results submitted by the Boards of Examiners for each academic program and will report to Council for information its decisions regarding the academic standing of students in each academic program at the conclusion of each year or cycle of the program.

MOVED: J. Wells; **SECONDED:** A. Cameron; **THAT**, the Committee on Academic Standing shall make considered recommendations to Council respecting petitions when the denial of a petition would result in a student's removal from the programme; otherwise, the Committee shall rule on petitions and shall report its decisions to Council in aggregate and for information only.

DEFEATED

MOVED: J. Wells; **SECONDED:** L. Lavack; **THAT**, The Committee on Academic Standing shall rule on petitions and shall report its decisions to Council in aggregate and for information only.

CARRIED

6.3 Items presented for information:

6.3.1 July meeting decisions

- Approved results of third year BScPhm makeup and supplemental examinations. Seven students wrote makeup exams and 37 wrote supplemental exams. Two students failed supplemental exams but as members of the last cohort of the BScPhm program were eligible to write a second supplemental exam. One student failed her fourth attempt to pass PHM 329H (Pharmacy Practice III Lab) and was denied further registration in the program.
- Approved Fourth Year Board of Examiners' decisions regarding successful completion of SPEP rotations for 5 students and the need for another student to complete a supplemental community pharmacy rotation.
- Approved PharmD program supplemental exam results for four year 1 students: 2 were successful, 1 failed 2 examinations and must repeat those courses, and 1 missed the supplemental examinations and was granted permission to do makeup exams.
- Approved PharmD program supplemental exam results for two year 2 students, both of whom were successful.

6.3.2 October meeting decisions

- Approved results from the Early Practice Experience (EPE) 1 and 2 courses in the entry level PharmD program. All but 2 students enrolled in EPE 1 were successful. These students received grades of Withdrawal and Incomplete respectively. All students enrolled in EPE 2

were successful.

- Considered a proposal from the coordinator of EPE 1 and 2 that sanctions be introduced for students who do not meet deadlines for submitting required documentation (about 20% of the class). The Committee's consensus decision was that it did not have jurisdiction over issues related to timelines and late submissions.
- Approved results for 27 full-time students in term 3 of the post-baccalaureate/combined Pharm D program, all of whom successfully completed summer experiential rotations. Three students were unable to undertake term 3 rotations due to failure of prior courses.
- Approved results for 5 of the 10 students in the part-time post-baccalaureate PharmD program who will be eligible to graduate in November

7.0 Report of the Program Evaluation and Accreditation Committee

M. Bystrin notified Council that three external reviewers will be at the Faculty on November 13, 14, and 15 to meet with faculty members and staff, and write a report to the Vice-Provost on the quality of the Faculty's academic programs. This cyclical program review is part of the University of Toronto's Quality Assurance Process.

8.0 Report of the Appeals Committee

M. Bystrin presented the Report of the Appeals Committee for information. Four student appeals were heard since the last report to Council in January 2013. Three appeals were from students enrolled in the undergraduate PharmD program and one from the BScPhm program. All of the appeals were denied. Three appeals were for permission to write supplemental examinations and one appeal was for an extension to complete SPEP requirements.

9.0 Report of the Recruitment and Admissions Committee

L. Lavack presented the Report of the Recruitment and Admissions Committee. The committee met once since its last report to Council in June 2013.

The following items were presented for approval:

- Coopting J. Ekins, Manager of Marketing and Communications, as a committee member to assist the Committee in its mandate to 'develop strategies and practices for recruitment into the academic programs of the Faculty.'
- Adoption of the document, 'Essential Skills and Abilities Required for the Study of Pharmacy' to provide supplementary information to students considering applying for admission to the PharmD Program.

MOVED: L. Lavack; **SECONDED;** D. Moy; **THAT**, the above items be approved with the recommendation that the Essential Skills document go back to the BScPhm Program Committee for consideration of inclusion of injection in the motor skill section.

CARRIED

10.0 Proposed Bylaw changes

With the province of Ontario's approval in January 2013 of the PharmD designation for graduates of our new undergraduate professional program and the June 2014 graduation of the last cohort in the

BScPhm program, it is necessary to change the name of the BScPhm Program committee. It is also necessary to change the name of the current PharmD Program Committee to avoid confusion between our entry to practice and post-baccalaureate PharmD programs.

Change in the name of an academic program also requires a change in the name of the accompanying Program Committee of Council and thus a revision to Council's ByLaws is required. The proposed name changes were obtained after consultations among the Interim Dean, the Chair of Council, the Director of the PharmD program, and the interim lead for the BScPhm program. These name changes, as well as several housekeeping edits identified during the ByLaw revision process, were precirculated to Council members as required.

MOVED: H. Boon; **SECONDED:** M. Bystrin; **THAT,** Council ByLaws be amended such that the name of the BScPhm Program Committee be changed to the "Entry to Professional Practice Degree Programs Committee, the name of the PharmD Program Committee be changed to the "Post-Baccalaureate Professional Degree Programs Committee", and other recommended minor edits be adopted.

CARRIED

11.0 Nominations for Chair of Council

L. MacKeigan reported that, in spite of an email reminder a week before this meeting, no nominations had been received for Chair of Council. She then solicited nominations from the floor but none were made.

She reminded Council that her 3-year term as Chair finished last January, and that Council agreed, it be extended to June to align the Chair's term with Council's academic year. Accordingly nominations were sought in May. When none were received by the June meeting of Council, Council was informed that the issue would be raised again at the first meeting of Council in the fall.

H. Boon stated that L. MacKeigan has served the Faculty extremely well and has gotten us through a period of major revision to the Constitution and ByLaws and we want to thank her very much. She further stated that someone needs to step up to do this as L. MacKeigan will be stepping down.

Nominations for Chair will be solicited again before the next meeting.

12.0 Other Business

A Handbook for Faculty Council Members was distributed to all new members of Council. Existing members were also invited to take a copy.

The next Faculty Council meeting is scheduled for February 13, 2014.

Meeting adjourned at 12:06 p.m.