

**Minutes of Faculty Council Meeting 271
Friday, February 10, 2017
11:00 a.m. to 12:00 p.m.
Room 1210**

Present: D. Dubins (Chair), S. Bjelajac Bejia, H. Boon, T. Brown, L. Burry, S. Cadarette, A. Cameron, T. Chalikian, E. Cicinelli, I. Crandall, D. Croteau, M. Dunne, J. Farrell, O. Fernandes, S. Guilcher, J. Henderson, J. Kellar, J. Lake, A. Lee, G. Luna, R. Macgregor, A. Mills, M. Moreno, M. Nenadovich, G. Nichol, T. Oridota, E. Paradis, K. Pardee, O. Pereira, R. Pelyavskyy, F. Razzagh, M. So, B. Sproule, M. Tadrous, A. Thompson, B. Thrush, P. Tolios, J. Utrecht, Sa. Walker, P. Wells, L. Chung (Recording Secretary)

Regrets: C. Allen, J. Balendra, R. Bendayan, R. Bonin, D. Cheng, C. Cummins, C. Ho, S. Kelley, H. Kertland, L. Kotra, P. Lee, L. MacKeigan, A. Malek, R. McDowall, C. Meledes, N. Nakhla, L. Raman-Wilms, J. Wells, B. Zhang

Guest: P. Kim

The Chair introduced J. Kellar as the interim Vice-Chair of Faculty Council while P. Grootendorst is on sabbatical.

1.0 Approval of Minutes of Meeting on September 30, 2016.

As minutes from the September 30, 2016 Council meeting were accidentally not circulated prior to the meeting, approval of the minutes were deferred to the next Council meeting.

2.0 Report of the Committee on Academic Standing

I. Crandall presented the report of the Committee on Academic Standing.

For Approval:

Hoffman-La Roche/Rosemarie Hager Graduate Fellowship: to expand the award criteria to include students pursuing research in drug delivery.

MOVED: J. Henderson; **SECONDED:** D. Croteau; **THAT,** the Hoffman-La Roche/Rosemarie Hager Graduate Fellowship be approved.

CARRIED

For Information:

- Harry and Frances Forman Award: The value of the award is the income on the endowment of \$25,000, and will be awarded to a Year 4 student in the PharmD program who:
 - best demonstrates dedication to the practice of pharmacy by going above and beyond in the provision of patient care
 - achieves at least Second Class Honours in Years 1, 2 and 3
 - achieves at least a grade of 'Pass' in all Year 4 experiential rotations
- In order to approve the award in a timely manner, the Harry and Frances Forman Award was approved via eVote by the Executive Committee on November 3, 2016.

Doctor of Pharmacy Program: Grades in the following courses were approved for the summer 2016 session:

- PHM151H1 Early Practice Experience 1
- PHM251H1 Early Practice Experience 2
- PHM348H1 Intermediate Pharmacy Practice Experience
- Advance Pharmacy Practice Experience courses

PharmD for Pharmacists Program: Final grades in courses and results of supplemental examinations were reported.

3.0 Report of the Program Evaluation and Accreditation Committee

G. Luna presented the report of the Program Evaluation and Accreditation Committee on behalf of A. Taddio.

The Committee identified two goals for this academic year:

- Development and adoption of logic models in all programs
- Receive an annual report from all programs by May

Each program director will present a progress report at an upcoming meeting to the Committee and in return receive

feedback from the committee to be used to develop program goals and indicators. The Committee discussed the need for expertise in program evaluation required to support programs and to enable them to move forward with logic model adoption.

At the January 25, 2017, meeting the Program Directors from the Graduate Department of Pharmaceutical Sciences and the Continuous Professional Development presented progress on the previous year's goals, logic models adoption & key initial actions. Both programs appeared to be on target with their goals. However, both programs reported limited progress on logic model adoption, and indicated that having the support of a program evaluation expert would be helpful. An expert could help to analyse what the indicators are, and customize the logic models for their programs. The Chair suggested assigning additional support to Directors requiring additional assistance with customizing logic models and the program evaluation process in general. The Committee also discussed formatting features and integrating the new Academic Plan into the end of year reports.

At the Faculty Council meeting, the Dean indicated that one of the new positions the Faculty is currently hiring for will include program evaluation and support as part of the portfolio. Progress reports from the Directors of the PharmD, PharmD for Pharmacists and the International Pharmacy Graduate programs will be presented at the next scheduled meeting in March.

4. **Constitution Changes from the Provost**

The Vice-Provost's Office requested that Faculties amend their Constitution and By-Laws to incorporate language to reflect Council's delegated authority with respect to for credit certificates and the teaching stream faculty appointment categories.

The 'Policy on Certificates (For Credit and Not-For-Credit) was approved in February 2016 to replace the former 'Policy for Diplomas and Certificate Programs'. The current Policy provides for Council's delegated authority to approve proposals for the establishment and closer of Category 1 and Category 2 for credit certificates and major and minor modifications to existing certificates.

The "Teaching Staff" definition in the Constitution should be amended to include the titles of

- Professor, Teaching Stream;
- Associate Professor, Teaching Stream;
- Assistant Professor, Teaching Stream;
- Assistant Professor, Teaching Stream (Conditional).

The Chair will make the above-mentioned amendments to the document. A general review of the Constitution will be required in the future.

5. **Leslie Dan Faculty of Pharmacy Administrative Structure**

The Dean provided an update on the recent changes to the administrative structure at the Faculty. These changes were initiated in response to recommendations from the University of Toronto Quality Assurance Program (UTQAP) Review in 2013, as well as recommendations for the PharmD accreditation review in 2015. As a result, changes to the administrative structure were needed to support the implementation of the new Academic Plan (Forward Together 2021).

To date, these changes included:

- Dissolution of the three divisions (biomolecular sciences, social and administrative pharmacy, and professional practice)
- Moving to an academic leadership structure to include two Associate Deans (Research and Education)
- Development of Program Director roles for each of the academic programs
- Changes to the staff complement in order to support the new academic roles that will enable the Faculty to realize the goals articulated in the Academic Plan

6. **Other Business**

As stated in the By-Laws "The Council shall, every third year at its last meeting of the year, elect from among its members for the next year, a Chair and Vice-Chair for a period of three (3) years." The term of the current Chair will end in June 2017, thus nominations for a new Chair are to be brought forward to the June 21, 2017 meeting.

Meeting adjourned: 11:53 a.m.