

Minutes of Graduate Education Program Committee Meeting
Monday, April 14, 2014
9:30 am – 11:30 am
Room 1210

Present: Christine Allen (Chair), Stephane Angers, Zubin Austin, Reina Bendayan, Dean Heather Boon, Suzanne Cadarette, Tammy Chan, Tigran Chalikian, Wendong Chen, Carolyn Cummins, Lee Dupuis, Denis Grant, David Hampson, Jeff Henderson, Jillian Kohler, Lakshmi Kotra, Ping Lee, Linda MacKeigan, Sandy Pang, Peter Pennefather, Micheline Piquette-Miller, Raymond Reilly, Andrew Sage, Beth Sproule, Jack Utrecht, James Wells, Shirley Wu.

Scribe: Patrice Lee

Regrets: Paul Grootendorst

1. a) Approval of Minutes from November 5, 2013 meeting

There were no comments or changes regarding the previous meeting's minutes.

MOVED: Dr. J. Henderson; **SECONDED:** Dr. D. Grant; **THAT** the minutes be approved.

CARRIED

2. Business Arising from Minutes

Business arising from the November 5, 2013 meeting was discussed in the agenda items below under *Other Business*.

3. Items for Approval

a) New Course offerings

Dr. S. Cadarette submitted a proposal to offer a new graduate course titled "Introduction to Pharmacoepidemiology" for the Fall, 2014 session. This joint course will be offered by the Graduate Departments of Pharmaceutical Sciences and Public Health Sciences and provides an overview of foundational principles in the field of pharmacoepidemiology, from drug development and drug utilization research to drug safety and effectiveness studies that employ common pharmacoepidemiologic study designs.

MOVED: Dr. R. Bendayan; **SECONDED:** Dr. D. Grant; **THAT** the course Introduction to Pharmacoepidemiology be approved as a new course for the Fall, 2014 session in the Graduate Department of Pharmaceutical Sciences.

CARRIED

Dr. A. Thompson submitted a proposal to have the course CHL5124H Public Health Ethics listed jointly with the School of Public Health and the Graduate Department of Pharmaceutical Sciences. The prerequisite for this course would be the completion of first year of graduate studies or permission of the Course Coordinator.

MOVED: Dr. S. Pang; **SECONDED:** Dr. J. Kohler; **THAT** course CHL5124H Public Health Ethics listed jointly with the School of Public Health and the Graduate Department of Pharmaceutical Sciences be approved.

CARRIED

b) The Raymond & Anita Reilly Undergraduate Student Internship Award

Dr. R. Reilly has donated an Internship award to be given annually to an undergraduate Pharmacy or Pharmaceutical Chemistry student who has been accepted into the Summer Undergraduate Research Program and is conducting research in the area of pharmaceutical oncology. The student must have a GPA of 3.3 or higher and the supervisor must provide the additional funding required to support the full internship. The applications will be adjudicated by the Graduate Department of Pharmaceutical Sciences

MOVED: Dr. J. Kohler; **SECONDED:** Dr. S. Cadarette; **THAT** the Raymond & Anita Reilly Undergraduate Student Internship Award be approved.

CARRIED

4. Items for Discussion/Information

a) Report from the Appointments Committee

There were no renewals or new appointments to report.

b) Report from the Awards Committee

The Raymond & Anita Reilly Undergraduate Student Internship Award was approved earlier in the meeting.

c) UTQAP Update

Dr. C. Allen summarized the recommendations that were provided following the UTQAP review. In short, the department has been asked to address the following: need for the development of a strategy to deepen the graduate recruitment pool and need for integration of advanced standing students into the graduate program cohort; need to enhance the sense of community for graduate students; need to monitor time to completion and to develop strategies to improve the competitiveness and future success of students.

d) Townhall Meeting with Graduate Students – Summary

Dr. C. Allen provided a summary of the discussion that transpired at the Graduate Town Hall meeting held on February 14, 2014. The following points were raised:

Students felt that UofT had a more competitive edge compared to other universities; however, they cited that there was no sense of community within the department as very few courses are offered by department members. They expressed their frustration with being placed on waitlists to enroll in courses in some other departments.

Students expressed concern that upon graduating they are not fully prepared for the diverse/challenging job market.

Students requested that we offer professional development workshops and/or seminars in areas such as PK/PD, business development, drug development, patents.

Students felt the department needed to do a better job of helping new students find supervisors.

e) Identification of 5 KPIs for Program Evaluation Committee

The following five KPIs will be submitted to the Program Evaluation Committee, these are suggested criteria for evaluating the Graduate Program.

- Number and quality of applicants
- Course offerings
- Time to completion
- Levels of funding obtained from internal and external scholarships
- Student satisfaction (as measured by survey and other indicators)

f) Dean's Funding

The recipients of Dean's funding are encouraged to ensure their students continue to apply for external scholarships.

g) Time Graduate Students Spend on Exam Invigilation

A number of graduate students have been invigilating without their supervisors' knowledge and/or permission. Following a lengthy discussion it was decided that the graduate department would formulate a process related to exam invigilation assignments and report back to the committee.

h) International Student Funding (Dr. S. Pang)

Dr. S. Pang discussed the need for increasing departmental funding for international students. Currently international and domestic students are receiving the same supplement although the tuition fees for international students are much higher. There are only a few scholarships open to international students and these are very competitive.

Follow up: The Graduate Department will discuss this issue at their upcoming retreat.

i) Toronto Musculoskeletal Centre (Dr. S. Cadarette)

Dr. Cadarette provided information on the Toronto Musculoskeletal Centre initiative which is offering graduate funding to its members. Details on Centre membership were circulated to graduate faculty prior to the meeting.

j) Update membership of Awards and Graduate Appointment Committees

Dr. C. Allen indicated that new members are needed for the Awards and Graduate Appointment Committees. She asked faculty to consider volunteering for these committees.

k) Undergraduate Summer Research Program

Dr. J. Utrecht informed the group that there was a significant increase in the number of applications submitted this year for the Summer Research Program.

l) GRIP Update

Dr. S. Angers reported that the planning committee is working to identify a potential plenary speaker and will be announcing this shortly.

Meeting adjourned: 11:25 am