Pharmacy and Therapeutics Faculty Meeting March 2015

Dr. Seybert began the meeting by encouraging the faculty to attend the Chancellor’s plenary 1pm today. She promised ot have the meeting conclude by 12:45 pm to allow for travel time.

Dr. Seybert then announced the birth of Tanya Fabian’s baby, Liam. Baby and mom are doing fine.

Dr. Seyber then congratulated Pam Smithburger and Tanya Fabian for their promotions to Associate Professor and to Lauren Jonkman from Instructor to Assistant professor that occurred in January.

Dr. Seybert also informed the faculty that a position description has been submitted for Seam Kim’s replacement

Dr. Smithburger than gave a report from the curriculum committee.

Curriculum Committee Report

**Course reviews**

In the past it has been difficult to track which courses were reviewed and the last time they were reviewed. So the committee is building a database of the courses that have been reviewed so that it is easily accessible. The database starts in 2009 up to the present.

**Professional Year Coordinators Guidance**

Responsibilities

Annually, three members of the Curriculum Committee are selected in the spring to serve as professional year coordinators (PYC), one each for the P1, P2, and P3 years. The term will be 1 year and start with the fall semester. Members serving on the committee for at least 1 year will be eligible. Selection will be voluntary, if there are insufficient volunteers, members will be appointed by the Curricular Committee chair. Professional year coordinators serve as liaisons between the Curriculum Committee and course coordinators and are charged to:

1. lead course coordinators in the curricular year for which they are responsible (P1, P2, or P3) to coordinate course content and activities:
	* outline course schedules with attention to sequencing and timing of exams, major assignments, practica and projects;
	* organize content delivery so that units across courses may be complementary;
	* design, where appropriate, integrated learning and/or assessment activities across courses; and
	* avoid concurrent, resource-intensive (space, facilitators) activities.
2. collaborate with the other year coordinators, curriculum committee chair, and associate dean for education to facilitate communication across courses to ensure a consistent approach to meeting curricular outcomes, coordinate effective and efficient use of educational resources (including technology, space, and facilitators), and maintain the integrity of the curriculum.

Timetable

**May**

Meet with course coordinators for spring term courses to debrief the spring term and identify changes needed for the following spring term.

Prompt fall course coordinators to meet with course faculty to begin planning for the fall term.

* Discuss teaching and resource needs
* Discuss changes for upcoming year
* Draft class schedule for fall term

**Late June – Early July**

Meet with course coordinators for fall term courses to review:

* Course content
	+ What changes have been made or are planned?
	+ What content will be covered by whom?
* Logistics of the course delivery
	+ Are there issues that need to be addressed prior to the start of the fall term?
	+ How can courses be better integrated?
	+ Are the assessments and assignments balanced for the fall term?
* Resources
	+ What resources are needed for each course?

Reminders

* Course syllabi for fall term due by July 15

**Late September – Early October**

Meet with course coordinators for fall term courses to discuss mid-term issues and urge them to notify the academic performance committee of students in academic difficulty across courses.

Prompt spring course coordinators to meet with course faculty to begin planning for the spring term.

* Discuss teaching and resource needs
* Discuss changes for upcoming year
* Draft class schedule for spring term

**Mid-October**

Meet with course coordinators for spring term courses to review:

* Draft syllabus
* Course content
	+ What changes have been made or are planned?
	+ What content will be covered by whom?
* Logistics of the course delivery
	+ Are there issues that need to be addressed prior to the start of the spring term?
	+ How can courses be better integrated?
	+ Are the assessments and assignments balanced for the spring term?
* Resources
	+ What resources are needed for each course?
* Reminders
	+ Course syllabi for spring term due by November 15

**January**

Meet with course coordinators for fall term courses to debrief the fall term and identify changes needed for the following fall term.

**February**

Meet with course coordinators for spring term courses to discuss mid-term issues, early identification of students in academic difficulty across courses.

Dr. Meyer serving concurrently with the Vice Chair as the PYC liaison for one year as the faculty adapt to the new time lines and enforcement of reporting requirements. After the initial the 1st year and moving forward, the PYC’s will be organized and supported by the Vice Chair. This will enable the Vice Chair to become familiar and gain valuable insight in regard to the responsibilities and duties of the PYC and the committee as a whole prior to their role as Chair.

**Accreditation Charges**

The curriculum committee was just charged with our first stps in preparation for accreditation.

Subgroup: Smithburger, Schonder, J. Thorpe, Poloyac, Zemitis; student

In 2013, AACP released a revision of the Center for the Advancement of Pharmacy Education (CAPE) Educational Outcomes. These outcomes have been incorporated into the ACPE Standards 2016 (Standards 1 through 4). In addition, the 2016 ACPE Standards incorporate the Interprofessional Education Collaborative (IPEC) Core Competencies for Interprofessional Collaborative Practice (released in May 2011) and the Joint Commission of Pharmacy Practitioners (JCPP) Pharmacists' Patient Care Process (approved in May 2014).

CHARGE TO THE COMMITTEE

1. Review and evaluate the School's current Curriculum Outcomes in light of changes in practice and, importantly, recently released documents:
* ACPE Standards 2016 (<https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf>);
* ACPE Guidelines 2016 (<https://www.acpe-accredit.org/pdf/GuidanceforStandards2016FINAL.pdf>);
* CAPE Educational Outcomes 2013 (<http://www.aacp.org/resources/education/cape/Open%20Access%20Documents/CAPEoutcomes2013.pdf>)
* IPEC Core Competencies for Interprofessional Collaborative Practice (<https://ipecollaborative.org/uploads/IPEC-Core-Competencies.pdf>;); and
* JCPP Pharmacists’ Patient Care Process (<http://www.pharmacist.com/sites/default/files/PatientCareProcess.pdf>).
1. Draft an update the School’s Curricular Outcomes to guide the School's curriculum structure, content, delivery, and resourcing (faculty, staff, space, technology).
2. Revise the keywords used to map the School's curriculum (linked to Appendix 1 of Standards 2016).

TIMEFRAME AND PROCESS

The Curriculum Committee is asked to complete its draft for presentation to the School's Management Team on **May 5, 2015**. The draft will inform faculty-wide discussion at the School's retreat on May 27, 2015.

Dr. Schonder then gave a report from the assessment committee:

Portfolio reviewers are needed, especially for the P1 class, since they have to be reviewed by faculty.

The Assessment committee will also be looking at the assessment matrix, so course coordinators may need to provide details about course assignments.

Matt Friedhoff will be the staff support for the Assessment committee. He is located in Sam Martin’s old office

Neal Benedict then gave an update on the Readiness Assessment.

This will be a 2 day event: April 22 (P3); April 23 (P1). He is asking for faculty assistance with evaluations.

This is a 5 station session where students will spend a total of 20 minutes. The goal is to have individual students get an opportunity to practice skills, see how students are progressing, fulfill new standards.

The is a progressive assessment and is the same each of the four years. Dr. Benedict is hoping to schedule faculty volunteers for 2 hr. blocks of time.

Dr. Seybert then reminded the faculty that tomorrow is the Residency Match. There will be a “scramble” room and session available to help unmatched students tomorrow from 12-1pm. Please try to attend if possible.

The Residency banquet will take place June 24th, and Jim Stevenson will be the guest speaker.