



## Education Policy Committee

School of Pharmacy

Marcus Ferrone, Chair

### MINUTES

MONDAY, OCTOBER 10, 2016

PRESENT: Marcus Ferrone, Patsy Babbitt, Michael Grabe, Jaekyu Shin, Cindy Watchmaker, Aeshah Al-Nagdawi

ABSENT: Sharon Youmans

Call-In Attendee: Rebecca Miller

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### Chair's Report

#### Academic Senate Website / Archives

- The Academic Senate Website has an EPC section. Feel free to share this. They will be kept updated: [http://senate.ucsf.edu/committee/index.php?committee\\_id=21](http://senate.ucsf.edu/committee/index.php?committee_id=21)
- The names of the committee members will be updated, along with their emails.
- EPC BOX is also updated and reorganized. Both draft and final minutes will be uploaded.
- Marcus will start archiving approved policies. All of Marcus' PowerPoint slides or any materials reviewed will be listed under "Chair PowerPoint Slides" in BOX.
- Aeshah Al-Nagdawi will send meeting reminders and the agenda, Friday before the meeting.

#### EPC Representatives:

- OCT 5- Marcus Ferrone met with EPC student representatives.
  - 1<sup>st</sup> year: not yet selected.
  - 2<sup>nd</sup> year: Peter Nguyen (class is short of 1rep.)
  - 3<sup>rd</sup> year: Brandon Conley, Shannan Takhar
  - 4<sup>th</sup> year: Tiffany Buckley, Jennifer Chang

- Brandon will no longer be a part of the Pharm D program to pursue his PhD.
- Application announcements will be sent out to students interested in being an EPC representative. The current EPC representative will help with the recruitment. It might take 2 weeks to 1 month to fill the positions.

## Curriculum Development

### APPEs

- Valerie Clinard :Rescheduled for November 7<sup>th</sup> to update Experiential Education. No pressing issues.
- Smartsheet for Requested Policies: Some for for APPE grade appeal process.
- The Smartsheet is now available to committee members and the items can be handled as they are received.
- No formal infrastructure for grade changes in place. Need to look at the way it's currently handled and create a proposal.
- Once the grade is finalized EPC needs to outline a process that doesn't interfere with the faculty prerogative.
- School of Medicine has an outline that can be a good starting point.
- Valerie would like to work with EPC to create a process that is approved by the committee.

### Policy Implementation:

How should policy changes be made known to stakeholder and how does it get archived?

- There are 3 avenues:
  - Updated on the Website: School of Pharmacy website, Student handbook has section for policies, where most EPC policies are housed.
  - Communicate to Students- Sharron Youmans.
  - Communicate to Faculty- Marcus Ferrone.
- Committee Input:
  - The committee at least alert those who are affected by the policy change, it's important that they at least get notified and informed. There is no way to target just faculty that are affected.
  - Faculty will not check the web regularly.
  - BOX can be an option: Put the direct link for BOX on the academic website.
  - Students need to have a resource that can be easily accessed. Part of student representatives' responsibility is to communicate important information to their fellow students.

### Guidance Document:

**Action Item:** For all: Update and Modify Guidance Documents

## Continuous Quality Improvement

### Random class check-ins:

- Went to a class to check in.
  - The materials in CLE and Ilios did not match the presentation in class.
  - Looked around to see student response: Only 1/3<sup>rd</sup> of the class was present, some were on social media.
  - Drugs that were supposed to be discussed were not completely discussed. Students do not get exposure to all pertinent and necessary materials.
  - Need to find the disconnect between, Faculty, OEIS, and the education coordinators.
  - Students find it normal that materials are hard to find.
  - Marcus will continue to do this, to see if this is a running problem. Marcus will have a discussion with faculty to ensure a high level quality of class.
  - OEIS should create deadlines for faculty to ensure that the materials are updated on time. Guidance and guidelines should be put in place.
  - Faculty should check the materials and make sure that they are up to date. They need to at least have a basic understanding on how to look at their CLE and Ilios page.
  - Visiting lecturers may be an underlying issue when it comes to providing updated materials.
  - Student assessment may be a great way to view how the classes are going.
  - Course Director Guidance for this need to be reviewed and updated.
- **Assessment Plan :**
    - Needs to be updated.
    - Mitra will come to the meeting in December to speak about it.
    - It is in the BOX folder for those interested in viewing it.

## Courses Review/Changes

### Review/Approve Course Change Update

- BPS 112 Biostats- Approved
  - Course P/NP
  - Finals will mimic what they will see in their board exams
  - New text book

- PCOL 112 Pharmacology
  - Deadline missed
  - Merger update
  - Inactive Pharmaceutical Chemistry, and make major changes to Pharmacology
  - Name of course- PCOL 122
  - Instructor of Record needed along with additional instructors
  - Needs to be Letter grade only.
- CP- 153.10 Health Services and Policy Research
  - Approved
- New Deadlines for instructors will be created. It may be difficult for faculty to fill out if they have never done it before.
- EPC needs to help facilitate with these changes.
- EPC will update course directors of the new deadline dates. The deadline will give the EPC committee time to review it.

**Action Items:** Course Catalog Changes: Pharmaceutical Chemistry 122 will be edited to Pharmacology 122. Delete current Pharmacology 121.

**Action Items:** Upcoming Course Changes/ Modifications for Spring 2017.

**Endorsements of New Prerequisites:**

- Committee letter went out to the Executive committee with current pre-requisites along with proposed changes.
- Executive committee came back
  - Remove physics recommendation
    - Executive Committee Response: Agreed
  - Update English Requirement-
    - Executive Committee Response: Keep current
    - There are active filters that will enforce writing skills
  - Remove the term “Electives” and refer to it as “Humanities and/or Social Sciences”
    - Executive Committee Response: Agree w/ removing "electives" as part of this requirement ·
    - Micro or Macro economics should remain an option, suggest "Preferred micro, will accept macro."
  - Add Statistics
    - Executive Committee Response: Agreed
    - Currently Calculus 1 and 2 required. Proposed change will be one course Calculus and one course Statistics.
  - Add Microbiology requirement
    - Executive Committee Response: Agreed
    - Suggest minimum of 4 quarter units plus lab.

- Molecular and Cellular Biology
  - Executive Committee Response: Already included in bio requirement
- Completion of a Bachelor degree
  - Executive Committee Response: Not necessary. Only a small percent (1-2 students annually) gets admitted without a degree. It may close doors to those who offers something exceptional.
- Marcus will formalize and endorse the recommendations. It will be formally posed on the website.

**Action Items: Formalize and Finalize**

- Review EPC Guidance Document-> propose changes
- Review Course Approval Document-> propose changes
- Evaluate if a Faculty Vote for the pre-requisite changes are necessary

Educational Policy Committee Staff:

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