

School of Pharmacy Faculty Council
Patrick Finley, PharmD, Chair

MINUTES

Wednesday, October 7, 2015

PRESENT: Patrick Finley, Timothy Cutler, Michael Fischbach, B. Joseph Guglielmo, Thomas Kearney, Donald Kishi, Conan Macdougall, Michael Nordberg, Brian Shoichet, Sharon Youmans

ABSENT: Eleanor Vogt, Janel Long-Boyle, Jason Gestwicki, Al Burlingame, Deanna Kroetz

PERMANENT GUESTS: Esther Yi, Student Representative

GUEST(S): Mitra Assemi, Associate Dean, Assessment and Quality Improvement

Chair Finley called to order the School of Pharmacy Faculty Council on October 7, 2015 at 12:07 p.m. A quorum was present.

Approval of the May 6, 2015 Meeting Minutes

The minutes of the May 6, 2015 meeting were approved. Move/Second: (M/S) by B. Shoichet/T.Cutler

Chair's Report

Chair Finley welcomed the Council, led introductions & reviewed the Council's charge.

Dean's Report

Dean Guglielmo reported on the following items:

Chancellor Hawgood's State of the University

- Michael Fischbach, Tyson Walker and the School of Pharmacy were highlighted throughout the Chancellor's address for their excellence.
- The Chancellor's address was inclusive of all schools, divisions, and included the importance of the University's staff and students.
- The Chancellor's State of the University can be viewed here:
<http://lecture.ucsf.edu/ets/Play/436abb203abc45f6807b091987edd2651d>

Fund Development

The Dean's office will invest in the following funding opportunities:

- Continued matching funds towards the Chancellor's \$500K allocation this academic year. Dean Guglielmo encouraged faculty to apply for these funds.
- \$130,000 towards the Troy C. Daniels Education Innovation awards. This fund and award up to \$10,000 each to transform curriculum.
- \$50,000 allocation the Mary Anne Koda-Kimball Fund.

Dean Guglielmo added the Council makes important decisions on all matters related to the School of Pharmacy. He looks forward to working with Council on these important issues.

Chancellor's \$500K Allocation

Senate Analyst Artemio Cardenas provided an overview of decisions to be made by Council with regard to use of remaining funds from 2014-2015, and clarified faculty with greater than a fifty (50%) appointment are eligible to submit a proposal for funding. Chair Finley stated Council has \$46,000 in development funds in addition to \$13,000 in enrichment funds remaining from 2014-2015. The Council discussed possible funding proposals:

Preceptor Mentoring Project: Funding mentoring preceptors to address the preceptors training needs related to curriculum changes which would include WOS (volunteer) faculty. Comments included:

- PI should be able to hold the funds to mentor preceptors.
- Bureaucracy would be a barrier to make preceptor mentoring a reality, and supports The school already supports preceptors, and providing them with extra funds may create a conflict since the preceptors are UC employees.
- The preceptors are experiencing discomfort in moving forward with changes in bridges curriculum without enrichment.
- There is support in appropriating Chancellor's funds to support WOS faculty.

Support of Mid-Career Faculty

- Funds should be used to support mid-career faculty development.
- Dean Guglielmo noted that this is viable to leverage existing bridge funding from his office.
- Creation of a mid-career fellowship, for faculty to learn new skills.
- Volunteer faculty have appointments on various campuses, so their payroll status should be verified prior to submitting a proposal for funds.

ACTION ITEM: T. Cutler agreed to work with Valerie Clinard to draft a proposal. This proposal will not be completed by the October 8th, 2015 Coordinating Committee meeting.

Student Representative Report – E. Yi

E. Yi had these announcements regarding the student body:

- Welcome week- moved activities away from Saunders Ct
- Elections: on Tuesday
- CHSP: in San Diego. Many will be attending, P3 may be missing from classes
- Quarterly leadership meeting next week; encouraged
- White coat ceremony on Friday. Big event for P1
- Skit night: 11/19 call residents and Alum to participate with P1-P4. For more information email esther.yi@ucsf.edu
- ASSP: revamping website to be a bigger voice for students, elements include a more efficient calendar and dashboard
- Campus-wide activities: GPSA current issues include:
 - Food security: UCOP provided funds to award \$50 gift cards, and 600 students applied. Need to determine eligibility, need to hash out what student information UCOP has access to.
 - Housing: student body looking into carpool permits for about 20 pilot spots, for those that live outside SF City/ County limits.

School of Pharmacy Vice-Chair Election

The Council unanimously voted to elect Deanna Kroetz as Vice Chair of the School of Pharmacy Faculty Council for the 2015-2017 term.

Faculty Survey Results:

Associate Dean Mitra Assemi reported on the faculty survey. The survey population included: (1) All faculty across schools, (2) faculty at CA schools, (3) faculty in peer cohorts, and (4) faculty across all public schools. Two major themes emerged from survey:

1. **Communications.**

- Faculty felt the need for more clear and transparent internal communication. Ex: availability of faculty development funds being communicated.
- Lack of space to post/access survey results. Many other peer programs have website or platform for this purpose

2. **Adequate Staff Support Services.** Consistent theme across survey participants.

Graduating Seniors Survey Results:

Communications

Desired deeper understanding how their voice is represented in governance and how they are informed of changes to policies and student experience.

- Important to contextualize student responses.
- Academic misconduct and its perceptions played out in students' responses.
- PharmD Probationary program status program.
- Associate Dean Nordberg asked about the location of the survey results. Mitra will follow up with Suzie to ID possibilities. CLE page requires ongoing maintenance.

Creation of an Assessment and Evaluation Committee

Vice Dean Youmans led a discussion with regard to changing the School of Pharmacy's bylaws to add an Assessment and Evaluation Committee as new standing committee.

- Purpose is to raise awareness, close the loop in the assessment cycle. Establishes body/group, looking at, drawing conclusions and taking action items re: QI and QA PharmD program.
- Goal is to make assessment part of day to day dialogue instead of waiting until accreditation visit. Works hand/glove with curriculum committee. Want EPC committee to work as curriculum committee. Previous subcommittee wasn't effective.

Council comments included:

- Faculty is already stretched. There is no need for an additional committee. Committee will be lean and faculty are more likely to serve because the committee will have clear outcomes. Student Status committee will be retooled. Need to monitor the students from day 1.
- There is a lack of an effective system that proactively works with students before they start to falter. Current system is reactive.
- Assessment Committee is important and necessary. Supports looking at how to streamline and thin other committees
- Need clarity on student status and educational policy committee. A question of why the functions of the Status committee aren't absorbed into administration.
- Assessment will facilitate better integration with governance.

M/S: T. Cutler/P. Finley: Establishing the Committee on Assessment and Evaluation in accordance with Section 9.2 of the School of Pharmacy's bylaws. Motion carries.

Following the motion's approval, a brief discussion about whether establishment of this committee makes the School more functional in its responsibilities around assessment and evaluation. Council members acknowledged that student assessment is part of the Council's charge and scope.

New Business

Associate Dean Kearny reported on the following:

Faculty Salary Program

Revision of one time 1.5% for 1 year; (retroactive to July 1). Those that have Y to meet with X. Dean will fund (one time) gap. An additional 1.5% may translate to address gender equity. SOP shows no gender equity issues.

Actual salary is not increased, but covered salary is. Associate Dean Kearny stated there will be additional discussion at Chancellor's Executive leadership retreat, and he will keep all posted as things evolve.

Compensation Plan

Compensation committee will reconvene in November. Discussion will include outside employment disclosure, its requirements and reporting mechanisms.

There being no further business, Chair Finley adjourned the meeting at 1:24pm.

Academic Senate staff:

Karla Goodbody; karla.goodbody@ucsf.edu: 415.476.9683