



## Education Policy Committee

School of Pharmacy

Marcus Ferrone, Chair

### MINUTES

**MONDAY, SEPTEMBER 26, 2016**

PRESENT: Marcus Ferrone, Patsy Babbitt, Michael Grabe, Jaekyu Shin, Don Kishi, Rebecca Miller, Sharon Youmans, Aeshah Al-Nagdawi

ABSENT:

PERMANENT GUEST:

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### **Chair's Report:**

#### **Agenda Structure-**

- New template for the agenda. The version might change.
- Communication sent will focus on 3 individual items: Curricular Development, Programmatic Evaluation, Quality Improvement. The agenda will be structured to those 3 areas.

#### **Website Home-**

- EPC now on the academic website:  
[http://senate.ucsf.edu/committee/index.php?committee\\_id=6](http://senate.ucsf.edu/committee/index.php?committee_id=6)
- The agenda and the minutes will be published on the website. The website is publically accessible.
- PowerPoint slides used during the meeting will be accessible through UCSF Box and only accessible to the committee. EPC BOX should be kept clean and organized.

#### **O:Drive-**

- Historical and Archived Documents are kept in the O:Drive until further decisions are made on it's new location and placement.
- UCSF BOX will be used for current documents.

**Action Item:** Give EPC BOX access to all EPC committee members- Aeshah Al-Nagdawi

**Voting**

- We will continue to use Qualtrics. We can send out the result of the vote in the agenda items.

**Clinical Pharmacy Representative**

- Jaekyu Shin will now be the representative of Clinical Pharmacy in replacement of Robin Corelli.

**Student Orientation**

- Marcus spoke to students about EPC, the vision, the structure, and how the students will be integrated in the meeting.

**Student Representative**

- On 10/5/16 Marcus and Rebecca will be meeting with student representatives to speak about education technology and EPC structure.
- The student council will vote on a single student representative that will join during the EPC meetings.

**Voting Procedures**

APPE policy just amended.

- Once it was approved, Marcus reviewed how the policy was displayed and implemented.
- Marcus and Cindy will meet to discuss approved policy and how action items will be communicated to faculty and stakeholders along with the timeline of implementation.
- Once Marcus and Cindy has drafted the procedure, it will be shared to the committee.

**CFKAB acronym- "Curriculum formally known as Bridges"**

- EPC encourages committee members to not use this acronym. EPC should encourages colleagues refrain from using the acronym
- The curriculum website has information about the new curriculum, starting 2018 and beyond: <http://pharm.ucsf.edu/2018beyond>

**Curriculum Newsletter**

- One pager with current information and updates of the new curriculum.
- Goal is to have a monthly newsletter once we have enough content.
- Great for strategic planning. EPC could have a standing portion in the newsletter.

**Orientation**

- Marcus gave EPC presentation to each class during orientation. The students were asked to post questions on Poll Everywhere after the presentation.

### **Pass/No Pass**

- Marcus shared with Faculty Council that EPC will address Pass/NoPass.
- The proposal could be sent in January and the implementation could go forward for the next academic year.
- During the Course Director Meeting, the P/NP issue was discussed. The majority of faculty were in favor of the P/NP structure. Some course directors have decided that they will go ahead and implement P/NP.
- Any changes to course grading will require approval by EPC. It is suggested that no courses make such changes until the final P/NP is generated.

A faculty member indicated on the first day of class fall 2016 quarter that P/NP was an option to the students without consulting EPC or OSACA. Marcus investigated the issue and the approved course form requires that the students take the course for a letter grade. Marcus spoke with the faculty who will then communicate this to the students.

### **Meeting with the Dean (BPS 112)**

- The Dean expressed his concern for BPS 112.
- Marcus thoroughly investigated the course and its history. Marcus had a conversation with all 3 faculty members associated with the course. Marcus also met with department chairs of Clinical Pharmacy and BPS.
- Jim Lightwood will now be the single course director for the class and will have the freedom to structure the course. Jim will need guidance and assistance to help create a strong structure.

Bio-stats should be applied through Core and Inquiry. If the class could be structured towards real problems, then students might be able to relate to it more. Students need to learn the materials through problem solving and application.

In the future, the EPC committee should try to identify and deal with problematic courses before the problem gets bad enough that it reaches the Dean's desk.

### **Microbiology**

- Next course that will be tackled.

In the future, Departmental committee members will be asked to take on courses from their own Department that are becoming problematic.

### **Review of EPC Guidance Document-**

#### **Guidance Document**

- Talks about the logistics of the committee functions.
- It defines membership, student interaction, governance, meeting facilitations etc.
- Robin Correlli has reviewed the document heavily and suggested changes.
- Marcus has reviewed it. Multiple meetings could address parts of the documents.

### **Voting Process**

- Historically there was no real governance on voting processes. In the past, Conan brought up an item in which he thought should go through a voting approval. Whoever was present at the meeting along with the student representatives can vote during that time.
- The question is what type of questions could EPC committee vote on, and what role do ex-officios play?
- The problem is that voting members should be fully aware of every detail to make an informed vote. The electronic vote could work better so those who aren't present could still have a vote.
- Rebecca can look at the effects and implications of the vote representing the staff side.
- **Result of the voting discussion:** All 8 will vote (chair, 3 committee members, student representative, and ex-officios) Simple majority of 4 passes. Should it result in a tie, then it will be worked out?

### **Upcoming Course Approvals**

- October 7<sup>th</sup> due dates to COCI. Courses in the quarter needs to meet for this due date.

### **Current Course Approval**

- Cindy drafted a course approval process. Marcus will share to committee members.

**Action Item:** *Draft Deadline and Time line for Course Change Form – Marcus Ferrone*

### **Minor course changes**

- Taken care of by Lucia. She will submit an approval system online.
- The process will move through the steps below:
  - 1- Registrar
  - 2- Department Chair
  - 3- Dean's Office
  - 4- WPC
  - 5- UCSF Committee on Courses of Instruction

### **Major Change**

- If it is a new course, then it has to go through another 2 steps
- OEIS is committed to logistically track these changes. Eventually the course implementation will be moved into the OEIS office.
- Representatives of the department should communicate to the Course Directors that fall under their school that this system is going to be implemented and they shouldn't bypass this process.

**Action Item:** *List of Course Directors for each Courses -OEIS*

### **Courses that currently need approval**

- PCOL 122- the merging of Pharm Chem and Pharmacology needs to happen before October.
- Spring is already merged
- Jaekyu- will reach out to Cindy to see which of the winter course needs to approval waiting
- Electives will be updated with the number of units and the instructors

**Action Item:** *Follow up with PCOL 122 approval process- Michal Grabe*

Need a systematic way where the EPC receives Major Changes form and can reply in a timely manner.

**Action Item-** ADD- STEP 0 to process: Talk to your EPC rep. They will then decide if you need to go to an EPC meeting with a proposal for an approval.

**Action Item:** Departmental EPC representatives should check with their departments if there is are course changes or new courses pending for the upcoming quarter