The University of Arizona College of Pharmacy
2013-2014 Standing Committee Memberships

Executive Council

The Executive Council shall consist of the dean; associate and/or assistant deans; department heads; directors; a faculty member elected by each department to represent their respective department; and elected Pharm.D. student, graduate student, classified staff, and appointed professional representatives. The purpose of the council is to: 1) serve as an advisory body to the dean, 2) serve as a source of input into administrative decision making, 3) facilitate cooperation among the departments, 4) review outcomes of strategic objectives, and 5) maintain accountability within the college. The Council addresses issues of an interdepartmental nature, advises on and monitors goals and priorities for the college, ensures effective utilization of college resources, discusses problems common to the separate units, disseminates operating information to constituencies, and other functions as considered important. The Council is directly responsible for devising plans and making recommendations for the allocation of resources for the college and departments.

The Dean also meets regularly with department heads and assistant/associate deans for decision-making on personnel and other issues.

Council Members by Virtue of Title:
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Katherine Matthias, Pharm.D., PPS Faculty Representative (2013-2015)
Cynthia Sprout, Appointed Professionals Advisory Council Representative  sprout@pharmacy.arizona.edu
Robert Brown, Graduate Student Representative  rbrown1@email.arizona.edu
LeeAnn Landphair, Staff Advisory Council Representative  landphair@pharmacy.arizona.edu
Amanda Condon, Student Council Representative  condon@pharmacy.arizona.edu
The Academic Progression Committee is responsible for reviewing the academic progress of professional students at the completion of each semester. The Committee informs students in writing of academic deficiencies and provides an action plan to remediate their academic deficiencies before they are allowed to progress through the professional curriculum.

**Charges to Committee:**
1. Evaluate students in academic difficulty and determine sanctions according to the academic progression policy.
2. Provide interim reports to faculty at appropriate faculty meetings twice annually and provide year-end summary report to Dean by June 15, 2014.

**Committee Members:**
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Admissions Committee  Admissions_Committee@Pharmacy.Arizona.EDU

The Admissions Committee evaluates the qualifications of applicants and recommends candidates for admission to the college. It recommends policies, procedures, and requirements for admission, evaluates the criteria and methods used for appraisal and selection of applicants, and solicits the help of faculty and students with regard to the interviewing of applicants.

Charges to Committee:
1. Continue to explore new ways and means for a holistic review process in evaluating applicants.
2. Review results of 2013 Deep Dive Committee to determine whether alterations in policies and procedures are warranted.
3. Annually monitor results of the AACP/ACPE graduating students survey for the items related to this committee to determine if problems are occurring and remediate any that are detected. Questions to monitor: Graduating Students = #s 63, 64, 85-87.
4. Prepare ACPE documents related to admissions when appropriate.
5. Admit upcoming class.
6. Provide interim reports to faculty at scheduled faculty meetings and year-end summary report to Dean by May 23, 2014.

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Assessment Committee Assessment_Committee@Pharmacy.Arizona.EDU

The committee is responsible for advising the dean and college on assessment steps to continuously improve the effectiveness of all its programs toward meeting its vision, mission and values. The committee will assist, in an advisory capacity, department heads and departmental evaluation committees in the annual review of college wide performance in meeting goals and objectives.

Charges to Committee:
1. Continue to evaluate mechanisms by which the student portfolios can better inform this committee and the curriculum committee of changes that might be needed in the curriculum and co-curricular activities for students.
2. The committee will monitor the peer assessment of teaching that is administered by the department heads to insure assessment of faculty early in their employment at the College as well as through to promotion to full professor and after as needed.
3. Assist with the peer review of courses process used by department heads as needed.
4. Work with Assessment Committee to set up assessments when novel uses on technology and teaching methods are introduced in the classroom.
5. Monitor assessment metrics for teaching, research, and service outcomes.
6. Document student attainment of core competencies prior to the beginning of APPE’s.
7. Monitor critical elements of the teaching program (e.g. teacher/course evaluations).
8. Monitor results of the various AACP/ACPE surveys for the items related to this committee to determine if problems are occurring and remediate any that are detected. Questions to monitor: Graduating Students = #s 10-52; Faculty = #s 8, 40-57; Preceptors = #s 25-35; Alumni = #s 27-41. Note: only the graduating student survey will be conducted annually.

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Curriculum Committee

The Curriculum Committee conducts systematic examinations of the present professional practice curriculum to identify material no longer relevant to the college goals, material not adequately covered in the curriculum, and needed additions to the curriculum. It develops and revises the curriculum as needed for the pre-professional and professional program and presents these to the faculty for consideration. The committee is also charged with reviewing and evaluating the educational program objectives of the college.

Charges to Committee:

1. Continue the work in evolving an educational program responsive to contemporary and emerging professional roles for pharmacists. Deliberations may be based on, but not necessarily limited to, Joint Commission of Pharmacy Practitioners 2015 Vision Statement, revised 2014 ACPE Standards and Guidelines, and the AACP 2013 CAPE Educational Outcomes.

2. Review the suggested revisions for the ACPE Standards and Guidelines to determine their impact on the curriculum. React prospectively to needed changes as feasible rather than waiting until they are fully implemented as our next accreditation will use the new guidelines.

3. Track the outcomes of new course offerings.

4. Ensure final development of new courses and their UA approval in a timely fashion.

5. Examine approaches that might be used to ensure that our curriculum is up-to-date across all disciplines. Link with the Assessment Committee as needed for this charge.

6. Critically evaluate the value of providing tracks in the PharmD curriculum that could be used to differentiate our students from other colleges of pharmacy. Some examples might be a clinical track for those who want to go into residencies, a management track, a research track, and an academic track. Determine what extra resources would be required and how current teaching efforts could be packaged in a way to deliver track-based education.

7. Monitor results of the various AACP/ACPE surveys for the items related to this committee to determine if problems are occurring and remediate any that are detected. Questions to monitor: Graduating Students = #s 10-39, 47; Faculty = #s 9, 40-57; Preceptors = #s 25-35; Alumni = #s 27-41. Note: only the graduating student survey will be conducted annually.


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Faculty Status Committee

The Faculty Status Committee serves as an advisory committee to the Dean of the college. The committee will make recommendations to the dean with regard to faculty qualifications for appointment, promotion, and tenure. The committee serves to assure that the procedures for appointment, promotion, and tenure are conducted in accordance with the Faculty Personnel Policies and Procedures of The University of Arizona and the Arizona Board of Regents conditions of faculty service.

Charges to Committee:
1. Complete 3-year reviews as delineated on page 2 of the College’s Promotion and Tenure guidelines.
2. Complete evaluation of any dossiers submitted for tenure and/or promotion consideration. All faculty status review reports are due to Dean’s office by December 15th each year that candidates are evaluated.
3. Complete annual Dean’s audit for post-tenure review process.
4. Annually review the promotion and tenure guidelines of the University of Arizona to ensure that all faculty who will undergo evaluation for promotion have adequate understanding of any changes that occur (e.g., there is increasing emphasis on formal peer review of teaching).
5. Monitor results of the AACP/ACPE survey of faculty for the items related to this committee to determine if problems are occurring and remediate any that are detected.
   Faculty = #s 12-19, 33-37, 62-65. Note: the faculty survey is only conducted every 2 to 3 years.

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Graduate Council

The Graduate Council is responsible for oversight of the graduate programs in the College of Pharmacy, including faculty membership in the graduate programs, recruitment plans, graduate program policies and procedures, and review board for graduate student performance and grievances. The Graduate Council will be chaired by the Director of Graduate Studies and will have one faculty member from each of the graduate program tracks in the college. One graduate student representative will serve on the Council. The Council will appoint faculty subcommittees for the various program tracks to address recruitment, admissions, curricula, and student progress.

Charges to Committee:
1. Encourage interdisciplinary clinical and translational research activities across tracks.
2. Consider development of a seminar series focusing on clinical and translational science research issues open to all graduate students.
3. Provide year-end summary report to Dean by May 23, 2014. Report activities at faculty meetings at least twice yearly.

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Note: Dr. Cherrington to constitute annually after discussion with department heads.
Research Affairs Committee  Research_Committee@Pharmacy.Arizona.EDU

The Research Affairs Committee endeavors to ensure the success of the research and scholarly activities undertaken by the College. The committee assimilates research needs and directions for the college, evaluates and recommends research instrumentation or research personnel needed to fulfill the research missions of the College, and reviews research awards for the graduate students.

Charges to Committee:
1. Determine common needs of College of Pharmacy researchers, propose new instrumentation that will keep the research conducted in the College on the “cutting edge,” and suggest new areas of research that the College should consider.
2. Promote clinical and translational science in the college and across the AHSC.
3. Link researchers in the Tucson and Phoenix campuses of the college of pharmacy.
4. Evaluate applicants for the various graduate scholarships and fellowships available to the college and determine awardees.
5. Suggest potential visiting scholars and research scientists.
6. Monitor results of the various AACP/ACPE surveys for the items related to this committee to determine if problems are occurring and remediate any that are detected. Questions to monitor: Graduating Students = #s 59, 75, 79; Faculty = #s 16, 20-23, 35,37, 53, 54, 63. Note: only the graduating student survey will be conducted annually.
7. Provide year-end summary report to Dean by May 23, 2014. Report activities at faculty meetings at least twice yearly.

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Scholarship and Awards Committee

The Scholarship and Awards Committee advises on professional and graduate student scholarship awards, special recognition, and honors (but not research funding awards). The committee participates in the planning and implementation of commencement convocation, develops criteria for acceptance and/or rejection of awards, identifies and acknowledges donor contributions. The committee is also responsible for identifying and nominating distinguished college alumni and other external constituents who should be recognized by the college and university.

Charges to Committee:

1. Continuously evaluate the processes for on-line application and review to insure that they are as smooth as possible.
2. Review current scholarships to determine potential criteria for future scholarships so as to maximize award opportunities.
3. Recommend to the Dean at least one alumnus and external supporter for recognition by the college or university.

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The Teaching, Learning, and Technology Committee is responsible for evaluating the teaching and learning methods employed in the college and determining opportunities to enhance teaching and learning through innovative methods, including the use of technology. The Committee will also make recommendations for implementing computer information technology into the instructional, research, service, and administrative activities of the college. This committee considers the needs for specific courses employing technology and innovative teaching methods; determines when technology could facilitate college functions; reviews information systems needs in the college; enhances computer literacy among the faculty, staff and students; and identifies educational and other resources that can be utilized for accomplishing our educational mission and goals.

Charges to Committee:

1. Identify and facilitate the use of innovative teaching technologies (using campus or other resources) in courses at the College.
2. Continually analyze the current status of health information technologies and health information exchange and the extent to which this is or should be part of the PharmD curriculum.
3. Serve as the screening body for analysis of software and technology for use in the College. Submit recommendations for adoption of new software and technology and withdrawal of those in current use found to be of less value than newer items.
4. Work with Curriculum Committee to identify IT-related content (and gaps) in the curriculum.
5. Work with Assessment Committee to set up assessments when novel uses on technology and teaching methods are introduced in the classroom.
6. Work with the 2013 Deep Dive committee and determine actions needed by this committee.
7. Review the role of computer and information services in College of Pharmacy research.
8. Monitor results of the various AACP/ACPE surveys for the items related to this committee to determine if problems are occurring and remediate any that are detected. Questions to monitor: Graduating Students = #s 26, 66, 77, 82, 83; Faculty = #s 24, 25, 36, 53, 55; Preceptors = #s 31, 32, 41; Alumni = #39. Note: only the graduating student survey will be conducted annually.

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