

Minutes of Faculty Council Meeting 283
Wednesday, February 12, 2020
10:00 to 11:00 a.m.
PB 1210

Present: V. Arora, M. Battistella, R. Bonin, G. Bradley-Ridout, S. Cadarette, A. Cameron, J. Carter, I. Crandall, D. Croteau, N. Crown, C. Cummins, L. Dolovich, S. Drodge, D. Dubins (Chair), L. Dupuis, M. Erclik, O. Fernandes, S. Guilcher, C. Harvey-Kane, J. Kellar, H. Kertland, L. Kotra, D. Kwan, R. Macgregor, A. Malek, L. McCarthy, A. Mills, K. Pardee, M. Piquette, K. Richards, L. Singh, M. So, C. Tan, A. Trent, J. Wells, P. Wells, L. Chung (Recording Secretary)

Regrets: C. Allen, S. Angers, R. Bendayan, A. Bjelajac-Mejia, H. Boon, K. Cameron, F. Cretu, P. Grootendorst, D. Hampson, W. Hindmarsh, C. Ho, A. Huynh, S. Kelley, J. Kohler, M. Luu, A. Lee, J. Poirier, D. Sibbald, T. Sklierenko, A. Thompson, B. Thrush, K. Vu, T. Young

Guest: E. Avila, A. Milochik

1.0 Approval of Minutes, October 8, 2019

MOVED: J. Henderson; **SECONDED:** M. Battistella, **THAT**, the minutes of the meeting held on October 8, 2019, be approved.

CARRIED

2.0 Report of the Executive Committee

The Chair relinquished the chair to J. Kellar in order to present the report of the Executive Committee.

Since its last report to Council, the Committee met once.

ITEMS FOR INFORMATION

LDFP Constitution and ByLaw—Proposed Changes

On October 22, 2019, the Executive Committee met to begin the review process for the Constitution and ByLaws of Faculty Council.

Review of the Constitution and ByLaws is overdue for its review cycle. The last complete review conducted by the Executive Committee was for the versions approved on October 28, 2011. The review process was delayed because of ongoing changes in the administrative structure at the Leslie Dan Faculty of Pharmacy. Notwithstanding, the Constitution and ByLaws have undergone many changes over the past decade, to adapt to the changing needs of the Faculty.

Through the discussions of the various roles and levels of committees, the Executive Committee discussed the burden on Faculty-wide committees, program committees, and Faculty Council. The role of the Program Evaluation and Accreditation Committee was also discussed especially in the context of overlapping duties with the Education Office. Although no motions were passed at this meeting, it was clear that more discussion will be required to help clarify and support our committee structure. Issues of workload and committee support were also raised.

Amended Award Record—Doris C. Kalamut Leadership Award

This award record was approved by the Committee on Academic Standing at its meeting of October 15, 2019.

To expedite the approval process and present the award this academic year, the Executive Committee approved the award record amendment by eVote on November 6, 2019, before presenting it to Governing Council for final approval.

The amendment concerned the requirements for eligibility. The original record stated that students in all years of the undergraduate program were eligible for the award. In the amended record, only students in the fourth year are eligible.

Report of the Curriculum and Assessment Committee

On November 25, 2019, the Executive Committee approved receipt of the report of the Curriculum and Assessment Committee by eVote on behalf of Council ahead of the next meeting in February 2020. The purpose was to expedite the approval process in order for the School of Graduate Studies (SGS) to process and offer courses to the inaugural cohort of the M.Sc.Pharm. programme commencing January 2020.

Normally, once new courses are approved through the Curriculum and Assessment Committee it goes to Council for information indicating approval of these courses. With receipt of this report (as no approval would be required from Council), the process concludes and SGS would list the courses as available for enrolment. However, since there were no Council meetings before the end of 2019, the Chair of the Curriculum and Assessment Committee requested that the Executive Committee convene to receive the report.

J. Kellar relinquished the chair back to the Chair of Faculty Council.

3.0 Report of the Committee on Academic Standing

Since its last report to Council, the Committee has met four times.

ITEMS FOR APPROVAL

3.1 MEETING OF DECEMBER 10, 2019

Report of the Pharm.D. Programme Committee

The grading policy for courses in Advanced Pharmacy Practice Experience (APPE) has been revised for greater clarity and to foster consistency in the assignment of grades. A particular aim has been to avoid uncertainty over the ratings assigned in the 'Overall' category on the Ontario Pharmacy Patient Care Assessment Tool (OPPCAT) assessment form, which follow a 5-point Likert scale, and their relationship to grades of 'Pass' and 'Honours.' It sometimes has been assumed, for example, that an overall rating of '3' or '4' on the Likert scale corresponds automatically to a grade of Pass, or that an overall rating of '5' corresponds automatically to a grade of Honours. That is not necessarily the case; rather, the ratings are considered along with other factors when the Experiential Course Coordinator makes recommendations respecting grades to the Board of Examiners.

These issues have been addressed in the revised Policy, which is to be implemented in May 2020 when most students in the 2T1 cohort commence their APPE rotations.

The changes can be summarised as follows.

- a) A specific section on professionalism has been added. All Policies and Codes to which students on APPE rotations must adhere now are specified.
- b) Criteria and processes for assigning grades of Fail, Pass and Honours have been clarified. This section refers to the revised DPC (direct-patient care) and NDPC (non-direct patient care) assessment forms, where the 'Overall Rating' section has been renamed 'Assessment Summary' and the numeric ratings have been eliminated. Descriptors for the 'Assessment Summary' remain.

- c) Guiding principles for the assignment of a grade of Fail have been added to enhance consistency among coordinators and to provide clarity for students and preceptors.

During the discussion of this item, members of the Committee recommended specific editorial modifications to some statements in the revised document that were thought to lack clarity.

MOVED: J. Wells; **SECONDED:** V. Arora, **THAT**, the decision of the Committee on Academic Standing be upheld in approving the revised grading practices policy for courses in Advanced Pharmacy Practice Experience in the *Pharm.D.* programme be approved with the amendments suggested by the Committee regarding the wording and points of grammar related to the course objectives and the criteria for awarding a grade of Honours, Pass or Fail.

CARRIED

MOVED: J. Wells; **SECONDED:** V. Arora, **THAT**, the decision of the Committee on Academic Standing be upheld in approving the grading practices policy for courses in Advanced Pharmacy Practice Experience in the *Pharm.D. for Pharmacists* programme be approved with the amendments suggested by the Committee regarding the wording and points of grammar related to the course objectives and the criteria for achieving a grade of Honours, Pass or Fail.

CARRIED

ITEMS FOR INFORMATION

3.2 MEETING OF OCTOBER 15, 2019

Report of the Pharm.D. Programme Committee

Amended Award Record—Doris C. Kalamut Award

Mrs. Kalamut requested a change to one of the conditions for eligibility. The award now is to be given to a student in Year 4 of the Pharm.D. Programme, and academic excellence is to be defined as a minimum Annual GPA of 3.00 in each of Years 1, 2 and 3, and a grade of Honours in at least 1.0 full-course equivalent in Year 4 and a grade of Pass in the remaining courses of Year 4. The conditions concerning leadership skills and involvement in extra-curricular activities remain the same (*i.e.*, exhibits strong leadership skills and is involved in extracurricular activities that contribute to the betterment of student life at the Leslie Dan Faculty of Pharmacy), as does the stipulation that the award will not be given if a suitable candidate is not identified.

No student may receive the award more than once. The award will not be given if a suitable candidate is not identified.

Pharm.D. Programme

Update of Make-up and Supplemental Examinations, First and Second Years

Year 1— Seven students wrote or were scheduled to write supplemental or make-up examinations in PHM140H1 (Molecular Pharmacology). Four of the seven students, who were conditionally registered in Year 2, passed, and are eligible to continue in Year 2.

One student failed a supplemental examination, petitioned successfully for further opportunities to write the supplemental examination, and continued to be registered conditionally in Year 2 pending the outcome. One student failed a second supplemental examination and was to repeat the course in the winter term of 2020. The student's conditional registration in Year 2 was to be terminated.

One student failed a make-up final examination and was eligible for a supplemental examination. Owing to a failure in another course, the student was not allowed conditional registration in Year 2.

Year 1, Special Student—This student was absent from the final examination in PHM140H1 in April 2017, wrote a make-up examination and failed the course. The student repeated PHM140H1 in the winter term of 2018, was absent from the final examination, wrote a make-up examination in April 2019, and again failed the course. The student missed a subsequent supplemental examination and petitioned successfully to write a make-up supplemental examination in September 2019, which the student also missed. The student did not submit a petition for the missed examination. The student therefore received a grade of zero and is eligible for one further supplemental examination. That will be the student's fourth and final opportunity to pass the course, as per the Faculty's policy on supplemental examinations.

Year 2—One student petitioned successfully to write a second supplemental examination and passed. The student's continuing registration in Year 3 was confirmed.

3.3 MEETING OF NOVEMBER 12, 2019

Pharm.D. Programme

Report of the Board of Examiners, Fourth Year

One student failed PHM401H1 (Institutional Practice Direct Patient Care I) in Block 5 and is eligible for a supplemental rotation.

Pharm.D. for Pharmacists Programme

Report of the Board of Examiners

One student missed the final examination in PHM655H1 (Contemporary Topics in Addictions and Mental Health) in the summer session of 2019. The student petitioned successfully to write a make-up examination and passed the course.

Six students undertook a total of six rotations in Advanced Pharmacy Practice Experience (APPE) in Block 4 and passed.

3.4 MEETING OF DECEMBER 10, 2019

Pharm.D. Programme

Report of the Board of Examiners, Fourth Year

Two students failed PHM402H1 (Institutional Practice Direct Patient Care 2) in Block 6. One of the students was eligible for a supplemental rotation. The second student's rotation was terminated at mid-point. This was the second failure of a direct patient care rotation for this student, who therefore was required to undertake remedial activities. Upon the successful completion of those activities, as determined by the Acting Director of the Pharm.D. Programme, the student may begin supplemental rotations in APPE.

Update on the Results of Supplemental Examinations, First Year

Two first-year students wrote supplemental examinations in PHM140H (Molecular Pharmacology) on 20th November 2019. Both students passed, and their continuing registration in Year 2 of the Pharm.D. Programme was confirmed. Both students were discussed at the October 15, 2019, meeting.

4.0 Report of the Curriculum and Assessment Committee

Since its last report to Council, the Committee has met four times.

ITEMS FOR INFORMATION

Graduate Department of Pharmaceutical Sciences

New course outlines for PHM1143H (Advanced Pharmacy Practice Leadership) and for both the Clinical Practicum I/Clinical Practicum II, and Research Practicum requirements for the M.Sc.Pharm. program were approved.

A new course outline for PHM1133H (Introduction to Knowledge Synthesis within Health Services and Policy Research and Pharmaceutical Sciences) was approved.

Pharm.D. for Pharmacists Program

A proposal to allow PHM381H1 (Medical Imaging for Pharmacists) to be made available to students in the Pharm.D. Program as an elective course was approved. This course was introduced as PHM581H1 and offered to students as an online course in the winter 2020 term.

The Committee also approved a proposal to change the current practices to support greater student choice and flexibility in selection of electives to meet individual learner's interests.

Pharm.D. Program

Modifications to the Direct Patient Care and Non-Direct Patient Care Assessment Forms used during APPE rotations were made to enhance preceptor usability, to support better feedback, and to improve reliability of assessments. These modifications will be implemented in May 2020.

Modifications were made to the Interprofessional Competency Assessments required in PHM414Y1 (Community Practice Direct Patient Care) and PHM402H1 (Institutional Practice Direct Patient Care 2). At the request of the Council of Health Sciences Deans, an interprofessional competency assessment has now been developed to provide feedback to students on clinical rotations. This assessment has been validated and already implemented by several faculties at the University of Toronto. The assessment involves solicitation of feedback on student's performance from other professions to enhance Interprofessional Education (IPE) readiness.

Modifications to the PHM251H1 (Early Practice Experience 2) assessment form were made to align with the changes made in the APPE rotation forms. These modifications will be implemented in May 2020.

5.0 Report of the Program Evaluation and Accreditation Committee

Since its last report to Council, the Committee has met twice.

ITEMS FOR INFORMATION

5.1 MEETING OF OCTOBER 4, 2019

The committee received reports from the Education Office regarding the UTQAP Response Submission, and CCAPP Accreditation. Suggestions were provided.

The committee received a report from the Education Office on the Curriculum Renewal Planning Process for the PharmD program. The committee suggested that work on curriculum renewal continue to be reported through this committee.

The committee received a report from the Education Office regarding the need to establish divisional guidelines for course evaluations. The Faculty is required to share some data from course evaluations with students. The Faculty needs to create a policy on what can and should be released. Developing this policy should take into account the validity, reliability and generalizability of data, ensure confidentiality of individual responses, and ensure it can apply to all programs. The committee suggested this be brought to the program committees for input and feedback to inform a discussion at a future meeting.

5.2 DECEMBER 2019

The committee received an electronic draft of the CCAPP Self Study Report in early December for comment/suggestions. Committee members provided individual feedback electronically on the document to the Education Office.

5.3 MEETING OF FEBRUARY 7, 2020

The committee received a report from the Education Office regarding the upcoming **CCAPP site visit**. Activities and data that contribute to program evaluation since the last CCAPP site visit were presented by S. Bjelajac Mejia, and suggestions were provided by committee members. The committee provided feedback on the composition of the team who will meet with the CCAPP surveyors regarding program evaluation.

6.0 HEALTH AND WELLNESS PHARMACY

At the meeting on October 8, 2019, Council approved in principle the development of the Academic Pharmacy (AP). The Faculty Council of the Leslie Dan Faculty of Pharmacy is one venue in which consideration, discussion and recommendation for approval to the Governing Council occurs for proposals concerning Academic Units and Extra-Departmental Units in the Faculty, pursuant to the *Policy of Interdisciplinary Education and Research Planning*.

The intent of the AP is to operate as a corporation governed by its own Board of Directors, whose members are appointed by University of Toronto Governing Council. The AP will report to the LDFP (Lead) Dean, Provost Office and University of Toronto's Business Board and Academic Board and through them to Governing Council.

The Dean presented a revised overview of the AP along with an academic and research plan for consideration by Faculty Council.

The proposed AP will partner with existing educational LDFP programs to provide an enriched student-learning environment where, teaching, learning, research and service delivery occur simultaneously.

The pharmacy will centre around two core components (education and research) and one support component (service) that functions as a vehicle for practice innovation. Throughout all pharmacy activities, the highest quality of patient care will be delivered.

A number of planning activities were carried out over the last year that have informed the development process for the AP. They included:

- an environmental scan and scoping review to gain a better understanding of the characteristics existing academic-based (i.e., universities/colleges) pharmacies such as technology, patient services and population, and research/educational mandates; and
- structured stakeholder engagement workshops with potential AP customer and participant groups to determine current issues with current health service offerings, identify barriers/facilitators to AP use, needs and expectations.

A discussion ensued regarding the proposed AP, and members were enthusiastic about this exciting project. The dean responded to questions about the pharmacy software, business plan and being mindful of special populations and demographics. Members also suggested to liaise and share experiences with other Canadian academic pharmacies, to involve stakeholders in the consultation process, and to include students and faculty in designing and conceptualizing the physical space. A member noted that the proposed AP will provide faculty who are pharmacists with opportunities to practice and maintain their licenses.

MOVED: L. Dolovich, **SECONDED:** D. Croteau **THAT**, the development of the academic pharmacy be approved.

CARRIED

7.0 Other Business

There was no other business.

Meeting was adjourned at 10:54 a.m.