

**Minutes of Faculty Council Meeting 290
June 29, 2022
11:00 a.m. to 12:00 p.m.
via Microsoft Teams**

Present: V. Arora, Z. Austin, N. Boampong, R. Bonin, T. Brown, S. Cadarette, K. Cameron, T. Chalikian, I. Crandall, D. Croteau, N. Crown, C. Cummins, A. DiMarcantonio, L. Dolovich, L. Dresser, S. Drodge, D. Dubins, M. Erclik, O. Fernandes, P. Grootendorst, J. Henderson, C. Ho, J. Kellar, D. Kwan, A. Lee, P. Lee, B. Li, G. Luna, M. McLean, A. Mills, A. Ng, K. Pardee, M. Piquette-Miller, M. Rocchi, K. Scarfone, D. Sibbald, M. So, N. Steenhof, A. Swanson, J. Swidrovich, M. Tadrous, A. Thompson, B. Thrush, A. Trent, K. Vu, P. Wells, L. Chung (Recording Secretary)

Regrets: C. Allen, S. Angers, H. Boon, B. Bowen, G. Bradley-Ridout, D. Croteau, H. Halapy, C. Harvey-Kane, M. James, J. Kohler, R. Macgregor, S. Pang, K. Richards, A. Swezey, M. Tadrous, S. Wu, T. Young

1.0 Approval of Minutes, May 25, 2022

MOVED: D. Dubins; **SECONDED:** J. Swidrovich; **THAT**, the minutes of the meeting held on May 25, 2022, be approved.

CARRIED

2.0 Report of the PharmD Program Admissions Subcommittee

FOR INFORMATION

In 2021 the subcommittee met three times: February 26, May 17, and June 3.

- At the February 26th meeting the CASPer score cut and the Grade Point Average (GPA) cut for interview eligibility were approved.
- Debra Sibbald (lead investigator), Jamie Kellar, Rob Bonin, and Andrea Swezey will continue their involvement in admissions research. Two protocols were amended for continuation (and subsequently approved by the ethics review board):
 - Protocol one examining acceptability, feasibility and feedback of the Multi Mini Interviews (MMI)'s, was amended to capture changes such as CASPer and VidCruiter, and approved
 - Protocol two examining at the predictability admission scores for the outcome of the licensing exams was amended and approved
- At the May 17th meeting the final interview cuts and index weightings for the admission criteria were determined and approved.
- At the June 3rd meeting the final index data was presented and approved. Details were presented to the PharmD Program Committee meeting on June 7, 2021.

As this was the inaugural launch of the PharmD Program Online Admissions Personal Assessment instrument, the subcommittee did not make any significant changes to the design of the instrument or processes for the 2022 cycle. New assessment items will be based on refinements to the 2021 items, with the same alignment to the approved Blueprint.

In 2022 the subcommittee met three times in 2022: February 25, May 17, and June 2.

- At the February 25th meeting the name change of the Admissions test from 'Interview' to 'online Individual Assessment' to reflect the true nature of the mixed methods format test was approved.
- The CASPer score cut and the GPA cut for Online Assessment eligibility were approved.
- Research protocols: The two Admission research protocols were submitted for renewal at the data collection stage and approved.

- Protocol one examines predictive validity of admission data for the 2019, 2020 and 2021 cohorts' performances to undergraduate performance in individual courses and year-end results.
- Protocol two examines predictive validity of admission data for these cohorts with outcome of licensing exams.
- Results of the 2021 administration of the online assessment were presented at the Canadian Conference on Medical Education in Calgary on April 24th, and will also be presented in August in Lyon, France, at the Association of Medical Education of Europe and at the biannual Ottawa International Conferences in Assessment.
- At the May 17th meeting the final interview cuts and index weightings for the admission criteria were determined and approved.
- At the June 2nd meeting the final index data was presented and approved. Details were presented to the PharmD Program Committee meeting on June 6, 2022.

The 2022 administration of the PharmD Program Admissions Online Individual Assessment instrument was validated through a quality assurance analysis of relevant indicators including reliability, equivalence, acceptability, and sustainability. The subcommittee does not intend to make any significant changes to the design of the instrument or processes for the 2023 cycle. New assessment items will be based on refinements to the 2021 and 2022 items, with the same alignment to the approved Blueprint.

3.0 Report of the Executive Committee

The Chair relinquished the chair to D. Dubins to present the report of the Executive Committee.

FOR APPROVAL

The Committee met to approve a change in the manner in which student awards are approved at the Faculty. Currently, awards are vetted at three levels of governance at the Faculty, however it appears that only Simcoe Hall can approve a new or modify an existing award record. That is why other Faculties at the University do not require awards records approval by their respective Councils. Instead, awards records are reviewed and approved by the Dean or designate and sent to Simcoe Hall for final approval. Therefore, the Executive Committee approved a motion to modify the Faculty's award record process such that the award records be reviewed by the Dean or designate who then advises Simcoe Hall on the award record.

MOVED: J. Henderson; **SECONDED:** D. Sibbald, **THAT**, the revisions to the award approval process as recommended by the Executive Committee be upheld.

CARRIED

D. Dubins relinquished the chair back to the Chair of Faculty Council.

4.0 Report of the Committee on Academic Standing

ITEMS FOR APPROVAL

4.1 **PharmD Program**

Revisions to Regulations and Procedures

Checking of Marks

- The current Checking of Marks information in the Faculty Calendar does not include the process for students to request a re-check of a final grade in a course if they think an error was made in the addition on the final examination or in the calculation of the final grade. Information has been added.
- Information on requests for re-reads of examinations is provided in the Checking of Marks calendar entry. Information pertaining to requests for re-reads of assignments is not provided. To address this, a separate

paragraph with information on “term work” has been added. Term work will include quizzes, term tests, mid-term examinations, make-up examinations, laboratories and assignments. Currently the deadline for a student to request a re-read of any type of examination other than a final examination is four months from the date the examination was written. The deadline to request re-reads of term work will be one month from the date the term work is returned to the student and/or the grade is made available.

- The current Checking of Marks information indicates that student who would like to view any examination may do so in the presence of the course coordinator. This has been revised to indicate that students may view any examination in the presence of the course coordinator or a designated member of the teaching team for the course.

Missed Examinations, Assignments and Other Mandatory Course/Program Requirements

- This section of the Faculty Calendar currently provides the following definitions of “missed examinations” and “missed assignments”:

Missed examinations include quizzes, term tests and final examinations which comprise a portion of the total evaluation of a course, where a student is absent for the entire quiz, term test or final examination.

Missed assignments include essays, laboratories, case study seminars, workshops and other components which comprise a portion of the total evaluation of a course, where a student fails to hand in or complete the essay, laboratory, case study seminar or other component by the deadline set.

The “missed assignments” definition has been revised and a new category of “missed mandatory course/program requirements” has been created:

Missed assignments include, but are not limited to, essays, care plans and problem sets, which comprise a portion of the total evaluation of a course, where a student fails to hand in or complete the assignment by the specified deadline.

Missed mandatory course/program requirements include, but are not limited to, laboratories, workshops, interprofessional education sessions, and any other course components, which comprise a portion of the total evaluation of a course and/or for which attendance is required for successful course/program completion.

- Petition submission deadlines:

The current deadline to submit petitions with supporting documentation is within seven calendar days of the missed examination or assignment. For final examinations, the deadline is the last day of the relevant examination period.

These deadlines have been revised as follows:

- For missed assignments, the deadline will be the due date of the specific assignment. If supporting documentation is not available by this date, it may be submitted within two days of the petition submission deadline.
- For missed examinations and other mandatory course/program requirements, the petition and supporting documentation must be submitted within five business days of the date of the missed examination or course/program requirement. Exception: Petitions for missed final examinations must be submitted within five business days of the last day of the relevant examination period.

- Timing of make-up examinations:

Currently, if a final examination is missed in December, the make-up examination is held during Reading week. This has been revised to indicate that the make-up examination will normally be held in January.

Petition Procedures

- The current information in the Faculty Calendar outlines the supporting documentation requirement when the reason for submitting a petition is a health issue. Information on documentation requirements when a petition is submitted for other reasons has been added.
- The petition submission deadline information has been updated to align with the information contained in the “Missed Examinations, Assignments and Other Mandatory Course/Program Requirements” section of the Faculty Calendar.

MOVED: D. Croteau; **SECONDED:** A. Lee, **THAT**, the decision of the Committee on Academic Standing be upheld in approving the revisions to the regulations and procedures.

CARRIED

4.2 PharmD for Pharmacists Program

The PharmD for Pharmacists program made changes to program policies related to Missed Examinations or Assignments, Petition Procedures and Checking of Marks. These changes ensure alignment where appropriate with the PharmD program policies.

Checking of Marks

- Students may request re-reads of term work within one month of the date that the work was returned to the student instead of four months.
- Requests for re-reads of supplemental examinations must be made within four months of the date of the examination.

Missed Examinations or Assignments

- Petitions and supporting documents for assignments must be submitted by the due date of the assignment instead of seven calendar days after the due date.
- Petitions for examinations and other course requirements must be submitted within five business days instead of seven calendar days.
- Students who miss a final examination during the examination periods in December, April and August must submit petitions within five business days of the last day of the examination period instead of by the last day of the examination period.
- Students must submit a petition to request a second make-up examination opportunity if they are unable to write the first scheduled make-up examination.

Petition Procedures

- The deadlines for submitting petitions and supporting documents are as noted above.
- The deadline for submitting a general petition is five business days after final grades have been released instead of seven calendar days.

MOVED: D. Dubins; **SECONDED:** J. Henderson, **THAT**, the decision of the Committee on Academic Standing be upheld in approving the revisions to the PharmD for Pharmacists program policies related to Missed Examinations or Assignments, Petition Procedures, and the Checking of Marks.

CARRIED

ITEM FOR INFORMATION

4.3 PharmD Program

New Award Record—TD Bank – FCCP Education New Horizon Scholarship

The Federation of Chinese Canadian Professionals (FCCP) Education Foundation has established a scholarship to be given annually for a four-year period. The TD Bank – FCCP Education Foundation New Horizon Scholarship will be awarded to two Third year undergraduate students at the Leslie Dan Faculty of Pharmacy who are enrolled in the Certificate in Global Studies in Pharmacy, who have the highest and second highest total grades in the two Third year courses required for certificate completion. Each recipient will receive \$2,000. The source of funds is an expendable donation in the amount of \$16,000.

It was moved, seconded and carried that the award record for the TD Bank – FCCP Education Foundation New Horizon Scholarship be approved.

5.0 Report of the Curriculum and Assessment Committee

FOR INFORMATION

5.1 PharmD Program

The Committee approved course revisions as follows:

- PHM241H1 Topics in Pharmaceutical Quality and Clinical Laboratory Medicine: reduction in the total number of laboratory sessions from 6 to 3 and reduction in length of labs, with the addition of three new 2-hour lab tutorials and an increase in lecture hours from 12 to 20 hours. There is no net addition of hours for the course as a whole. Assessment methods have also changed based on these changes in teaching.
- PHM305H1 Medication Therapy Management 4: minor content change focused on clinical decision making, and a change in the assessment scheme for the course to allow for additional formative assessments.
- PHM383H1 Antimicrobial Stewardship: increased emphasis on implementation sciences and a reduction in the overall weighting of exams to 55%, with commensurate increase in weighting of individual assessments to 35%.
- PHM387H1 Global Health: replacement of the existing examination with a written assignment worth 35% of the overall course grade. Additional minor changes in the assessment scheme for the course were also approved.

5.2 PharmD for Pharmacists Program

The Committee approved a motion for changes to PHM619H1 Physical Assessment and Findings which included reversion to live workshops in the fall term of 2022 (based on public health guidance in effect at that time) and changes to content based on curriculum rationalization. Due to the reversion to live workshops, the assessment scheme for the course has also returned to pre-pandemic weightings.

6.0 Report of the Striking Committee

FOR APPROVAL

Updated membership lists for Council and the Standing Committees of Council for 2022-2023 were distributed electronically.

MOVED: D. Dubins; **SECONDED:** S. Cadarette; **THAT**, the Faculty Council Membership List and Standing Committees of Faculty Council Membership List, as outlined in the document “Striking Committee List – for

Faculty Council 2022-23”, be approved.

CARRIED

FOR INFORMATION

The document entitled “Procedures and Guidelines for Appointing Faculty Members to the Committees of Council” was circulated electronically.

7.0 Presentation of the Draft Academic Plan

L. Dolovich presented a draft of the Academic Plan which will map out the Faculty’s strategic priorities for the next five years. This ambitious five-year plan will help guide the Faculty’s efforts across research, teaching, and administration and will provide the foundation to reach the Faculty’s full potential as Canada’s top faculty of pharmacy and one of the top-ranked faculties of pharmacy in the world.

8.0 Other Business

There was no other business.

The meeting adjourned at 11:53 a.m.