

**2014-2015 Committee Charges  
Academic Affairs Committees**

**Academic Standards:**

Dr. Manor:

Below is the list of charges for the Academic Standards Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Academic Standards Committee are as follows:

Chair	Shawn Manor
Liaison (AA)	Michael Cockerham
BPS	Khalid El Sayed
BPS	Ron Hill
CAS	Fahamina Ahmed
CAS	Kristin Pate
CAS	Tibb Jacobs
CAS	Jeff Evans

Please distribute the charges to your committee members.

The charges of the Academic Standards Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Evaluate students with substandard academic performance as demonstrated by non-progression or non-passing grades and probation, and recommend appropriate remediation to the Dean of the School of Pharmacy.
2. When requested by the Dean of the School of Pharmacy, evaluate the academic progress of individual students and make recommendations concerning retention and/or remediation.
3. When requested by the Dean of the School of Pharmacy, evaluate the academic record and circumstances surrounding the academic performance of students who have been suspended or dismissed from the program for academic reasons and are requesting readmission.
4. Continue to monitor academic standards issues within the program and make recommendations to the Dean of the School of Pharmacy with respect to mechanisms to improve the development, monitoring and enforcement of Academic Standards within the School of Pharmacy.
5. Provide minutes of each meeting including descriptions of all recommended actions to the Associate Dean of Academic Affairs. It will be the responsibility of the Associate Dean of Academic Affairs to maintain files of all academic actions taken.

Thank you for your continued leadership and service to the School of Pharmacy.

## **Admissions Committee**

Dr. Comeau:

Below is the list of charges for the Admissions Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Admissions Standards Committee are as follows:

Chair	Jill Comeau
Liaison (A)	Gina Biglane
BPS	Keith Jackson
BPS	Seetharama Jois
CAS	Alexis Horace
CAS	Savannah Posey
CAS	Jamie Terrell
CAS	Elizabeth Laffite
CAS	Courtney Robertson
P1	
P1	
Dir OSPA	David Caldwell

Please distribute the charges to your committee members.

The charges of the Admissions Standards Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Evaluate and make changes to the admissions criteria to assure quality applicants
2. Assist the OPSA with data integrity evaluation and data processing
3. Recommend improvements to the admissions process
4. Review files of all qualified applicants before recommendation to the Dean
5. Recommend applicants to the Dean for admission to the professional pharmacy program

Thank you for your continued leadership and service to the School of Pharmacy.

## **Budget Steering Committee**

Dr. Biglane:

Below is the list of charges for the Budget Steering Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Budget Steering Standards Committee are as follows:

Chair	Gina Biglane
Liaison (Dean)	Benny Blaylock
BPS	Sami Nazzal
BPS	Girish Shah
CAS	Elizabeth Perry
CAS	Scott Baggarly
CAS	TBD
CAS	Blair Wilbert
CAS	Greg Smith
TOX	Shannon Banks

Please distribute the charges to your committee members.

The charges of the Academic Standards Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Serves as an advisory committee to the Dean regarding SOP budget planning, implementing and management

Thank you for your continued leadership and service to the School of Pharmacy.

**Curriculum:**

Dr. Gissendanner:

Below is the list of charges for the Curriculum Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Curriculum Committee are as follows:

Chair	Chris Gissendanner
Liaison (AA)	Michael Cockerham
Liaison (A)	Gina Biglane
OSPA (ex Officio)	David Caldwell
BPS	Ron Hill
BPS	Amal Kaddoumi
BPS	Paul Sylvester
CAS	Michelle Zagar
CAS	Hilary Tice
CAS	Savannah Posey
CAS	Jessica Brady
CAS	Kristin Pate
CAS	Adam Pate
CAS	Courtney Robertson
PCL	Roxie Stewart
OEE	Connie Smith
P1	
P2	
P3	

Please distribute the charges to your committee members.

The charges of the Curriculum Committee as outlined the ULM School of Pharmacy Bylaws are:

1. To conduct a continuing evaluation, quality management and enhancement of the current pre-professional and professional curricula in the School of Pharmacy;
2. To develop recommendations of curricular and pedagogical revision, additions and other alterations to assure optimal student learning and outcomes; Implementation, monitoring and evaluation of all curricular revisions
3. Insure integration of the curriculum across academic disciplines and the integration of didactic and experiential (including IPPEs, service learning and APPEs) curriculums
4. Address other curricular issues as necessary
5. To report its minutes and recommendations to the Faculty, and
6. To accomplish this essential goal and purpose, this committee shall have both the responsibility and right to;
  1. Evaluate new course and course change applications that originate in the School of Pharmacy;
  2. Review the content of individual and collective courses as to the completeness and contemporary nature of the content, and contribution

- to the breadth, depth and value to the total curriculum, according to the expected competencies of students completing each course, and
3. Develop and sponsor programs to encourage and reward faculty for innovative teaching, educational research, and for the development of innovative new course offerings or mechanisms to enhance student learning.
  4. In conjunction with the assessment committee, evaluate and recommend revisions of the course and instructor evaluation process for the professional program
  5. In conjunction with the assessment committee, evaluate and recommend revisions of plans for assessment of learning outcomes, teaching styles, and teaching effectiveness.
  6. Review all course and programmatic assessment data and make recommendations for curricular and pedagogical quality enhancements

In addition to the above standing charges, the committee is also charged this year to:

1. Complete the process of curricular mapping by subject matter and drugs.
2. After completion of the mapping, determine what if any changes are needed to the course structure.
3. Implement a plan to increase Inter-professional Education into the didactic portion of the curriculum.

Thank you for your continued leadership and service to the School of Pharmacy.

**Ethics and Professional Conduct:**

Dr. Jackson:

Below is the list of charges for the Ethics and Professional Conduct Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Ethics and Professional Conduct Committee are as follows:

Chair	Keith Jackson
Liaison (AA)	Michael Cockerham
BPS	Karen Briski
CAS	Jamie Terrell
CAS	Susan Sirmans
CAS	Jill Comeau
P1	
P2	
P3	
P4	
P1 Alt	
P2 Alt	
P3 Alt	
P4 Alt	

Please distribute the charges to your committee members.

The charges of the Ethics and Professional Conduct Committee as outlined the ULM School of Pharmacy Bylaws are:

1. To orient the incoming student body and Committee Members to the Ethical and Professional Conduct Code
2. To enforce the Code of Ethical and Professional Conduct Code as voted on by the COP Student Body
3. To provide the Dean timely reports of Committee actions and recommendations
4. To assist the Dean's Office with dissemination of information regarding the provisions of the Code

Thank you for your continued leadership and service to the School of Pharmacy.

## **Facilities Committee**

Dr. Evans:

Below is the list of charges for the Pharmacy Practice Experience Committee will be outlined in the Faculty Bylaws and additional charges for the year.

The members of the Pharmacy Practice Experience Committee are as follows:

Chair	Jeff Evans
Liaison (A)	Gina Biglane
BPS	Mike Degennaro
BPS	Yong-Yu Liu
CAS	Adam Pate
CAS	Greg Smith
CAS	Mary Gauthier-Lewis
TOX	John Herrock
Facillities Mgr	Michael Moncrief
IT	Greg Andrews
IT	Marcia Wells
OSPA	Mary Caldwell

Please distribute the charges to your committee members.

The charges of the Mile Marker Exam Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Plan and coordinate all social and/or fund-raising events to be sponsored or co-sponsored by the College
2. Evaluate the state of current information technology and resources within the College of Pharmacy
3. Identify and prepare a prioritized list of needed technology and resources with an estimated cost of the resources.
4. Continue to monitor technology and resource needs and problems and make recommendations to the Dean of the College of Pharmacy concerning these issues
5. Make recommendations to the Dean regarding utilization and allocation of space in the Bienville building, those sections of Sugar Hall allocated to the College of Pharmacy and the satellite campuses in Shreveport and Baton Rouge
6. In conjunction with the Faculty Development Committee, develop a plan to provide ongoing faculty training with respect to technology.

In addition to the above standing charges, the committee is also charged this year to:

1. Monitor and report School current events and news and report to AACP and the University Public Relations with approval of the Dean's Office.

Thank you for your continued leadership and service to the School of Pharmacy.

## **Faculty Development Committee**

Dr. Smith:

Below is the list of charges for the Faculty Development Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Faculty Development Committee are as follows:

Chair	Jennifer Smith
Liaison (A)	Gina Biglane
BPS	Sami Nazzal
BPS	Khalid El Sayed
CAS	Jessica Brady
CAS	Amanda Storer
CAS	Hilary Tice
CAS	Anthony Walker
TOX	Shannon Banks

Please distribute the charges to your committee members.

The charges of the Faculty Development Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Identify faculty development needs within the college
2. Assist with the development and delivery of a faculty orientation program
3. Establish a "Faculty Academy" with a series of monthly workshops designed to enhance faculty development
4. Coordinate SOP faculty development with ULM Teaching and Learning Resource Center (TLRC) opportunities

Thank you for your continued leadership and service to the School of Pharmacy.



## **Graduate Studies Committee**

Dr. Sylvester:

Below is the list of charges for the Graduate Studies Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Graduate Studies Committee are as follows:

Chair	Paul Sylvester
Liaison (Dean)	Benny Blaylock
BPS	Chris Gissendanner
BPS	Yong-Yu Liu
CAS	Scott Baggarly
TOX	Sharon Meyer

Please distribute the charges to your committee members.

The charges of the Graduate Studies Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Develop and disseminate policy and procedure for shared research equipment within the School of Pharmacy.
2. Develop and implement a policy for ongoing review and reappointment of graduate faculty.
3. Evaluate graduate applicants for admission into the College of Pharmacy Graduate Programs submitted by individual departments and make recommendations concerning admission to the Director and Dean of the School of Pharmacy.
4. Re-evaluate and refine the process used to assign graduate assistant stipends to graduate students in the School of Pharmacy. The policy should continue to take into account the need to nurture and develop new faculty as well as reward productive faculty while addressing the potential loss of graduate assistant lines in the effort to increase stipends.
5. Develop a written plan and timeline to increase the dollar amount of graduate student stipends.
6. Assign graduate stipends according to written policies developed by the Committee.
7. Evaluate and make recommendations concerning issues important to the graduate program in the School of Pharmacy to the Dean of the School of Pharmacy.

Thank you for your continued leadership and service to the School of Pharmacy.

### **Laboratory Animal Care Committee**

Dr. Meyer:

Below is the list of charges for the Laboratory Animal Care Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Laboratory Animal Care Committee are as follows:

Chair	Sharon Meyer
Liaison (Dean)	Benny Blaylock
	Kevin Baer
	Keith Jackson
	Karen Briski
	Paul Sylvester
	Girish Shah
Vivarium	Coty Lee

Please distribute the charges to your committee members.

The charges of the Laboratory Animal Care Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Development and dissemination of written policies for storage and use of animals in the College of Pharmacy Vivarium.
2. Ensure the appropriate operation of the vivarium and that policies and procedures with respect to animal use and care are being appropriately followed by faculty and students.

Thank you for your continued leadership and service to the School of Pharmacy.

**Mile Marker Exam:**

Dr. Caldwell:

Below is the list of charges for the Mile Marker Exam Committee will be outlined in the Faculty Bylaws and additional charges for the year.

The members of the Pharmacy Practice Experience Committee are as follows:

Chair	David Caldwell
Liaison (AA)	Michael Cockerham
Liaison (A)	Gina Biglane
BPS	Seetharama Jois
BPS	Mike Degennaro
BPS	Amal Kaddoumi
CAS	Jeff Evans
CAS	Michelle Zagar
CAS	Greg Smith
CAS	Adam Pate

The charges of the Mile Marker Exam Committee as outlined the ULM School of Pharmacy Bylaws are:

1. To collect “over-arching” questions from each professional course for the MME 1, 2 and 3 exams
2. To review the submitted questions for content and construction, and edit the questions where necessary
3. To annually construct the MME 1, 2 and 3 exams per published specifications
4. To review and interpret item and exam statistics and report those findings to the School Curriculum Committee and the Mission, Planning and Assessment Committee
5. To review on a regular basis older questions for current content, appropriateness and statistical quality

Thank you for your continued leadership and service to the School of Pharmacy.

## **Mission Planning and Assessment Committee**

Dr. Nickelson:

Below is the list of charges for the Mission Planning and Assessment Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Mission Planning and Assessment Committee are as follows:

Chair	Lance Nickelson
Liaison (A)	Gina Biglane
BPS	Girish Shah
BPS	Ron Hill
CAS	Scott Baggarly
CAS	Blair Wilbert
CAS	Elizabeth Lafitte
CAS	Susan Sirmans
CAS	TBD
P1	
P2	
P3	

Please distribute the charges to your committee members.

The charges of the Mission Planning and Assessment Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Link SOP activities with the mission of the School
2. Coordinate strategic planning to accomplish mission and goals
3. Use assessment data to guide the evolution of the mission and strategic plan
4. Communicate strategic planning via SOP website
5. Review assessment cycle, plan, and map
6. Recommend assessment changes to the Dean
7. Evaluate assessment data and provide reports to appropriate committees
8. Coordinate assessment initiatives with the Associate Dean of Assessment

Thank you for your continued leadership and service to the School of Pharmacy.

**Pharmacy Practice Experience:**

Dr. Sampognaro:

Below is the list of charges for the Pharmacy Practice Experience Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Pharmacy Practice Experience Committee are as follows:

Chair	Laurel Sampognaro
Liaison (AA)	Michael Cockerham
CAS	Elizabeth Perry
CAS	Michelle Zagar
CAS	Amanda Storer
CAS	Roxie Stewart
CAS	Alexis Horace
PPE	Connie Smith

Please distribute the charges to your committee members.

The charges of the Pharmacy Practice Experience Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Serve in an advisory role to the Office of Experiential Learning,
2. Evaluation of Introductory and Advanced Pharmacy Practice Requirements (e.g., assignments checklists),
3. Evaluation of Advanced Pharmacy Practice Experience Exams, and
4. Serve as a representative body of Faculty to suggest and/or review any changes in the practice experiences.

In addition to the above standing charges, the committee is also charged this year to:

1. Assist the newly re-organized OEE and OSPA office with the transition.

Thank you for your continued leadership and service to the School of Pharmacy.

## **Risk Management and Hazardous Waste Committee**

Dr. El Sayed:

Below is the list of charges for the Risk Management and Hazardous Waste Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Risk Management and Hazardous Waste Committee are as follows:

Chair	Khalid El Sayed
Facilities Manager	Michael Moncrief
BPS	Yong-Yu Liu
CAS	Shawn Manor
TOX/ESO	John Herrock
CS	Anthony Walker

Please distribute the charges to your committee members.

The charges of the Risk Management and Hazardous Waste Committee as outlined the ULM School of Pharmacy Bylaws are:

1. Provide quarterly safety training sessions for faculty and students in the School of Pharmacy and provide appropriate documentation of those training sessions to the University.
2. Maintain policy and procedures for the governance of faculty and students in the handling, storage, collection and disposal of hazardous waste materials, including radioactive materials within the School of Pharmacy.
3. Develop an initial risk management-training program for all incoming faculty and graduate students that at a minimum addresses pertinent safety issues important to the University and policy and procedures governing hazardous waste materials.
4. Continue to monitor risk related issues in the School of Pharmacy and make recommendations concerning these issues to the Dean of the School of Pharmacy when needed.

Thank you for your continued leadership and service to the School of Pharmacy.

**Student Affairs:**

Dr. Jacobs:

Below is the list of charges for the Student Affairs Committee as outlined in the Faculty Bylaws and additional charges for the year.

The members of the Student Affairs Committee are as follows:

Chair	Tibb Jacobs
Liaison (AA)	Michael Cockerham
OSPA	Mary Caldwell
BPS	Sami Nazzal
BPS	Seetharama Jois
CAS	Lance Nickelson
CAS	Laurel Sampognaro
CAS	Elizabeth Perry
CAS	Jennifer Smith
CAS	Fahamina Ahmed
P1	
P2	
P3	
Student Pres.	

Please distribute the charges to your committee members.

The charges of the Student Affairs Committee will be outlined the ULM School of Pharmacy Bylaws are:

1. Provide input for increasing faculty participation at student events
2. Communicate faculty/student interaction opportunities to faculty
3. Inform faculty of technology issues with students
4. Review student policies and make recommendations to the Dean for improvement
5. Meet with Student Senate when invited to provide faculty perspectives
6. Serve as judging panel for student competitions
7. Evaluate issues impacting student/faculty relations and make recommendations for quality enhancements.
8. Evaluate student needs, insure that current student services are meeting student needs and make recommendations for new student services or quality enhancements of current services
9. To oversee the allocation of School funds for student travel.
10. To development and dissemination of written policies for naming student recipients of awards and scholarships.
11. Recommend to the faculty and Dean appropriate students to receive academic and/or professional practice or service awards.
12. Recommend to the Dean appropriate students to receive scholarships and provide information and/or recommendations to the University Scholarship Committee.
13. Define criteria to be used in awarding the meritorious service and alumni of the year award, and prepare a slate of candidates for each award for the Dean.

In addition to the above standing charges, the committee is also charged this year to:

1. Maintain the student travel budget.
2. Review and approve or disapprove student applications for professional travel.

Thank you for your continued leadership and service to the School of Pharmacy.