

Clinical & Administrative Sciences Department Meeting Minutes July 24, 2017

Facilitator:	Shawn Manor	Present: (Strikethrough if not present)				
Recording Secretary:	Liz Lafitte	Baton Rouge Faculty	Dr Lewis	Dr Horace		
Time Meeting Started:	12:00 p.m.	Shreveport Faculty	Dr Comeau Dr Cady	Dr Jacobs Dr Tice Dr Storer	Dr Terrell Dr J Evans Dr Smith	Dr Manor Dr Lafitte
Time Meeting Adjourned:	p.m.	Monroe Faculty	Dr Baggarly Dr Hill Dr Posey Dr Sampognaro	Dr Nickelson Dr Zagar Dr Craft Dr Caldwell	Dr C Smith Dr G Smith Dr Brady Dr Crew	Dr Stewart Dr Walker Dr Lowery Dr Donald

Excused: _____

Guests: _____

AGENDA	PRESENTER	DISCUSSION	ACTION TAKEN
Mission statement	Evans	Many faculty thought that "education" should be added to the mission for the department. Mission statement will read: 'Partnering with tomorrow's pharmacists through education, mentorship, discovery, and practice to enhance the health and wellness of our communities.'	Faculty present voted to add "education" as discussed.
Curriculum/drug action 2	G Smith	Therapeutics coordinators: This will be a precursor discussion about basic science content and its relation to Drug Action 2. Greg will contact individual coordinators for their input.	None
Dept Head Search Update	Evans/Manor	See below	None
Faculty Search Update	Brady	See below	None
PAC Update	Evans	See below	None
Monroe Campus Updates	Evans	None	None
Shreveport Campus Updates	Manor	None	None
Baton Rouge Campus Updates	Evans	See below	None
Pharm Care Updates	Walker	None	None
Drug Info Updates	G Smith	See below	None
Faculty Orientation & Development	M. Zagar	See below	None
IPPE, APPE & RxPreceptor	C Smith, Stewart	See below; OSCE dates are 9/22/17 and 3/23/18 – please add to your calendar.	None

AGENDA	PRESENTER	DISCUSSION	ACTION TAKEN
Promotion & Tenure	Evans	See below	None
Open	All	<p><u>Probation plan:</u> We are looking to address faculty quantitative factors by adding new faculty positions to South LA campus (hopefully in New Orleans). Filling department head position is very high priority.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> • Dean Anderson plans to attend August CAS meeting. • Completed performance partnerships are due ASAP. • Group photo for faculty retreat – please dress professionally and bring your white coats! 	None

Department Head Search Update:

The Dept Head and Clinical Research Chair will be separated. To fill the Dept Head position the Myers-Mcrae search firm has been commissioned and a committee has been formed. Dr. Evans will be the Liaison, Dr. Manor will be the committee chair. There have not been discussions about filling the Clinical Research Chair at this time.

Faculty Search Update:

- Dr. Cassie Crew joins us in Monroe on 7/24. She will practice in Adult Medicine at University Health Conway. Her office is B109.
- Dr. Bryan Donald joins us in Monroe on 8/1. He will also practice in Adult Medicine at University Health Conway. His office will be B125.
- Dr. Victoria Miller will join the faculty on 8/16 in Shreveport, practicing in Ambulatory Care at University Health Shreveport.
- Dr. Stephanie Anderson will be interviewing for an Ambulatory Care position in Monroe on 7/27. Please refer to the itinerary sent out on 7/19 and let Jessica know if you are available to join us for lunch.

And thank you to the search committee for all of their efforts! Members include Jamie Terrell, Liz Lafitte, Jennifer Smith, Alexis Horace, Savannah Posey, and Laurel Sampognaro.

PAC Update:

See minutes: <http://www.ulm.edu/pharmacy/documents/committees/pac070617.pdf>

Monroe Campus Update:

None

Shreveport Campus Update:

None

Baton Rouge Campus Update:

Still working on details of a potential move of the campus. Will be discussing more as the details become available.

Pharm Care Update:

Drug Info Updates:

We are in the annual process of renewing our resources. No changes. If there are any apparent problems with the Library Resources Toolbox since the Moodle "upgrade", please let me know.

Faculty Orientation & Development:

New faculty orientation will be held for new clinical faculty as a group once they all arrive. We have created a checklist of activities, with contact & resource info, for them to track things they need to complete. We are also planning more of a longitudinal development program for them.

CS faculty have been asked to provide short summaries of AACP sessions. Contact Jeff to volunteer. That will be 8/3 at noon.

University Week programs will be held week of 8/14, with most sessions 8/17, our regular FD workshop day. Topic of 8/17 programs is supposed to be large classroom teaching.

IPPE, APPE & RxPreceptor:

- All Introductory practice experiences have ended (7/14/17). Grades due 8/3/17.
- Rescheduling of students assigned to resigning faculty members is completed for the Fall semester. Spring reassignments will be made pending new faculty hires.
- During the summer, OEE developed a Mission statement, Vision statement, and a list of Goals and Values. In addition, OEE performed a SWOT analysis and developed an Action Plan which was submitted to, and approved by, Dr. Cockerham in July. Objectives of the plan include:
 - Programmatic Assessment of Experiential Education
 - Development of Professional Education Programs for Preceptors
 - Assessment of Professional Education Programs for Preceptors
 - Expansion of Visibility of School of Pharmacy
 - Cultivation of Louisiana Pharmacists as future Preceptors
 - Assessment of Students, Preceptors, and Sites

- Connie and Roxie attended AACP informational sessions related to Experiential Education; IPPE/APPE standards; Interprofessional Education (IPE); and Intentional Interprofessional Experiential Education (Intentional IEE).
- OEE is in the process of implementing new software for Preceptor development.
- Site visit form has been updated, and an official schedule of site visits has been developed to align with our policy.
- OEE now has a FB page that is used to communicate information from the ULM School of Pharmacy Office of Experiential Education to preceptors regarding updates and events.

Promotion & Tenure:

The P and T Committee reviewed two midterm packets this year and provided feedback to the faculty. The committee also reviewed one promotion and tenure packet for an Assistant to Associate Professor change.

Anyone wanting to promote this fall or undergo a midpoint review will need to have a letter of intent to Dr. Evans prior to the end of September.

Since Jeff Evans is serving as the Interim Dept Head position, there will need to be a new person appointed as the Committee. Any committee members who would like to experience this role please contact Jeff to express their interest.

Open: