

Present: Mike Cockerham, Gina Craft, Karen Briski, Kevin Baer, Jeff Evans, Shawn Manor, Mary Rhea, Larry Humble, Keith Jackson, David Caldwell, and Dean Anderson

Excused: Paul Sylvester

Issue	Discussion	Recommendation/Follow-up	Status
Stipend Policy	<p>Establish four levels of stipends. Vice chair stipends sometime in the future. The vice-chair would be above a director, but below a chair. Establish a flexible base salary.</p> <p>Dean Anderson is recommending a standardized stipend policy. Although we don't have Vice Dept Heads at this time, that level administrator will be included below the Dept Head and above the Director level. The stipend will be added to the base salary, which is based on academic rank.</p>	Add vice chair at the Assistant Dean level.	Stipend policy moving forward with amendment.
Salary Plan	<p>New salary plan includes faculty and instructors to provide long term service. Staff raises six to eight percent. Minimum of three percent.</p> <p>Phase I of the proposed salary plan moves Instructors, Assistant Professor, Associate Professors to the 50th percentile targets provided by AACP. Full professors will be moved to the same level as Associates in Phase I and will be further increased in Phase II. Achieving 50th percentile amounts will be accomplished in Phase III. Unclassified staff will also receive raises in Phase I and Phase II.</p>	Use six years as maximum number of years in rank.	<p>Phase I target date October 1, 2017. To Dr. Pani by September 15, 2017.</p> <p>Phase II target date July 1, 2018.</p>
Computer Purchasing Policy	Replacement policy for faculty and computers. Older computers will be used instead of brand new computers, where appropriate. Need to include lab computers in policy, and Dept Head recommendation regarding laptop or iPad needs.	<p>Will not vote to implement computer purchasing policy. Will table policy for next PAC meeting.</p> <p>Modifications to be incorporated by Dr. Craft.</p>	Revised version will be emailed for approval.
Director of Professional Affairs	Find a replacement for David Caldwell's position. Replacement should be a Pharmacist. Need a legitimate plan to hire an Interim Director of Prof Affairs. Paperwork for Dr. Caldwell's position had to go to Board of Supervisors, which will delay hiring his replacement. Need to appoint someone as interim.	Dr. Cockerham will email faculty to see who is interested in serving as interim.	Pending reply to email and Board approval of paperwork.

Plan to Fill Open Positions	Need to fill Amanda Storer's position. Hire a Baton Rouge residency person. Hire a mid to high level assistant/associate professor. Dr. Evans is not sure that we should target new hires for NO at PPS. Would prefer to hire faculty with previous clinical experience beyond residency.		Paperwork to replace Dr. Storer in process.
Novartis Gift	Large amount of equipment from Novartis Pharmaceutical Corp to be donated to the SOP LBRN Lab.	A conference call to the company is set up on 9/1/2017 with Dean Anderson and Dr. Briski.	



College of Health and Pharmaceutical Sciences
 School of Pharmacy
 Office of Academic Affairs

Division	Office of the Dean
Reporting	H. Glenn Anderson Jr., Pharm.D., Dean CHPS/SOP
Key Items for Communication	<p>1. Key Issues from AA/Dean’s Council Meeting on 8/22/2017</p> <ul style="list-style-type: none"> a. Please update ULM Faculty Websites/Webpages – these are graduate program marketing tools! b. Hiring Process – give 1-2 weeks before you begin following up on hiring process with AA/HR c. Survey of Active Learning – AA would like all departments to survey their faculty. Ask (1) Are using active learning when you teach; (2) what formats of active learning are you using; and (3) how frequently do you use active learning in your classroom. University is looking to invest in Active Learning resources and is trying to identify need and opportunity. d. Meta Majors – students enrolled in multiple majors concurrently as they progress early in their college careers. Thought to provide focused options in later education. May be idea for SOP with pre-Pharm, Tox, and MLS being a joint designation as they all have similar program coursework early in degree. e. University will receive an overall 3% raise. Deanship supported this raise being “cost of living” and not “merit”. f. Compensatory Time Policy – new policy requires max comp time accrual of 45 hours/year. As our Medicaid team often accrue significantly more comp time, we are asking for an exemption. More information, such as a resolution, is to come from AA. g. Student Insurance – university will no longer require; will now strongly encourage. h. New Programs <ul style="list-style-type: none"> i. DPT – approved by State yesterday. Intention to plan documentation will go to BOR/BOS in December. Program will be housed in Brown Hall and will start in Fall 2019 ii. DO school – Discussion of where to house program is ongoing. Three options suggested to date – 1) Stubbs Hall, 2) demolish Stubbs Hall and build new, and 3) Sugar Hall. Sugar Hall is slated for a new roof this fall.
Requesting the following items be considered for action	<p>1. Salary Revision Plan</p>



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Division	Dean's Office
Reporting	Gina Craft, Pharm.D., Associate Dean of Assessment and Administrative Affairs.
Key Items for Communication	<ol style="list-style-type: none"> 1. Faculty salary plan: The Deans and Dept Chairs met to determine base level salaries, stipends, and adjustment based on years in rank. This will be a two-phase plan that will occur 10/1/17 and 7/1/18. 2. Communication plan: I've met with Michelle Massey and Marcia Wells to first determine the issues. We will next review current methods and evaluate new options/technology before developing the final plan. 3. NOLA Campus: Jeff Evans, Mike Moncrief, Greg Andrews, Glenn and I will visit the LSU Medical School on Sept 29th to view the space they have proposed for us and to negotiate terms for a lease. We will also visit the UMCNO hospital on that date. 4. ExamSoft: All class rosters that I have received have been uploaded. I'm exploring having Vicki download from Banner next year to streamline the process. 5. Open Positions: D. Caldwell and A. Kaddoumi's positions must be send to Board for approval due to proposed salary increase >10% of current salary. This will add at least a couple of weeks to the turnaround of the request to replace. 6. There will be a College-wide faculty meeting in the Nursing Auditorium on October 6 at 11:30am to review/vote on the re-organization proposals.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Please review the attached computer purchasing policy and discuss in light of need to upgrade classroom systems. 2. Stipend policy

Policy Area: Technology	Subject: Faculty Computer Systems
Effective Date: 9/1/2017	Page Number: 1
Approved Date: Revision Date:	Approved by: Administration
<p>1. Rationale or background to policy:</p> <ul style="list-style-type: none"> To establish consistency in the computer systems employed throughout the School of Pharmacy. To establish clear guidelines on the replacement plan for out dated systems. <p>2. Policy Statement:</p> <p><i>New hires:</i></p> <ul style="list-style-type: none"> Faculty will choose from 2 standard desktop configurations – either Apple or Dell, with a Hewlitt-Packard all-in-one printer/scanner. Faculty <i>may</i> purchase a laptop or iPad, according to their needs. <p><i>Replacement plan:</i></p> <ul style="list-style-type: none"> A database of systems and date of purchase will be maintained by the IT support staff. The School of Pharmacy will replace desktop systems with the following priorities: age of system, current stability of system, budgetary constraints. A replacement cycle of 5 years is anticipated. Systems utilized by faculty that are otherwise in good operating condition will be re-deployed to another faculty member in lieu of purchasing a new system at that time. <p>3. Procedures:</p> <p><i>New hires:</i></p> <ul style="list-style-type: none"> IT personnel will work with the Dept Chair to determine the preference of the incoming faculty member. The order will take place at the time of offer acceptance, which will allow new faculty to have a system immediately. <p><i>New hires:</i></p> <ul style="list-style-type: none"> During the annual budget development period, IT personnel will submit an estimate of the anticipated costs for replacement of outdated systems for the upcoming year. Systems in good operating system that are not in use will be assigned first. New systems will be ordered according to the standard desktop configurations that are recommended at that time. Laptop/iPad replacements will not be replaced, unless justification for the exception is approved by the Administrative team. <p><i>Misc:</i></p> <ul style="list-style-type: none"> The standard configurations will be updated periodically to keep pace with advances in technology. 	



College of Health and Pharmaceutical Sciences
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 Office of Academic Affairs

Division	Office of Academic Affairs
Reporting	Michael Cockerham, MS, PharmD, FASHP Associate Dean
Key Items for Communication	<ol style="list-style-type: none"> 1. The PharmD/MBA program has begun with the acceptance of 1 current student who began MBA course work in the Summer 2017. The degree plan for the MBA with a concentration in Pharmacy was approved by the UCC in the Spring. Another student has approached Dr. Luse to begin soon. I submitted a qualifications worksheet and talking points for the websites in June 2017, however, Dr. Luse was not available during the summer to finish the process. After Dean Berry comes back from leave, we will meet to finalize the application with qualifications and finalize the websites in both Colleges. That final plan will then be shared with the curriculum committee. 2. IPE Report Update – OEE created a survey for the P2 and P3 students to gather data on quantity and types of prescriber interaction during IPPE rotations this summer; draft report has been prepared by Connie and Roxie with bullet points to be filled in as we get data; mission and vision statements finalized; goals and objective almost complete; plan to be spelled out year by year with three aspects of the stool accounted for in each year; table showing interaction of all disciplines to be included as an appendix; data from phase two being worked on to show outcomes of that phase and will be presented along with phase one data and results. 3. Curriculum Committee began work on the Teach-Out plan this week. Due 10/9 4. Master Exam Schedule has been posted on the Current Students website and emailed to faculty. 5. Percent Effort Report submitted to Registrar to update BANNER teaching assignments. Copy forwarded to department chairs and Assoc Dean Assess. 6. P1 students held elections for committee assignments and the names of the elected students have been forwarded to the committee chairs. 7. iPads with Bluetooth keyboards are being purchased for the ILS labs to allow faculty and graduate students to electronically grade the recitations, OSCE's and other assignments using Rx Preceptor. 8. Due to vacating clinical faculty, 60 students have been re-assigned in the last 2 months. 9. CEI CORE (preceptor training program within Rx Preceptor) contract signed and will be integrated within Rx Preceptor in the next 2 weeks. 10. Academic Affairs Team will meet on the 2nd Thursday of each month with similar format as PAC meetings.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Interim Director of Professional Affairs Advertisement.



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Division	Department of Basic Pharmaceutical Sciences
Reporting	Karen P. Briski, Ph.D., Professor and Department Head
Key Items for Communication	<ol style="list-style-type: none"> 1. Dr. Jean-Christopher Chamcheu, Ph.D., will begin his appointment in BPS as Assistant Professor of Pharmacology on September 1, 2017. It is hoped that the process to recruit Dr. Nektarios Barabutis, Ph.D., will reach a successful conclusion in the very near future. Department Head has been in touch with both individuals to share information on upcoming Board of Regents and LSU LBRN funding opportunities (Letters of Intent due 09/11/2017), and has received confirmation of Dr. Barabutis' eligibility to participate in advance of official hire. 2. Welcome Week Faculty meeting agenda included discussion of potential acquisition of multi-user software, e.g. ChemDraw, EndNote, GraphPad Prism, etc., to be available department-wide on a dedicated computer. A subcommittee is now researching and prioritizing possible items of interest. 3. Faculty are appreciative of the new policy of 24/7 card-swipe access to the LBRN common core laboratory facility.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Is there a need for Dean and/or Ms. Chappelle (ULM Foundation) to reach out to Novartis/Dr. Imran to discuss completion of transfer of donated equipment to SOP? 2. There is a need for a mechanism to consolidate researcher requests for matching funds for annual Fall Semester Board of Regents equipment and seed money proposal competitions. 3. Current ULM process for subcontract award is overly cumbersome, resulting significant delay in awards to other institutions. Part of the process involves issuance of a purchase order by the Purchasing Department; it is unclear if this is a contributing factor.



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Division	Department of Clinical and Administrative Sciences
Reporting	Jeffery D. Evans, Interim Dept Head
Key Items for Communication	<ol style="list-style-type: none"> 1. Dr. Amanda Storer as resigned her position effective 09/22/2017. Her teaching and rotations have not been rescheduled. Dr. Storer's departure marks the 7th departure from the department during the last 8 months. 2. Dr. Michelle Zagar will be out from 08/31/17 until 10/12/17. She required her two rotation students to be reassigned which had to be placed with faculty who had already accepted an extra rotation (three students / preceptor) 3. One APPE student failed to succeed on a faculty rotation last block and has been added as a third student on a faculty members' rotation. 4. We have been approached by Affinity to expand our duties there. Potentially opening an amb care faculty practice site position there.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Discussion on a plan to replace Dr. David Caldwell in OSPA and if someone from CAS will take the role over. 2. Discuss potential of hiring a clinical faculty member in BR immediately that would then make the move to NOLA to address teaching/lab issues for 'overloaded' clinical faculty. This faculty member would not have a practice site in BR, but would create one in NOLA after the move.



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Division	School of Pharmacy Shreveport Campus
Reporting	Shawn Manor, Pharm.D., BCPS Assistant Dean
Key Items for Communication	<ol style="list-style-type: none"> 1. Department Head Search is ongoing. A pool of candidates was identified (AACP Academic Leadership Fellows Program) and the committee in the process of reaching out to these individuals. This is in addition to the communications sent out by the search firm. We currently have 4 applicants although, there are issues with each of them. 2. We have just welcomed Dr. Victoria Miller to our campus and she is busy setting up her practice site and developing lectures. 3. The virtual hospital activity for August 28th has been cancelled due to WK scheduling conflict. We do have future dates lined up. 4. We currently do not have Kaltura capability for either of our teaching rooms and will have to resort to using voice only recordings until further notice. The classroom polycom is being looked into for the reason Kaltura isn't working and the conference room needs a new laptop. 5. Our polycom in the classroom is still causing audio issues (echoing) and a ticket has been opened.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Plan to replace departing faculty (Dr. Storer).



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Division	School of Pharmacy, Graduate Studies and Research
Reporting	Paul W. Sylvester, Ph.D. Pfizer, Inc. B.J. Robison Endowed Professor of Pharmacology and Director of Graduate Studies and Research
Key Items for Communication	1. Regarding updates for the PAC meeting, the Graduate Program in Pharmacy has no new issues. We are down 5 students needed to TA this semester due to the loss of Dr. Kaddoumi's students (3) and because 2 new students have not arrived at ULM as yet. Hopefully the new student will arrive next week. However, we are filling these empty TA positions and we will be at full strength by the start of Spring 2018 semester.
Requesting the following items be considered for action	



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Division	Office of Outcomes Research and Evaluation
Reporting	Larry J. Humble, PharmD, PhD Director
Key Items for Communication	<ol style="list-style-type: none"> 1. SFY 2018 budget will be reviewed to determine the extent of available monies for salary adjustments. Timing of salary adjustments to align with those of the SOP. 2. Drafting of our next contract with LDH to cover SFY 19 – SFY 21 will begin in the next couple of months. 3. OORE analytics team is currently programming and running new quality measures proposed for the Healthy Louisiana MCO contract extension. Also, the team is programming and running new Adult Core and CHIPRA quality measures – results of which will be reported to CMS by LDH. 4. OORE pharmacy team continues to collaborate with LDH and pharmacy representatives from the Healthy Louisiana MCOs to develop clinical criteria for the ten therapeutic classes included in the proposed Single Preferred Drug List. The OORE team is also creating the associated clinical pre-authorization forms to be used by prescribers in the authorization request process. 5. OORE analytics and pharmacy teams are currently working on statewide HEDIS[®] Comprehensive Diabetes Care chart review. Some of the results of this chart review (A1C testing & A1C poor control) will be reported to CMS by LDH.
Requesting the following items be considered for action	None at this time.



College of Health and Pharmaceutical Sciences
School of Pharmacy
Office of Student and Professional Affairs

Division	OSPA
Reporting	David Caldwell Director of Professional Affairs
Key Items for Communication	1. As of 8/24, we have 99 in-progress applications for PharmCAS.
Requesting the following items be considered for action	1. Can applicants currently find their way to the explanation of our probationary status from the PharmCAS website?



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Division	Office of Student and Professional Affairs
Reporting	Mary Rhea Director of Student Affairs
Key Items for Communication	<ol style="list-style-type: none"> 1. September 1, 2017 we will interview 5 additional PEP applicants. We have interviewed and admitted 10 students already. We currently have 51 PEP students. 2. September 1, 2017 Back to School BBQ 3. October 13, 2017 Preceptor Conference and Reminisce on the Ouachita, Alumni Evening are schedule. 4. October 14, 2017 Homecoming: Tailgate Party 5. October 26, 2017 Senior Day and Fall Career Fair 6. October 27, 2017 Fall Interview Day 7. October 28, 2018 Boo and Bop 8. Planning stages for a meeting for the Deans Advisory Council in November. 9. Planning stages for a reception at ASHP Mid Year in December for Alumni and Faculty. 10. Michelle has set up a Snapchat account. Snapchat is popular with high school and college students. Basically photos on show up a few minutes and then disappear. Some students are working with her to cover student events. This semester she is trying out the OSPA FB Page as a way for students to post event reminders for meetings, etc. Organizations are going to let their members know to go "like" the page. Student handbook is projected to be complete by September 1, 2017. 11. Mallory will be traveling over the next few months. Attending career fairs at High School, Colleges and Universities. She is presenting to clubs and classes and meeting with advisors.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. None at this time



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Division	Toxicology
Reporting	Kevin N. Baer, Ph.D. Professor and Department Head
Key Items for Communication	<ol style="list-style-type: none"> 1. Toxicology undergraduate B.S. program - current Toxicology majors as of 8/23/2017 = 105. Introduction to Toxicology offered as online to non-majors; current enrollment = 337. Toxicology Club student organization, <i>Tau Omicron Chi</i>, membership = 40. Community outreach activities - Household Hazardous Waste Collection Day and Bayou/Campus Cleanup Event. Recruiting activities include Browse on the Bayou and Northeast Louisiana College Career Day. Mr. Shannon Banks, student advisor, takes the lead in these recruiting activities. 2. Dr. Baer is Co-Director of the Environmental Education and Research Center (ULM-EERC); a multi-disciplinary education and research team located at Chennault Park in Monroe. The mission of the ULM-EERC is to establish onsite research into clean water technology using Louisiana's natural wetlands, develop an interest in STEM careers among students living in Ouachita Parish, and promote economic development within Ouachita Parish. Methods will be tested and developed using native wetland plants and constructed filtering systems to reduce pollution from treated wastewater facilities and agricultural runoff. Grants in review - A holistic approach to the assessment of pollinator health in Northeastern Louisiana (\$200,000) and USFWS Pollinator habitat fund (\$10,000). Future grant proposal submittals include LA STEM Education and USFWS conservation and management of aquatic species in the southeast. 3. Dr. Sharon Meyer's lab is focusing on identifying constituent chemicals within crude oils that drive specific toxic effects in rats. A grant proposal to the NAS administered Gulf Research program is in review. A second research focus stems from the discovery that Echinacea dietary supplements stimulate bone marrow myelopoiesis in rats. A proposal to NIH to continue funding this work will be submitted in early 2018. 4. The Toxicology Asbestos and Mold Analyses Laboratory continues to grow clientele. The lab completed more contract projects and samples during 2017 to date than any previous year. Mr. John Herrock is the lab director and asbestos/mold analyst, Shannon Banks is an asbestos analyst, and Kevin Baer is a mold analyst. 5. The University of Mississippi Medical Center in Jackson would like to visit our campus to give a recruiting presentation to our students. Two of our undergraduate students participated in their Internship program and they were very impressed with their educational science background. One of our recent graduates was accepted as a Ph.D. student at UMMC.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. The Toxicology faculty would like to schedule a meeting with the Dean to discuss several items including the open faculty position in Toxicology and the Toxicology "feeder" program into Pharmacy School.