

Present: Mike Cockerham, Gina Craft, Kevin Baer, Jeff Evans, Larry Humble, Keith Jackson, David Caldwell, Laurel Sampognaro, and Dean Anderson

Excused: Karen Briski, Shawn Manor, Mary Rhea, Keith Jackson-Faculty Rep

Issue	Discussion	Recommendation/Follow-up	Status
Consolidate Request for Matching Funds. Paul Sylvester	Need a policy on source. Institutional support can be in-kind. Equipment request need money match, otherwise in-kind could work. Could source be academic unit indirect portion?	Short term – SOP is on the hook for matching funds. Long term – Need to work with Dr. Pani on a policy.	Pending
Student Interviews. David Caldwell	1st round interviews will be the last Friday of Sept (9/29/17). Early decision.	Need the Department Heads to encourage faculty to participate in all aspects for the interview process including meet and greet in the am.	Plan supported. Any edits from CC will be reviewed by Associate Deans.
Teach Out Plan Dr. Cockerham	Share Teach Out Plan with faculty after curriculum committee reviews.	Vote on support of plan.	Plan supported. Any edits by CC will be reviewed by the Associate Deans. Motion by Dr. Craft, seconded by Dr. Sylvester; passed unanimously.
Meetings with the Dean Dr. Anderson	Degree of flexibility for meetings with faculty.	Send meeting requests or check with Valerie.	Resolved

Advisory Board for Vivarium Dr. Craft	Form a Vivarium advisory group. Coty can call a meeting of the animal users, also everyone who is using animals or has an interest.	Coty can call a meeting of the animal users and everyone who has an interest in the Vivarium.	Meet once per month and Dean will buy lunch.
Update on Progress to Address ACPE Concerns	Salary plan summarized by Dr. Craft. Dr. Anderson discussed plan plus out of state tuition with Administration.	Have approved plan for salaries. Need standard response: plan developed in response to probationary status that targeted financial which include salaries and the organizational structure. Need to address senate for impact on community.	Retention/hiring: Working on hiring plan for tenure/non-tenure, etc. IPE first draft is ready. Reorganization plan progress: College leadership working on 2 types of plans.



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

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 plan has been finalized and sent to Dr. Pani. 2. NOLA Campus: Nothing new to report. 3. Open Positions: D. Caldwell and A. Kaddoumi's positions have been approved. Employment recommendation for Kaddoumi's replacement is in process. C. Robertson's position (for S. Anderson) has to be revised and sent to Board for approval. 4. Budget: After meeting with Gail Parker, I have a much better handle on accessing Banner and monitoring our accounts. Glenn and I will meet next week to begin developing the pro-forma.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Need for "advisory board" for Vivarium



College of Health and Pharmaceutical Sciences
 School of Pharmacy
 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. IPE Report Update –Draft report has been prepared by Connie and Roxie for review by the administrative team. 2. Draft of the Teach-Out Plan has been prepared by the Curriculum sub-committee. The plan was forwarded to Mary Kiersma at ACPE for review and she stated the plan satisfied the requirements. Due 10/9 3. Dr. Laurel Sampognaro has begun transitioning with Dr. Caldwell in the OSPA Dir of Professional Affairs position. Dr. Caldwell’s last day is Thursday, 9/14. 4. Retention Plan and Seed Grant Plan development assigned to Faculty Affairs Committee.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Teach-Out Plan review?



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

Division	Department of Clinical and Administrative Sciences
Reporting	Jeffery D. Evans., Pharm.D., Interim Department Head
Key Items for Communication	<ol style="list-style-type: none"> 1. Faculty members at the Shreveport Campus are moving toward appointments with LSUHSC-S Internal Medicine. 2. I went to the Baton Rouge Campus on Thursday and met with Dr. Lewis about her return to full time and met with people at her practice site 3. We have requested our faculty search committee to come up with a hiring plan addressing what type of faculty should be hired for our open slots. 4. Dr. Jessica Brady began her 12 weeks of leave on Wednesday 09/06 at noon and will be out the rest of the semester 5. Department Head Search committee has no new applicants despite contacting over 100 AFLP graduates. Currently 4 applications, with one mostly qualified applicant. Will continue to reach out.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Continued consideration for the return of the faculty line to Clinical and Administrative Sciences that was used to create the Director of Professional Affairs. This line was taken from CAS and now that a formal search is to be completed, the creation of a line for the position could be completed 2. Movement of Experiential Education back to being a report to the CAS Dept Head and moved from Academic Affairs. The office is a better fit within the department. The department's search committee even hires the faculty that are in that office, and the office controls a large amount of the workload for the clinical faculty.



College of Health and Pharmaceutical Sciences
 School of Pharmacy
 PAC Unit Report

Division	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	<ol style="list-style-type: none"> 1. Graduate Program in Pharmacy currently has 34 students enrolled for the Fall 2017 semester. Last year at this time the Program had 43 graduate students. This decline is the result of several factors including: 1) Dr. Kaddoumi's departure with her graduate students removed 6 students from the program; 2) Since last January, 8 Saudi applicants were accepted into the program, but none came to ULM; 3) Two new students that were to start this Fall, have not yet arrived because of visa delays, but they may come by next week; 4) One new student arrived and then returned home in a span of 5 days. Taken together, all these factors have significantly reduced our numbers for the Fall semester. However, efforts to admit new students for Spring semester are underway and we should have at least 7 new students at that time. 2. Dean Anderson has agreed to meet with the Graduate Students on September 20, 2017 at 11am in room 350 to introduce himself and discuss the state of the School of Pharmacy and his vision for ULM Graduate Program in Pharmacy
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. No action items requested at this time.



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

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. Completing paperwork for salary increases with an anticipated effective date of October 1, 2017. 2. OORE pharmacy team is collaborating with Louisiana Department of Health (LDH) and Molina (LDH fiscal intermediary) to develop agenda for Louisiana Medicaid Drug Utilization Review (DUR) meeting to be held 9/26/2017. OORE staff members typically present agenda items at the DUR meetings. 3. OORE pharmacy team is drafting provider memos for implementation of new pharmacy edits. 4. OORE analytics team is meeting with the new Medicaid child and maternal health medical director to develop outline of needed data analyses to guide/monitor associated policy. 5. OORE analytics team is programming quality measures for Healthy Louisiana MCO contract extension and programming additional quality measures for submission to CMS by LDH. 6. Ongoing: 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. 7. On Radar: Drafting of contract for SFY 19, SFY 20 and SFY 21.
Requesting the following items be considered for action	None at this time.



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

Division	Office of Student and Professional Affairs
Reporting	David Caldwell
Key Items for Communication	<ol style="list-style-type: none"> 1. Laurel has been named the interim replacement for my position and we're working through different training topics at the moment. I'll continue to be available to her regardless of my location to make sure the transition is smooth. 2. The first interview date is coming up on September 29th. This group consists of early decision applicants, many of whom represent the more academically talented of the admissions cohort for the year. Laurel has sent out a Doodle to request interviewers.
Requesting the following items be considered for action	<ol style="list-style-type: none"> 1. Department chairs: Please encourage your faculty to <ol style="list-style-type: none"> a. make themselves available to participate as interviewers and b. join the applicants in B110 on the morning of the interviews for a casual meet and greet over breakfast and coffee. <p style="margin-left: 40px;">This is our chance to make a good first impression and capitalize on the "family" theme that we've been pushing to differentiate ourselves from other schools.</p> 2. Everyone: Please dress professionally on that day and make a point to come say hello to the applicants.



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

Division	Toxicology
Reporting	Kevin N. Baer, Ph.D. Professor and Department Head
Key Items for Communication	1. Dept request: Approximately \$35K will be requested for match on BOR Enhancement Grant for an ultra HPLC with coulombic array detector. The grant will be submitted late October, 2017 and Dr. Sharon Meyer will be the PI. This instrument will be available to other researchers in Basic Sciences.
Requesting the following items be considered for action	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. The proposed dates are September 15th, 22nd, or 29th; 8:30-9:30 AM in the Dean's conference room. The date will be chosen based on the availability of the Dean.

UNIVERSITY OF LOUISIANA AT MONROE
SCHOOL OF PHARMACY

Teach Out Plan

In Fulfillment of Requirements of the
Accreditation Action and Recommendations

June 21-24, 2017

Submitted to

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

October 9, 2017

During the Board meeting on July 21-24, it was the decision of the Board that the accreditation of the Doctor of Pharmacy program at the University of Louisiana at Monroe College of Health and Pharmaceutical Sciences School of Pharmacy be affirmed but that the program be placed on **probation** for issues of compliance with the following standards:

Standard No. 8: Organization and Governance

Standard No. 11: Interprofessional Education (IPE)

Standard No. 18: Faculty and Staff—Quantitative Factors

Standard No. 23: Financial Resources

1) In the event that withdrawal of accreditation should occur, the University of Louisiana at Monroe School of Pharmacy offers the following Teach-Out Plan to ensure fair and equitable treatment of the remaining enrolled students. Following notification of the withdrawal of accreditation, no further students will be enrolled in the Doctor of Pharmacy program, and the admissions process will cease.

The ULM school of pharmacy plans to deliver the Doctor of Pharmacy curriculum to all students regardless of academic year subsequent to the retention of current faculty within the program. In the event of loss of faculty, some elective courses may be discontinued to balance the teaching load of the remaining faculty and fulfill the curriculum requirements. The school of pharmacy currently records all lecture courses and saves those recordings. If required, those courses recordings could be used to teach courses in the absence of experienced faculty in the classrooms. Every effort will be made to continue the required components to accommodate all students remaining in the program.

The School Pharmacy plans to continue the necessary physical and fiscal resources as well as support services in addition to the academic and clinical resources required to accommodate all students until they graduate. During the interim between the submission of the Teach-Out Plan and withdrawal of accreditation, the School of Pharmacy will develop formal plans and Teach-Out Agreements with possible Teach-Out institutions.

2) The ULM School of Pharmacy plans to maintain the current curriculum with regard to required courses during the Teach-Out period. Every effort will be made to maintain current coursework and course schedules for the remaining students. In the event that faculty are lost due to resignation, elective courses may be discontinued to the extent that the School is able to fulfill degree requirements. Should it be necessary to contract with an external Teach-Out Program, that program will make every effort to ensure that the program would be similar in content, structure and scheduling to the ULM program. In addition, the School of Pharmacy will develop a remediation plan for the remaining students so that they are able to complete courses that are offered for the last time.

3) Through either the internal Teach-Out plan or contracting with an external Teach-Out Program, all students will receive instruction and services as contracted, culminating in the receipt of an accredited degree.

4) Once notification is received regarding the pending termination of the ULM program, the School of Pharmacy will notify all current students regarding the cost to complete the degree program either internally or with an external Teach-Out Program through a Teach-Out Agreement.

5) Upon notification, the ULM School of Pharmacy will provide a current list of student names, addresses, phone numbers, and expected graduation date to the Teach-Out Program, if applicable.

6) The ULM School of Pharmacy plans to conduct the Teach-Out for P1-P3 years at the campus in Monroe, Louisiana and the P4 years throughout the state in the same manner as the current program. Should an external Teach-Out Program be required, a Memorandum of Understanding (MOU) will be initiated detailing the manner in which the degree will be awarded, either solely by one ACPE-accredited institution as an external Teach-Out program or a combination of both the external Teach-Out Program and the Closing Program. Possible ACPE-accredited programs in close geographic proximity include: Xavier University of Louisiana, University of Texas at Tyler, Harding University, University of Arkansas for the Medical Sciences, University of Mississippi, University of North Texas and William Carey College.

7) The ULM School of Pharmacy plans to retain as many faculty as possible in the program or add additional faculty as necessary for the purposes of the Teach-Out. Should an external Teach-Out program be required, the School of Pharmacy will work with the Teach-Out Program to ensure that qualified faculty in sufficient numbers are available to complete the Teach-Out. The faculty may come from the closing program, or per an implemented MOU, may be added to the program. A list of faculty with qualifications responsible for the Teach-Out will be provided.

8) If the internal Teach-Out plan is feasible, the ULM School of Pharmacy will offer the students a reasonable opportunity to complete the program in a timely manner. If an external Teach-Out Program is utilized, the ULM School of Pharmacy will work with the Teach-Out Program to ensure students have a reasonable opportunity to complete the program in a timely manner.

9) Upon notification of termination of the ULM program, the School of Pharmacy will notify all students in a timely manner regarding whether ULM will complete the Teach-Out or if an external Teach-Out Program will be utilized. The Teach-Out Program will inform students in a timely matter of the Teach-Out plan, and their ability to successfully complete the program.

10) The School of Pharmacy will notify students of the cost to complete the program at ULM, or should an external Teach-Out Program become necessary, notify students of the cost to complete a program at that institution. Should a Teach-Out Agreement be necessary, a cost analysis of both the Teach-Out Program and the Closing Program will be performed in order to maintain the academic resources and faculty of the Teach-Out program. The cost to complete the degree at the Teach-Out Institution will be provided to the students.

11) The primary intent within the Teach-Out Plan is for the ULM School of Pharmacy to award the degree for the remaining students. Should faculty or academic resources diminish resulting in unsustainable program delivery, the external Teach-Out Program will award the degree based on the Teach-Out Agreement and Memorandum of Understanding.

12) Depending on the Teach-Out Program Memorandum of Understanding, students in the P1 class may be able to transfer prior to the first day of class to the Teach-out Institution, if applicable. Students on personal or medical leave of absence will be able to re-enroll in the Teach-Out Program Institution, if applicable, or complete the program at the ULM School of Pharmacy.

13) If required, the ULM School of Pharmacy will provide the Teach-Out Program with all student records, including both academic and financial records. The Teach-Out Program will maintain separate but similar records and documentation of student performance. Transfer of records will be based on prior student authorization of FERPA and in compliance with FERPA regulations.

14) The ULM School of Pharmacy will continuously notify ACPE of appreciable changes and status updates throughout the Teach-Out Period. The ULM School of Pharmacy will further demonstrate compliance with all federal and state laws and regulations regarding this Teach-Out plan and subsequent closure of the program, including notification of the Southern Association of Colleges and Schools.

Programmatic Teach-Out Plan Form

Please submit a complete copy of the proposed Teach-Out Plan(s) cross-referenced to the following checklist:

Item #	Criteria	Teach-Out Plan Page #
	The Teach-Out Plan provides:	
1.	That the teach-out program ^a will deliver equitable treatment of students (i.e., existing and teach-out students) and has the necessary experience, fiscal, academic, clinical, and physical resources, as well as support services to accommodate all students.	2
2.	That the teach-out program will deliver an educational program that is reasonably similar in content, structure, and scheduling to what was provided by the program that is ceasing operations.	2
3.	That the teach-out program has the capacity to provide all students with all instruction and services which the students originally contracted and paid but did not receive due to the closure of the program.	2
4.	That the teach-out program will provide students with information and sufficient advance notification about additional charges, if any.	3
5.	That the closing program ^b will provide a list of student names enrolled with address, phone number, and the estimated graduation date for each student to the teach-out program.	3
6.	A description of where the teach-out will occur: the closing program, the teach-out program, or a combination. This description should include likely programs for a Memorandum of Understanding (MOU).	3
7.	Whether the teach-out program intends to retain any faculty from the closing program or add additional faculty for the purposes of the teach-out. A list of faculty responsible for the teach-out program along with their qualifications must be included.	3
8.	That the teach-out program will, upon a set schedule, offer each student enrolled at the closing program a reasonable opportunity to promptly resume and complete the course of study.	3
9.	That the closing program will provide notice in a timely manner to each student of the availability of the teach-out and the teach-out program will provide information to students enrolled at the closing program pertinent information regarding the teach-out program.	3
10.	A clear description of the financial responsibilities of all parties.	3
11.	Which institution will award the degree.	3
12.	Whether students would be entitled to begin training or re-enroll at the teach-out program if the students had enrolled but not yet started their course of study at the closing program or students who are on leave of absence from the closing program.	4
13.	That the closing program will provide the teach-out program copies of academic and financial aid records for the students being taught-out and the teach-out program will maintain separate records and document performance for the students being taught-out.	4
14.	Appropriate notification to ACPE and compliance with applicable federal and state law.	4

^aTeach-out program: Program providing instruction and support for students

^bClosing program: Program in jeopardy of losing accreditation or is no longer accredited by ACPP