

Present: Glenn Anderson, Kevin Baer, Gina Craft, Mike Cockerham, Shawn Manor, Larry Humble, Keith Jackson, Mary Rhea

Excused: Karen Briski, Jeff Evans, Laurel Sampognaro, Paul Sylvester

New Business

| Issue | Discussion | Recommendation/Follow-up | Status |
|----------------------------------|--|--|--|
| Recruitment and Retention Update | Dr. Sampognaro 19 plus 6 prep students. | Schedule time for the Dean to call each student. Block off time for each student. | Resolved |
| Out-of-State Tuition Proposal | Mary Rhea Resubmit proposal to Dr. Pani and Dr. Richters. Offer two alternatives. | | Resolved |
| Student Dress Code | Mary Rhea Modifications made to original dress code. Scrubs might be designed to be School recognized. | Scrubs removed from dress code policy. Change into work related scrubs upon arriving at work. | New dress code will start in January 2018. |
| STAP Computer Lab Use Policy | Will be incorporated into Student Handbook. | Dr. Craft to draft policy. Faculty advisors shall follow University policy regarding student organization events. | Pending draft policy |
| Dulfilhio society | We've been attempting to bring current our recognition of contributors to the Dulfilhio society. We've been unsuccessful in determining the level of giving by donors. | Dr. Craft will follow up with the foundation to obtain the needed information. | Pending response from foundation. |
| Saudi Cultural Mission | The current process for handling our students from Saudi Arabia is being questioned by OSPR. Dr. Sylvester is requesting Dean Anderson's support in addressing this issue. | Dr. Anderson to contact Dr. Pani to determine next steps. | Pending discussion with Dr. Pani |
| Reorganization | Dean Anderson presented two potential reorganization scenarios that have been developed by the College administrative team. These will be presented to the faculty of the College on 10/6. | Presentation to faculty on 10/6. | Resolved. |
| Social Media | Should obtain Photo Release forms from all students in the COHPS and also faculty. | Discussion continued at next PAC meeting. | Pending |
| ACPE Report | Dr. Craft Performance and organizational structure needs to be finalized. Looking to be strategic from a budgetary stand point. | | |
| Retention Plan | Dr. Jackson Faculty Affairs has approved the Retention Plan | | |

Old Business

| Issue | Discussion | Recommendation/Follow-up | Status |
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College of Health and Pharmaceutical Sciences
 School of Pharmacy
 Office of Academic Affairs

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| Division | Office of Academic Affairs |
| Reporting | Michael Cockerham, MS, PharmD, FASHP Associate Dean |
| Key Items for Communication | <ol style="list-style-type: none"> 1. HR posting of Dir Professional Affairs has been posted as of Friday, September 15, 2017. Required to take applications for 5 days. 2 Applications, 1 not viable. Waiting to do paperwork 2. 2018-19 Schedule has been sent to DH's for review of courses. 1st run due 10/16. Working with Greg Smith to re-schedule future semester on a one time basis to fix problem with Self-Care, Cardiology and Renal modules moving to different years. 3. Updating Faculty Roster for SACS Accreditation. Almost complete except for new faculty that are not in the system yet. A couple of faculty did not have copies of academic transcripts, working to obtain those. |
| Requesting the following items be considered for action | <ol style="list-style-type: none"> 1. None |



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

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| Division | Assessment and Admin Affairs |
| Reporting | Gina Craft |
| Key Items for Communication | 1. Nothing new to report |
| Requesting the following items be considered for action | 1. Stap Lab Policy |



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

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| Division | Pharmacy-Shreveport Campus |
| Reporting | Shawn Manor |
| Key Items for Communication | 1. Dept Head search update: to date we have 4 candidates. Final date for applications is October 13 th . We have a meeting scheduled for October 17 th to discuss the applicants and will decide on initial Skype interviews vs bringing in all acceptable candidates. |
| Requesting the following items be considered for action | 1. None |



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

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|---|-------------------------------|
| Division | Graduate Studies and Research |
| Reporting | Paul W. Sylvester |
| Key Items for Communication | 1. No items at this time |
| Requesting the following items be considered for action | 1. No action needed |



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

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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. Scheduling phone interviews for open ULM position (Medicaid Clinical Quality Program Manager) which will be embedded with the Louisiana Medicaid quality group (41 applicants, 5 applicants selected for phone interviews) 2. LDH inquired about the possibility of hiring an additional pharmacist through the ULM contract to work with the Louisiana Medicaid pharmacy team in Baton Rouge – currently discussing with our contract monitor and Medicaid pharmacy director 3. Will be at LDH in Baton Rouge week of October 16th – to conduct in-person interviews for ULM position and to meet with Medicaid staff, the Medicaid external quality review organization, and MCO plans 4. 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 | Laurel Sampognaro | | | | | | | | | | | | | | | | | | |
| Key Items for Communication | <p>1. We interviewed 19 applicants on 9/29/17, and the admissions committee has recommended that these 19 applicants as well as 6 PEP students be admitted to our program. The next interview date is set for 11/3/17. We have 113 applications currently “in progress” in PharmCAS.</p> <p>2. I sent the following information to Dean Anderson in response to a question he asked at the last PAC meeting.</p> <table border="1"> <thead> <tr> <th></th> <th>2015</th> <th>2017</th> <th>2018 (YTD)</th> </tr> </thead> <tbody> <tr> <td>LA Resident Applicants to PharmCAS</td> <td>332</td> <td>296</td> <td>59</td> </tr> <tr> <td>LA Resident Applicants to ULM</td> <td>133</td> <td>141</td> <td>32</td> </tr> <tr> <td>Total Applications to ULM</td> <td>232</td> <td>208</td> <td>35</td> </tr> </tbody> </table> <p>These are the total number of applications that were entered into PharmCAS, but this does not necessarily mean that they were completed or met our program’s requirements.</p> <p>3. Progression Information</p> <p>a. 17 P1 students failed the second calculations exam; 16 students currently have an average <70% in that class. Dr. Stewart is diligently working with these students holding extensive exam reviews as well as having them attend “math lab” every week.</p> <p>b. 11 P2 students failed the second Neuro module test, and 5 students currently have a class average <70%. Three students have failed both exams so far.</p> <p>c. 5 P2 students failed the first kinetics exam.</p> <p>4. Student mentor assignments will be released to the faculty at the end of this week for the voluntary mentoring program.</p> <p>5. Advising for the spring semester begins next week.</p> | | | | 2015 | 2017 | 2018 (YTD) | LA Resident Applicants to PharmCAS | 332 | 296 | 59 | LA Resident Applicants to ULM | 133 | 141 | 32 | Total Applications to ULM | 232 | 208 | 35 |
| | 2015 | 2017 | 2018 (YTD) | | | | | | | | | | | | | | | | |
| LA Resident Applicants to PharmCAS | 332 | 296 | 59 | | | | | | | | | | | | | | | | |
| LA Resident Applicants to ULM | 133 | 141 | 32 | | | | | | | | | | | | | | | | |
| Total Applications to ULM | 232 | 208 | 35 | | | | | | | | | | | | | | | | |
| Requesting the following items be considered for action | 1. | | | | | | | | | | | | | | | | | | |



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

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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. OOS proposal submitted to Dr. Richters and Dr. Pani again on 10/3/17. 2. Deans Advisory Council is scheduled for the weekend of November 3, 2017. Only 2 confirmed attendance. 3. Planning stages for a reception at ASHP Mid Year in December for Alumni and Faculty. 4. Student Council proposed changes to the Dress Code. Document attached for our review. 5. Michelle has finished the SOP student handbook and is in the process of developing an electronic signature process. 6. 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 (report attached) |
| Requesting the following items be considered for action | <ol style="list-style-type: none"> 1. None at this time |



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

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| Division | Toxicology |
| Reporting | Kevin N. Baer, Ph.D. Professor and Department Head |
| Key Items for Communication | 1. Dr. Baer will meet with Dr. Pani and Dr. Allison Franzen Camacho October 6, 2017, 10:30 AM. Dr. Camacho is a ULM Toxicology graduate and a leader in her field of Human Risk Assessment - a growing specialty in the toxicology work force. Her company, Ramboll Environ in Monroe, LA is interested in partnering with the ULM Toxicology program to help it grow and to produce students who can fulfill the growing work force gap in Human Risk Assessment. |
| Requesting the following items be considered for action | |

School of Pharmacy

STANDARDS OF PROFESSIONAL ATTIRE

The following Standards of Professional Attire will be in effect as of [\(insert new effective date\)](#) and apply to all students enrolled in The University of Louisiana at Monroe School of Pharmacy.

These standards should be followed during all hours in which the School is open to the public (generally 7:15 am to 5:30 pm [\(7:00 am - 5:00 pm\)](#), Monday through Thursday).

General Personal Care Standards:

1. Adequate precautions should be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene.
2. Hair maintenance: neat and clean, styled off the face and out of the eyes. ~~Hair longer than shoulder length should be secured.~~ Beards and mustaches should be clean and well groomed.
3. Other personal care considerations:
 - a. Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
 - b. Cosmetics should be used in moderation.
 - c. Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities.
 - d. Jewelry and accessories should be non-distracting.
 - e. Tattoos must be covered by clothing.
 - f. Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears is not permitted.

Appropriate Attire Standards for Routine School of Pharmacy Attendance:

1. Attire: Clean, business casual styled clothing and shoes.
 - a. Men
 - i. [Shirts with a tail or a split should be tucked in.](#)
 - ii. [Belts should be worn with all pants that have belt loops.](#)
 - b. An undershirt should be worn if undergarments are visible through clothing.
 - c. Skirts should be no shorter than ~~one inch above the knee when sitting~~ [two inches above the knee when standing. If worn with tights or leggings, dresses and skirts must at least reach the end of fingertips when standing.](#)
 - d. Sleeveless shirts, [at least one inch thick straps](#), may be worn, but the following are not permitted: spaghetti straps, halter--tops, tube tops, exposed midriffs, or low cut tops.
 - e. ~~Organization branded jerseys (not party or event t-shirts) can be worn on meeting days only.~~
 - f. If an employer requires a student to do so, the student may wear a scrub uniform to school. This must include scrub tops and bottoms

~~with an undershirt~~ **An undershirt is required for men and low-cut scrubs.** ~~employer identification badge.~~ Routine wearing of scrubs is prohibited.

- g. ~~Fleece jackets~~ **All approved ULM School of Pharmacy branded jackets, hoodies, and pullovers** are acceptable dress when weather permits, ~~not pullovers with a collar or sweatshirts.~~
- h. Dress Capri pants can be worn.
- i. Dress sandals **with backing or ankle strap** can be worn.

Exceptions:

1. Items specifically not permitted under any condition
 - a. Hats or caps (except headgear considered a part of religious or cultural dress).
 - b. ~~Denim clothing or jeans of any color.~~
 - c. Shorts, cargo pants, ~~eulettes~~, skorts or mini-skirts.
 - d. Sweatpants, ~~sweatshirts, non-collared t-shirts or t-shirts with lettering~~ **graphic t-shirts**, or midriff tops (business casual styled turtlenecks and mock turtlenecks may be worn).
 - e. Athletic shoes **unless worn with scrubs or on casual fridays**, casual sandals, and “flip-flops.”
 - f. Absolutely no pajamas.

1. Casual Day – Friday Attire & Finals Week:
 - a. **Any ULM or ULM** School of Pharmacy t- shirts are acceptable, ~~provided they are tucked in and~~ **as long as they** do not contain any crude messages.
 - b. Athletic shoes may be worn. (flip-flops are not acceptable)
 - c. Jeans are acceptable dress. This excludes jeans that are frayed, torn, dirt-washed (looks dirty when bought), or lack a hemline at the bottom of the pant leg.
 - d. ~~Belts must be worn with pants.~~
 - e. *After hours and weekend attire:* Students should dress neatly at all times while in the pharmacy building. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.
 - f. Activities in specific laboratories and patient areas in which the instructors or institutional policy requires certain dress supersedes this policy.
 - g. Any medical conditions that inhibit adherence should be discussed with the Office of Student and Professional Affairs.

Enforcement Standards:

1. Standards of Attire are intended to be self-regulated **as well as administratively-regulated if need be**. Please use your professional judgment in adhering to this dress code. Remember you are enrolled in a professional program and are considered a “student pharmacist.”

2. These standards fall under the Code of Conduct for the School of Pharmacy.
3. Violations of the dress code should be reported **and can be brought** to the Board of Ethical and Professional Conduct or Office of Student and Professional Affairs.
4. Students inappropriately dressed or groomed may be dismissed from classes or asked to leave the building and requested to comply with the standards set forth in this document.
5. ~~Violations may be brought before the Board of Ethical and Professional Conduct.~~
6. Repeated violations may result in dismissal from the program.

Out of State Tuition and Fees Proposal

Prepared for Dr. Anderson, August 2017

According to the current ULM academic catalog, annual tuition and fees equal \$43,514 for non-residents and \$23,258 for residents. We believe that this additional \$20,256 per year may discourage qualified and desirable non-resident applicants from attending our program. To illustrate this point, we have calculated the total tuition loss from non-resident declinations to be \$1,395,480. The following table summarizes the numbers of non-resident students who declined an offer or withdrew from our application process for the incoming classes between 2015-2017.

| Non Resident Tuition Loss | | | | |
|---------------------------|----------------------|------------------------------------|---------------------|-------------|
| | Students who Decline | Resident tuition and fees per year | Total loss per year | 4 year loss |
| Incoming 2017 | 1 | 1 x 23,258 | 23,258 | 93,032 |
| Incoming 2016 | 4 | 4 x 23,258 | 93,032 | 372,128 |
| Incoming 2015 | 10 | 10 x 23,258 | 232,580 | 930,320 |
| Total Tuition Loss | | | | 1,395,480 |

The out of state applicant pool has declined by 40% over the last three years. In the past, out of state fee waivers were awarded at the university level without clearly defined criteria. Recently, these waivers have been offered to fewer and fewer students. The table below summarizes the data we have related to out of state applicants from initial interest to matriculation.

| Out of state Applicant Trends | | | | | |
|-------------------------------|-----------------------------|------------------------|--------------------------|----------------------|-----------------|
| | Delivered out of state apps | Delivered to Complete* | Completed * to Interview | Interview to Offered | n (%) of Class |
| Incoming 2017 | 60 | 60 to 23 38% | 23 to 10 43 % | 10 to 6 60% | 5 of 88 |
| Incoming 2016 | 97 | 97 to 33 35% | 33 to 19 58% | 19 to 9 47% | 5 of 90 5.5% |
| Incoming 2015 | 99 | Not Available | X to 46 | 46 to 18 39% | 8 of 89 8.9% |

**"Complete" refers to those delivered apps that contain all components and meet minimum eligibility criteria.*

The Office of Student and Professional affairs has developed some new ideas to enhance recruitment for the professional program. We look forward to discussing the merit of these proposals with you.

Option 1: Waive the out-of-state status after non-resident students receive the Bachelor of Science in Pharmaceutical Sciences (BSPS) degree.

In all other ULM campus programs, students are given in-state status after earning an undergraduate degree, so there is a university precedent. Non-residents would pay tuition and fees of \$43,514 for their P1 year. Once students are awarded the BSPS, they would pay resident tuition and fees of \$23,258 per year for the remaining three years. With this plan, the University would receive \$113,288 per non-resident student over a 4 year period, an average tuition cost of \$28,322 per year.

Based on the number of declinations received over the past three years, the University would have received \$1,699,320 of additional tuition and fees over a 4-year period from the 15 non-resident students who declined.

| Option 1 Tuition Gain | | | | |
|------------------------------|------------|-----------------------|-----------------------------------|-------------|
| | P1 Tuition | P2, P3 and P4 Tuition | Non Resident Students who Decline | 4 year gain |
| Incoming 2017 | 43,514 | 69,774 | 1 | 113,288 |
| Incoming 2016 | 43,514 | 69,774 | 4 | 453,152 |
| Incoming 2015 | 43,514 | 69,774 | 10 | 1,132,880 |
| Total Tuition Gain | | | | 1,699,320 |

Option 2: Grant non-resident students a metro rate of tuition.

We propose that nonresident PharmD students be charged the same amount that ULM undergraduate and graduate non-resident students are charged, which is an additional \$12,100. In this scenario, the PharmD students would pay \$35,258 instead of the current \$43,514 per year. Based on the number of declinations received over the last three years, this option would have resulted in an additional \$2,115,488 in tuition and fees.

| Option 2 Tuition Gain | | | | |
|------------------------------|-----------------------------------|---|---------------------|-------------|
| | Non Resident Students who Decline | Non Resident tuition and fees metro rate per year | Total gain per year | 4 year gain |
| Incoming 2017 | 1 | 1 x 35,258 | 35,258 | 141,032 |
| Incoming 2016 | 4 | 4 x 35,258 | 141,032 | 564,128 |
| Incoming 2015 | 10 | 10 x 35,258 | 352,580 | 1,410,328 |
| Total Tuition Gain | | | | 2,115,488 |

Either proposal would make us more competitive with the tuition and fees charged by programs in the states that border Louisiana as shown in the table below and would allow for a larger pool of qualified applicants, thus increasing the likelihood of seating a class of 100. No more than 15% of the class admitted would be out of state students.

| Border State Pharmacy Schools: Public and Private | Tuition and Fees |
|---|-------------------------|
| Texas A&M Health Science Center Irma Lerma Rangel College of Pharmacy | 14,073 |
| University of Texas at Austin | 15,830 |
| University of Texas El Paso | 16,000 |
| Texas Tech University Health Sciences Center School of Pharmacy | 16,015 |
| Texas Southern University College of Pharmacy and Health Sciences | 18,112 |
| University of North Texas System College of Pharmacy | 18,192 |
| University of Houston College of Pharmacy | 19,112 |
| University of Arkansas | 20,964 |
| ULM | 23,258 |
| University of Mississippi School of Pharmacy | 23,652 |
| University of Texas at Tyler | 34,506 |
| University of the Incarnate Word Feik School of Pharmacy | 36,500 |
| Xavier | 37,178 |
| Harding University | 38,530 |

Recruitment efforts Completed to date:

Fairs for High School Students:

- NELA Fair at ULM
- West Monroe High School
- Dughtown High School/Ascension Parish
- NACAC New Orleans
- NACAC Baton Rouge
- Northshore

Presentations to Junior and Senior Students:

- Tallulah Academy

Presentations to College Students:

- Northwestern State University Pre-pharmacy Students
- Loyola University New Orleans AED honor society
- University of New Orleans AED honor society
- Louisiana State University Alexandria pre-pharmacy students

Meetings with College Advisors:

- University of New Orleans
- Northwestern State University
- Louisiana State University-Alexandria

Upcoming for this semester:

Fairs for High School Students:

- Rappides Parish
- Caddo Magnet
- Caddo Parish
- Bossier Parish

Fairs for College Students:

- LSU Health Professions Fair
- Career Discovery Day Grambling

Presentations to Junior and Senior Students:

West Ouachita High School
Union Christian Academy
Northwood High School Shreveport
Many High School
ED White Catholic High School Thibodeaux
Cedar Creek High School

Presentations to College Students:

Louisiana State University Pre-pharmacy students
Centenary College of Shreveport AED honor Society
ULM PPO
Tulane University Pre-Med Society
LSU AED honor Society
ULL American Chemical Society
Franciscan University Beta Sigma Nu

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|---|-----------------------------------|
| Policy Area: Technology | Subject: STAP Computer Lab |
| Effective Date: | Page Number: 1 |
| Approved Date: Revision Date: | Approved by: |
| <p>1. Rationale or background to policy:</p> <ul style="list-style-type: none"> • To establish operating hours of the STAP Computer Lab in Pharmacy. • To establish guidelines for damaged equipment. • To establish adherence to No Food or Drinks around electrical equipment. Drinks would be allowed at the study tables. <p>2. Policy Statement:</p> <ul style="list-style-type: none"> • The STAP Computer Lab will have the following open hours for all students <ul style="list-style-type: none"> ○ Monday – Thursday: 7:00 a.m. – 6:00 p.m. ○ Friday: 7:00 a.m. – 1:00 p.m. • The STAP Computer Lab extended hours would be as follows. Entry obtained by scanning of the student’s badge. <ul style="list-style-type: none"> ○ Monday – Thursday: 6:01 p.m. – 12:00 a.m. ○ Friday: 1:01 p.m. – 12:00 a.m. • The STAP Computer Lab will be under constant surveillance in the form of digital video. This is required in order to protect the University’s investment in high-cost technologies and to protect the rights of our users. <ul style="list-style-type: none"> ○ Any damages found or reported will be fully investigated. Fines, restriction of use, and/or criminal charges could be assessed for damages based upon severity and will be determined using standard University policies and procedures. ○ If a student is found liable for any issues, the individual will be required to pay whatever the cost is to repair or replace the damaged item(s). Depending on the type of damage and what led up to it, disciplinary actions consistent with relevant University policies may occur. • No Food or Drinks allowed at the computer and printer stations. • Students will be required to report any damage to the School of Pharmacy Technology Manager. <p>3. Procedures:</p> <ul style="list-style-type: none"> • The facility manager will grant appropriate access based upon the stated hours via the security system. • In the event of damage, security footage will be requested from the University Police Department within 30 days of incident. • Any damage due to inappropriate acts or violation of drink policy will be presented to the ULM School of Pharmacy Ethics and Professional Conduct Committee for review. | |

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| | Subject: Faculty Computer Systems |
| Effective Date: 9/1/2017 | Page Number: 2 |
| Approved Date: Revision Date: | Approved by: Administration |
| | |