

College of Pharmacy Council

Friday, June 9, 2023

9:00 AM - 11:00 AM

In-Person - Room 050 Apotex Centre

Virtual – Zoom

MINUTES

Present:

Lalitha Raman-Wilms, Chair	Jamison Falk*	Me-Linh Le*
Cheryl Lee	Jill Stobart*	Nancy Kleiman
Christine Leong*	Kaarina Kowalec	Samantha Pauls
Dake Qi*	Kelly Drummond	Sheila Ng
David Collins	Laura-Lee Bouchard	Sherif Eltonsy*
Drena Dunford	Lavern Vercaigne	Shweta Mital
Geoff Tranmer*	Linnea Hodge	Ted Lakowski*
Ingrid Gomez, recorder	Lucy Marzban	

*Attended virtually**

Regrets:

Charity Pascual	Hope Anderson	Ron Eros
Dana Turcotte	Joseph Delaney	Sheryl Zelenitsky (<i>on leave</i>)
Frank Burczynski	Kristi Watson	Silvia Alessi-Severini
Hagar Labouta	Madison Wong	Xiaochen Gu
Heather Macphee	Marc Herrera	

1. Call to order:

The meeting was called to order at 9:08AM.

2. Welcome & introduction of new college council members:

L. Raman-Wilms welcomed everyone, and quorum (21) was reached. No new members. Those attending virtually were asked to raise their hand or type in the Zoom chat to vote.

L. Raman-Wilms took a short pause to allow virtual members to respond.

3. Approval of previous college council meeting minutes:

3.1 College of Pharmacy Council minutes for meeting held June 29, 2022:

MOTION: THAT the College of Pharmacy council approve the minutes of the college of pharmacy council meeting held on June 29, 2022.

S. Ng **MOVED**, seconded by L. Vercaigne **THAT** the minutes be approved as presented.

All in favor.

CARRIED

3.2 College of Pharmacy Executive Special Council minutes for meeting held on August 5, 2022:

Attendance is not listed on the minutes as the meeting was held virtually via Zoom and the Zoom account has since been deleted, along with others within the RFHS. We are in the process of retrieving this information; the minutes will be updated to include the list, when available.

MOTION: THAT the College of Pharmacy Council approve the minutes of the College of Pharmacy Executive Council meeting held on August 5, 2022.

K. Kowalec **MOVED**, seconded by K. Drummond **THAT** the minutes be approved as presented.

All in favor.

CARRIED

3.3 College of Pharmacy Executive Council minutes for meeting held on April 26, 2023 (Attachment #3)

MOTION: THAT the College of Pharmacy Council approve the minutes of the College of Pharmacy Executive Council meeting held on August 5, 2022.

D. Dunford **MOVED**, seconded by N. Kleiman **THAT** the agenda be approved as presented.

All in favor.

CARRIED

4. Annual Reports of the College of Pharmacy Council Standing Committees, for the period of June 1, 2022 to May 31, 2023:

MOTION: THAT the College of Pharmacy Council accepts the following reports:

4.1 Pharmacy Admissions and Recruitment Committee

D. Collins thanked the committee for all their work during the year and provided an overview of admission stats. There have not been enough applications in the past 2 years however quota was met last year and is expected to be met again this year.

4.2 Professional Program Awards Committee

D. Dunford thanked all the members of the committee, past members including those from CPhM and welcomed new members. Currently all awards are up to date, however, six are pending donor approval. Funds that have been awarded have been put towards scholarships, prizes, and awards. This year information was received indicating that Pharmacy students have received a total of \$528,595.00 in bursaries, prizes, and scholarships throughout the University.

4.3 Curriculum & Assessment Committee

L. Vercaigne thanked all previous committee members and current members. The PharmD program has been fully mapped from 1st year to the 4th year. All the outcomes and competencies are being achieved at the functional level and 94.5% of the educational

outcomes at the competent level. The small percentage that are not at the competent level are expected to be met when a student enters practice. Moving forward all course outlines will be reviewed on a regular rotational basis.

L. Vercaigne assumed the role of chair from L. Raman-Wilms.

4.4 Endowment Fund Committee

L. Raman-Wilms thanked committee members. She reported the activities from the previous year and the allocation of funds. The committee will be further refining the guidelines on how the funds can be used. There have been discussions in regard to having additional meetings and the committee will likely have one in the Fall.

4.6 Post Graduate Studies Committee

L. Raman-Wilms presented the report as the Chair (J. Delaney) or Vice-Chair (F. Burczynski) were unable to attend the meeting. The committee has been very busy with several meetings this year. They have processed several applications for admissions to the graduate program. A revision of the process for the use of professional development funds were implemented this year. Some of the highlights included a Townhall held for all graduate students on May 10, as well as graduate students actively participating in the College of Pharmacy Research Day events held in March 2023.

L. Raman-Wilms reassumed the chair from L. Vercaigne.

4.5 Program Evaluation and Accreditation Committee

D. Collins thanked the committee members and mentioned that this would be his last presentation on behalf of the committee. The committee has been very busy and has had six meetings since December. The committee has been preparing for the upcoming CCAPP review. The committee works in collaboration with the other College's major planning committees which allows sharing of information to demonstrate that the College is meeting the evaluation and accreditation standards as a college.

D. Collins **MOVED**, seconded by K. Drummond **THAT** the reports be accepted as presented.

All in favor.

CARRIED

4B. Academic Standing Report

L. Vercaigne presented the 2022-2023 Academic Standing Report for information.

5. Annual Reports of the College of Pharmacy Council Standing Committees, for the period of June 1, 2022 to May 31, 2023:

5.1 Terms of Reference (TOR) for the College of Pharmacy Indigenous Health Advisory Committee (Attachment #10)

MOTION: THAT the College of Pharmacy Council accept the Terms of Reference for the Indigenous Health Advisory Committee be accepted as presented.

N. Kleiman **MOVED**, seconded by S. Ng **THAT** the Terms of Reference be approved as presented.

L. Raman-Wilms suggested to add that the Chair or Co-Chair must be of indigenous background.

All in favor.

CARRIED AS AMENDED

6. Modification to the Terms of Reference (TOR) for the College of Pharmacy Student Wellness Advisory Committee:

A suggestion was to remove the clause related to this advisory committee addressing information of a confidential nature.

MOTION: THAT the College of Pharmacy Council accept the modifications as presented for the Student Wellness Advisory Committee.

L. Vercaigne **MOVED**, seconded by S. Ng **THAT** the modifications be approved as presented.

All in favor.

CARRIED

L. Vercaigne assumed the role of chair from L. Raman-Wilms

7. Proposal for consideration and approval by the College of Pharmacy Council from the Dean:

7.1 Terms of Reference for an Endowed Chair in the College of Pharmacy:

The background related to the creation of this Chair was shared at previous college meetings. Through the donor's legacy gift, the professorship is being converted to a Chair for recruitment in the College of Pharmacy.

MOTION: THAT the College of Pharmacy Council accept the recommended Terms of Reference for the Leslie F. Buggey Chair in Pharmacy.

D. Collins **MOVED**, seconded by D. Dunford **THAT** the recommended Terms of Reference be approved as presented.

A discussion was had. D. Collins brought up that the candidate should ideally have a PhD, ideally in Pharmacy, or related discipline and/or a Pharmacy background and it was emphasized that the candidate have a strong research background. The Chair should be eligible for a tenure track position.

The mover and the seconder were agreeable to adding this to the terms of reference.

The Chair provided and extended pause and asked repeatedly for any further discussion on the terms of reference. The pause allowed sufficient time for virtual members to respond.

All in favor.

CARRIED AS AMENDED

8. Proposal for consideration and approval by the College of Pharmacy Council from Dean:

8.1 Proposal to endorse the closure of the B.Sc. (Pharm.) program:

With all students in the B.Sc.(Pharm.) program graduating, the College would like to close this program.

MOTION: THAT the College of Pharmacy Council endorse the closure of the B.Sc. (Pharm.) program effective Fall 2023.

N. Kleiman **MOVED**, seconded by K. Kowalec **THAT** the endorsed closure be approved as presented.

All in favor.

CARRIED

9. **Proposal for consideration and approval by the College of Pharmacy Council from Dean:**
9.1 **Proposed revision to the membership listed in the Terms of Reference for the Endowment Fund Advisory Committee, Professional Program Awards Committee, Admissions and Recruitment Committee and Standing Committee on Appeals (Scholastic Progress).**

MOTION: THAT the College of Pharmacy Council accept the proposed recommendation from the College of Pharmacists of Manitoba (CPhM) that their representation in College of Pharmacy committees be removed. CPhM will continue to be represented on College Council.

This includes the following three standing committees:

- Endowment Fund Advisory Committee,
- Professional Program Awards Committee,
- Admissions and Recruitment Committee

AND

No representation on the Standing Committee on Appeals (Scholastic Progress).

D. Dunford **MOVED**, seconded by S. Ng **THAT** the proposed recommendation be approved as presented.

All in favor.

CARRIED

L. Raman-Wilms reassumed the chair from L. Vercaigne.

10. **Proposal for consideration and approval by the College of Pharmacy Council from the College of Professional Program Awards Committee:**

10.1 Revision of the Terms of Reference (TOR)

MOTION: THAT the College of Pharmacy Council accept the recommended changes to the Terms of Reference for the Professional Program Awards Committee.

Changes include item 3.2 in regards to membership, item 6.1 that the committee should meet at a minimum of 3 times per year and item 6.7 to include a virtual option.

K. Drummond **MOVED**, seconded by N. Kleiman **THAT** the recommended changes be approved as presented.

All in favor.

CARRIED

11. **Updated briefing documents for the PharmD Bridging Program at the College of Pharmacy – Presented for information:**

L. Raman-Wilms shared on behalf of R. Kumra, the document was presented for information.

12. Updated briefing documents for the Continuing Professional Development Program at the College of Pharmacy – Presented for information:

L. Raman-Wilms shared on behalf of R. Kumra, the document was presented for information.

13. Other matters arising:

None.

14. Adjournment:

D. Dunford **MOVED**, to adjourn the meeting.

The meeting was adjourned at 10:15AM.