



**UHCOP**  
**SELF-STUDY KICK OFF MEETING**  
**July 21<sup>st</sup>, 2015**  
**ROOM 130, SR2**

**Attendees:** Dr. Rajender Aparasu, Dr. Nicholas Beyda, Dr. Kimberly Birtcher, Dr. Richard Bond, Dr. Diana Chow, Dr. Elizabeth Coyle, Dr. Rustin Crutchley, Dr. Greg Cuny, Dr. Joydip Das, Dr. Douglas Eikenburg, Dr. Jason Eriksen, Dr. James Essien, Dr. Julianna Fernandez, Dr. Marc Flemming, Dr. Song Gao, Dr. Kevin Garey, Dr. Romi Ghose, Dr. Ming Hu, Dr. Tahir Hussain, Dr. Tara Jenkins, Dr. Michael Johnson, Dr. Brian Knoll, Dr. Mustafa Lokhandwala, Dr. Claire Mach, Dr. Bradley McConnell, Dr. Kimberly Nguyen, Dr. Nancy Ordonez, Dr. Paige Pitman, Dr. Randall Prince, Dean Lamar Pritchard, Dr. Sujit Sangiry, Dr. Dhara Shah, Dr. Jeffrey Sherer, Dr. Lynn Simpson, Dr. Andrea Smesny, Dr. Amelia Sofjan, Dr. Vincent Tam, Dr. MariVi Tejadi-Simon, Dr. Anne Tucker, Dr. David Wallace, Dr. Matthew Wanat, Dr. Louis Williams, Ms. Shara Zatopek, Dr. Yang Zhang  
**Staff:** Morgan Ely, Jennifer Green, Rubina Haroon, Natasha Hindocha, Cynthia Johnson, Kris Kehe, Chip Lambert, Lei Wu, Shari Mauthner, Shauna Owens, Sheree Pearce, Matt Perkins, Mary Reed, Nekesha Sapp, Claire Wetzel,  
**Guests:** Rodrigo de la Toree (P2 Pharmacy student), Noel Galang (P2 Pharmacy student), Renee Prescott (Alumna/Practitioner), David Putney (Alumnus/Practitioner), Miguel Ramos (Director IE Assessment and Accreditation), Holly Ryan (P3 Pharmacy student), Lisa Scholz (Alumna/Practitioner), Julie Spier (Alumna/Practitioner), Cherie Turner (University Libraries), Marissa Blumenthal (P3 Pharmacy student)

Meeting convened at 1:07pm

**Opening Remarks**

Dean Pritchard opened the meeting by welcoming the faculty and provided college updates.

**Overview of Process**

**a) Description of New Standards/Milestone Timeline – Tara Jenkins**

The College's accrediting body is American Council for Pharmacy Education (ACPE). They provide the standards that we must adhere to. New standards were recently released and we must ensure that we are in compliance and provide evidence to show this. Major changes are related to documenting educational outcomes. New rubric is to be released in Fall 2015 but until then a pre-rubric guide has been provided so that committees can start working on the process. First phase of the self-study process was identifying deficiencies, the second phase, where we are currently, is to start the process of addressing the deficiencies, review the program and document results. Steering committee will meet to keep track of where we are in the process. Everything to go through Cynthia Johnson as she has the tools in place to log and track everything. After going to steering committee everything will be put to the faculty. January 2016 – subcommittees will present their findings to the faculty and request feedback. There will be another opportunity for faculty feedback in May and a final chance for review in December 2016. If committees find that items are not completed or current (policies etc.) to bring to Dr. Smesny so that it can be charged to the relevant faculty/staff committee.

**b) SharePoint – Cynthia Johnson**

Cynthia Johnson has been collecting materials that were used for the last self-study report and other relevant documents to be used as a pool of reference. The information is posted in SharePoint. If assistance is required or if you have additional documents to be included please contact Cynthia.

c) **Committee Roster – Andrea Smesny**

Steering committee has been compiled of faculty, students, alumni. They will be responsible for ensuring everything stays on track. Drs. Jenkins and Smesny will be guiding and supporting the steering committee. Subcommittees have been set up to reflect the new standards. This is split into three sections. 1) Educational Outcomes (Standards 1-4). 2) Structure and Process to Promote Achievement of Educational Outcomes (standards 5-23). 3) Assessment of Standards and Key Elements (standards 24&25). There will also be a reading group and eventually an outside editor who will compile the entire document.

**Summary Presentations of Subcommittee Standards – Subcommittee Chairs**

Chairs for each committee spoke about the standards they will be responsible for and what they are hoping to achieve. A full list detailing the standards can be found [here](#).

- a) **Section I: Educational Outcomes (Standards 1-4) – Marc Fleming**
- b) **Section II: Structure and Process to Promote Achievement of Educational Outcomes**
  - i. **Standards 5-9 – Brad McConnell**
  - ii. **Standards 10-13 – Lindsay Schwarz and Anne Tucker**
  - iii. **Standards 14-17 – Jeff Sherer and Shauna Owens**
  - iv. **Standards 18-19 – Kevin Garey and Rajendar Aparasu**
  - v. **Standards 20 & 22 – Matt Wanat**
  - vi. **Standard 21 – Doug Eikenburg**
  - vii. **Standard 23 – Diana Chow**
- c) **Section III: Assessment of Standards and Key Elements (Standards 24 & 25) – Cathy Hatfield and Cynthia Johnson**

**Tk20 Overview – Cynthia Johnson**

AACP put in place Assessment and Accreditation Management System (AAMS) for people to compile their self-studies. It is an awkward system to work with so UHCOP has purchased Tk20 which will pull everything together and make the process more streamlined. Provided a brief overview of Tk20's capabilities. Once Tk20 is integrated with UH's information we will be able to begin using it. A meeting with UHIT has been set up to begin this process.

**Questions and comments**

Student access to SharePoint – students will have access to all documents but at this point they do not have access to the SharePoint folder. **Dr. Smesny is working on that and will get back with the students on what arrangements are made. Dean Pritchard advised that the self-study documents will be posted to the web. Dr. Jenkins advised that Tk20 documents could also be posted to the web.**

Committee meetings – Dr. Smesny advised that the steering committee will be meeting once a month – dates to be scheduled. The chairs of the subcommittees will determine how often their groups will meet.

Administration involvement – the self-study process will be driven by the faculty. The timeline is there to ensure milestones are made and it is the responsibility of the faculty to ensure deadlines are made.

New building – Dr. Eikenburg advised that he has the most current set up plans for the new building in PDF format. If anyone would like to look at specific areas of the building please contact him and he can forward the documents. Dr. Smesny also has a copy of the plans in her office.

Meeting adjourned: 2:07 p.m.