COMMITTEE WORK AT THE SCHOOL OF PHARMACY

This is an orientation to our committee structure and regulations.
SOP COMMITTEE STRUCTURE

Academic Council

Standing Committees

Nominating
Undergraduate Studies
Undergraduate Admissions
Awards
Executive
Graduate Studies & Research
Joint Committee on Structured Practice Experience
Strategic Planning

Curriculum Planning & Development
Instruction, Assessment, and Learning
TERMS OF OFFICE

• Faculty and Staff representatives:
  • September 1 to August 31
  • Exception the Awards Committee – June 1 to May 31

• Student representatives:
  • May 1 to April 30
ACADEMIC COUNCIL

Functions:

• To approve regulations, courses, and programs
• To discuss and make recommendations regarding academic matters

Term of Office:

• September 1 to August 31

Meetings:

• At least 3 per academic year

Quorum:

• 5 members of whom 3 must be faculty
ACADEMIC COUNCIL MEMBERSHIP...

SOP FACULTY & STAFF:

- Dean (Chair)
- Associate Dean of Undergraduate Studies (Vice-Chair)
- Manager of Academic Programs (Secretary as appointed by the Dean)
- All full-time academics
  - Professors, associate professors, assistant professors, lecturers, instructors
- Coordinator(s) of structured practice experiences
ACADEMIC COUNCIL

...MEMBERSHIP

STUDENTS:

• 1 graduate student
  • Nominated by students

• Undergraduate students
  • Nominated by MUPS
  • Number = 20% (number of SoP Faculty/Staff members + Reps from other MUN faculties/ schools)

OTHER:

• Reps of other faculties/ schools/ depts
  • Recommended by the Dean

• President, vice-president (academic), registrar or delegate

• University librarian or delegate

• Register or delegate of NLPB

• Others
  • Determined by council
STANDING COMMITTEES

Membership:
• Dean is ex-officio member of all standing committees.
• Recommended by the Nominating Committee and appointed by Council.
• Standing Committees by majority vote can co-opt any other individual as a non-voting member.

Terms of Office:
• September 1 to August 31 unless otherwise indicated.
• For students – May 1 to April 30

Meetings:
• At the call of the Chairperson and at least twice a year unless otherwise indicated.
NOMINATING COMMITTEE

Functions:

• To prepare lists of nominees for elected offices, including standing committees, Council, and reps of Council on other University bodies

• To propose chairs of standing committees

Membership:

• Appointed by the Dean
UNDERGRADUATE STUDIES (UGS)

Functions:

• To make recommendations related to:
  • New or amended courses or programs and academic policy of the SoP and University
  • Academic requirements for admission
  • Student promotion & graduation
• Consider any academic matters referred to UGS by the Dean or other standing committees
• Act as the principal executive, advisory, and appeals body for policies established by Council
UNDERGRADUATE STUDIES (UGS)

Membership:

- Dean
- 4 faculty members
- Registrar or delegate
- Manager of Academic Programs
- 2 undergraduate students
  - Beyond their 3rd semester
  - Nominated by MUPS
- Admissions Committee Chair

Quorum:

- 3 members of whom 2 should be faculty

SCHOOL OF PHARMACY
UNDERGRADUATE ADMISSIONS

Functions:

• To recommend to the University Registrar suitable candidates for admission

• To make recommendations on criteria for assessment of applicants and selection procedures

Quorum:

• 3 members of whom 2 should be faculty
UNDERGRADUATE ADMISSIONS

Membership:

• Dean
• 3 faculty members
• Registrar or delegate
• 1 alumnus
• 1 faculty member from a foundation faculty
• 2 undergraduate students
  • Beyond 3rd semester
  • Nominated by MUPS
• Chair of UGS
AWARDS COMMITTEE

Functions:
• To make recommendations regarding awards for BOTH undergraduate and graduate students

Quorum:
• 3 members

Terms of Office:
• July 1 to June 30

Membership
• Dean
• 3 other members of Council
• Manager of Academic Programs
• Committee on Graduate Studies and Research Chair
EXECUTIVE COMMITTEE

Functions:

• To consider matters referred by the Dean
• To make recommendations relating to the governance, direction, and management of the School
• To conduct affairs of Council and act in emergency matters
• To consider petitions or appeals by undergraduate students or others with respect to any decision or recommendation by Council or any of its standing committees
EXECUTIVE COMMITTEE

Membership:

- Dean (Chair)
- Vice-Chair of Council (Associate Dean of Undergraduate Studies)
- Associate Dean of Research and Graduate Studies
- Secretary of Council
- 1 student
  - Nominated by MUPS
  - Who should attend when appeals are being considered
COMMITTEE ON GRADUATE STUDIES AND RESEARCH

Functions:

• To make recommendations regarding changes to academic graduate program regulations

• To be responsible for the development and evaluation of the graduate program curriculum

• To monitor student progress

• To recommend to the School of Graduate Studies suitable candidates for admission

• To make recommendations on the use of research space and equipment purchases for research
GRADUATE STUDIES AND RESEARCH

Membership:
- Dean
- 4 faculty
  - With fair representation from each sub-discipline
- 2 external faculty
- 1 graduate student
  - Nominated by students

Quorum:
- 3 members 2 of whom should be faculty
- Chair:
  - Serves as SoP rep on Academic Council of the School of Graduate Studies
JOINT COMMITTEE ON STRUCTURED PRACTICE EXPERIENCE (SPE)

SCHOOL OF PHARMACY
JOINT COMMITTEE ON SPE

Functions:

• To make recommendations regarding the SPE program
  • Including student placement, appointment and orientation of preceptors, educational materials, and evaluation methods
• To advise Council and NLPB the names of students who successfully complete each SPE

Structure:

• Equal SoP and NLPB representation
• Chair
  • Alternates every 2 yrs between a SoP and NLPB member
JOINT COMMITTEE ON SPE

Membership:

• Dean
• Secretary-Registrar of NLPB or delegate + 3 other NLPB delegates
  • At least 1 is a MUN SoP graduate
• SPE Coordinator
• 1 Council member
• 1 alumnus

Quorum:

• 4 members 2 of whom should be SoP reps
STRATEGIC PLANNING COMMITTEE

SCHOOL OF PHARMACY
STRATEGIC PLANNING COMMITTEE

Functions:

• To plan, implement, and monitor the strategic plan in particular to:
  • Seek input to the strategic planning process via a retreat on a 3 yearly cycle (or as appropriate)
  • Develop a strategic plan for review and approval
  • Regularly review and report on progress of the goals and objectives of the plan
  • Recommend changes as circumstances dictate
STRATEGIC PLANNING COMMITTEE

Membership:

- Dean
- 5 faculty
- Manager of Academic Programs

Quorum:

- 3 members
SUB-COMMITTEES OF STANDING COMMITTEES
SCHOOL OF PHARMACY
COMMITTEE ON CURRICULUM PLANNING AND DEVELOPMENT

Standing Committees

- Nominating
- Undergraduate Studies
- Undergraduate Admissions
- Awards
- Executive
- Graduate Studies & Research
- Joint Committee on Structured Practice Experience
- Strategic Planning

Curriculum Planning & Development

Instruction, Assessment, and Learning

SCHOOL OF PHARMACY
COMMITTEE ON CURRICULUM PLANNING AND DEVELOPMENT

Functions:

• To research, review, and evaluate the undergraduate program
• To develop proposals regarding programs and curriculum
• To monitor the SoP’s performance against its mission statement, strategic plans, and accreditation requirements pertaining to curriculum

Reporting:

• Proposals developed are forwarded for consideration and approval by the Committee on Undergraduate Studies
COMMITTEE ON CURRICULUM PLANNING AND DEVELOPMENT

Membership:

- Dean
- 4 faculty
  - With fair representation of sub-disciplines
- 1 student
  - Beyond 3rd semester
  - Nominated by MUPS
- 1 alumnus
- Committee on Undergraduate Studies Chair

Quorum:

- 3 members 2 of whom should be faculty
COMMITTEE ON INSTRUCTION, ASSESSMENT, AND LEARNING

Functions:

• Researching and developing best practices for teaching and student learning, and educating faculty and instructors on these best practices.

• Researching and developing best classroom assessment practices, both formative and summative, as well as educating faculty and instructors on these best classroom assessment practices.

• Reporting:

• Proposals developed are forwarded for consideration and approval by the Committee on Undergraduate Studies.
COMMITTEE ON CURRICULUM PLANNING AND DEVELOPMENT

Membership:

- Associate Dean of Undergraduate Studies
- 4 faculty
  - With fair representation of sub-disciplines
- 1 student
  - Beyond 4\textsuperscript{th} semester
  - Elected by MUPS

Quorum:

- 3 members 2 of whom should be faculty
NEED MORE INFORMATION?

SoP Constitution and By-Laws

http://www.mun.ca/pharmacy/about/Constitution_Senate_app_Nov_10_2015.pdf