



AUBURN UNIVERSITY

HARRISON SCHOOL OF PHARMACY

2019

COMMITTEES AND CHARGES

(REVISED 3/5/19)

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ADMISSIONS COMMITTEE

REPORTS TO: Dr. Paul Jungnickel, Associate Dean for Academic Programs (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To continuously evaluate the School's admissions standards, interview candidates, and make recommendations for admission to the Doctor of Pharmacy Program.

CHAIR: HEATHER WHITLEY

REBECCA MAXSON (CHAIR ELECT)	SYLVIA ROGERS
CHARLOTTE CHEATHAM	MIRANDA REED
ALLISON CHUNG	AMAL KADDOUMI
BRENT FOX	MELISSA WEBB
SURACHAT NGORSURACHES	LINA MCDOWELL
LAURIE GANN	CHARLES WOOSLEY
STUDENT MEMBERS	

CHARGES

- Interview and evaluate candidates for the Doctor of Pharmacy Program and make recommendations for admission to the Dean
- Define the mission, vision, and values of the admissions committee
- Design, conduct, and monitor the effectiveness of the admissions interview process
- Train admissions interviewers to ensure rigor and consistency when evaluating candidates.
- Continually improve activities of the interview and admission process to ensure recruitment of the most qualified students
- Implement and expand the School's early assurance program, and identify additional opportunities to ensure a robust pipeline of HSOP applicants
- Promote diversity among the body of students admitted to HSOP
- Analyze and report the relationship between admissions criteria and academic success
- Recommend policies and procedures to increase the matriculation rate of admitted students

COMMITTEE FOR ACADEMIC REQUIREMENTS AND PROFESSIONALISM (CARP)

REPORTS TO: Dr. Paul Jungnickel, Associate Dean for Academic Programs (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To work proactively with students, faculty, and staff to support students who are experiencing academic difficulty or failing to maintain the highest standards of professional conduct.

CHAIR: MARILYN BULLOCH

RAJ AMIN (CHAIR ELECT)	JAY RAMAPURAM
NICOLE SLATER	CHARLOTTE CHEATHAM
SEAN SMITHGALL	APRIL STATON
JAN KAVOOKJIAN	MELISSA WEBB
AMBER HUTCHISON	

CHARGES

- Maintain policies and practices designed to accommodate students demonstrating academic difficulty in the Practice Ready Curriculum.
- Continuously evaluate and revise the professionalism assessment practices. The committee should maintain a proactive approach to encouraging faculty and staff's engagement in the process.
- Review ongoing student progress, both academically and professionally, and determine necessary interventions and follow-up.
- Student appeals to academic progression and professionalism performance decisions will be heard by this committee. The committee will meet with individual student pharmacists to discuss student performance. The committee will make recommendations to the Associate Dean for Academic Programs for any action required.
- The committee is encouraged to identify behaviors associated with academic success and problems interfering with academic success, and develop plans to assist student pharmacists both at the individual and group level. Whenever possible, the committee should recommend efforts that allow focused remediation of specific educational competencies that would facilitate on-time graduation.
- Review professionalism evaluations and determine necessary interventions and follow-up.
- Review changes in trends of submitted professionalism evaluations.
- Review the current Professionalism Assessment Policies and Procedures, and propose revisions consistent with the Practice Ready Curriculum, as well as other programmatic and operational changes.

ACADEMIC PROGRAM COMMITTEES

REPORT TO: Dr. Paul Jungnickel, Associate Dean for Academic Programs
Written report due by October 15th, 2019

PURPOSE: To ensure all courses and programs offered by the School conform to the highest standards of content and pedagogical excellence

PROFESSIONAL EDUCATION COMMITTEE

CHAIR: LEA EILAND

KRISTEN HELMS	AMIT MITRA
LORI HORNSBY	LYNN STEVENSON
EMILY MCCOY	KAREN MARLOWE
NATHAN PINNER	JULAIN FOWLIN
JESSICA STARR	KIM GARZA
CHANNING FORD	LISA BLACK

** Director, Professional Program (ex officio)*

*** Student Members in an Advisory Capacity – To Be Determined by Chair*

GRADUATE PROGRAMS COMMITTEE

CHAIR: VISHNU SUPPIRAMANIAM

KIM GARZA	JENNIFER JOHNSTON
CHERRY JACKSON	RUTH JEMINIWA (HORP)
JACK DERUITER	JOSH DAVIS
JAY RAMAPURAM	

** Director, Graduate Programs (ex officio)*

*** Director, International Programs & Diversity (ex officio)*

CHARGES

- Review, provide feedback, and approve all new course and course revision proposals
- Review, provide feedback, and approve all revisions to degree and non-degree programs including the Pharm.D./Ph.D..
- Ensure all new and revised courses, new programs, and program revisions are distributed to faculty, openly discussed, and voted on
- Conduct regularly scheduled, on-going reviews of all existing courses
- Develop policies to ensure all course-level instructional and assessment activities are in alignment with current best practices in Pharmacy and Graduate Education
- Identify, disseminate, and promote current best practices in Pharmacy and Graduate Education
- Work with the Director, Professional Program and the Director, Graduate Programs to ensure all degree and non-degree programs offered by the School have Student Learning Outcomes and a Curriculum Map (in accordance with the University's Office of Academic Assessment Rubric)
- Make recommendations for program and process improvement

ALUMNI AFFAIRS ADVISORY BOARD

REPORTS TO: Dr. Kimberly Braxton-Lloyd, Associate Dean for Clinical Affairs and Outreach (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To address all issues related to outreach, alumni affairs, facilitation of practice innovation, and philanthropic support of HSOP programs.

CHAIR: AMBER HUTCHINSON

SARAH COGLE	KORI CALDWELL
VISHNU SUPPIRMANIAM	APRIL STATON
LYNN STEVENSON	SALISA WESTRICK
AMANDA FOWLER	SARAH HILL
MOBILE CLINICAL AFFAIRS TBD	JEANNA SEWELL
STUDENT MEMBERS	EXTERNAL MEMBERS AS NEEDED

** Director, Alumni & Professional Affairs (ex officio)*

CHARGES

Advise and Assist the Associate Dean for Clinical Affairs and Outreach on all matters related to:

- The development and implementation of innovative pharmacy and interprofessional practice models within the state, region, and nation.
- To identify and monitor changes, trends, and issues within the profession of pharmacy and their impact on the School, the Profession of Pharmacy, and Health Care.
- Needs, suggestions, concerns, opinions, and other feedback of HSOP alumni and other health sciences professionals related to HSOP's outreach, community engagement, alumni support, and other external recommendations that might enhance alumni relations.
- Opportunities for building strong partnerships with relevant local, state, and national agencies and organizations.

POST GRADUATE EDUCATION ADVISORY COMMITTEE

REPORTS TO: Dr. Kimberly Braxton-Lloyd, Associate Dean for Clinical Affairs and Outreach (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To address all issues related to outreach and continuing education. In accordance with *ACPE Standards 2016*, all post graduate education offerings must be presented and approved by to the Post Graduate Education Advisory Committee and their external advisory board(s).

CHAIR: HALEY PHILLIPPE

ANGELA CALDERON	EDWARD CHOU
SARAH HILL	KRISTEN HELMS
AMANDA FOWLER	ALISON BAKER
MARIAN WILLIAMS	EXTERNAL MEMBERS AS NEEDED

** Director, Alumni & Professional Affairs (ex officio)*

CHARGES

Advise and Assist the Associate Dean for Clinical Affairs and Outreach on all matters related to:

- Development and scheduling of post graduate educational offerings for the next two academic years, including the following:
 - Program objectives, format, and venue;
 - Identification and procurement of speakers;
 - Develop speaker guidelines and provide guidance to speakers prior to their presentations;
 - Development and review of program marketing materials; and
 - Review of program handout materials for appropriateness prior to each program.
- Review and evaluation of CE programs after they have been conducted to identify strengths and areas for improvement and incorporation of improvements into subsequent programming.
- Maintenance of ACPE CE accreditation and establishment of other accreditations as appropriate
- Identification, evaluation, and advocacy of alternate forms of professional accreditation as appropriate
- Collaborations with internal/external stakeholders to identify and foster new continuing education opportunities.

HONOR BOARD

REPORTS TO: Dr. Paul Jungnickel, Associate Dean for Academic Programs (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To ensure all aspects of the School's *Code of Ethical and Professional Conduct* are fairly and accurately applied

CHAIR: JACOB CALAHAN (P3)

DAN SURRY (VICE CHAIR)	SURACHAT NGORSURACHES (ALTERNATE)
PAMELA STAMM	BERNIE OLIN (ALTERNATE)
RANDALL CLARK	TIM MOORE (ALTERNATE)
MEREDTY HOLT (P4)	GLADYS HEARD (P4 ALTERNATE)
MARY PAT HOLDER (P3 ALTERNATE)	QUOC PHAM (P3 ALTERNATE MOBILE)
DEVIN ARCHER (P2)	JOE WY SOCKI (P2 ALTERNATE)
TAYLOR ROE (P2 ALTERNATE MOBILE)	ZURI FOSTER (P1)
GABRIELLE GILL (P1 ALTERNATE MOBILE)	LAUREN CAMPESI (P1 ALTERNATE)
PATTY LIVERANCE	

CHARGES

- Perform the duties and responsibilities of The Board of Ethical and Professional Conduct as established in the *Code of Ethical and Professional Conduct*.
- Work with University Council, the Director of Student Affairs, and the Student Council to review and revise the Code of Ethical and Professional Conduct.
- Ensure that all students, faculty, and staff are aware of, have access to, and understand the *Code of Ethical and Professional Conduct*. This should include education to help determine when alleged academic or professional misconduct should be reported to the Honor Board versus submission of a professionalism assessment.
- Review and revise, as necessary, the *Code of Ethical and Professional Conduct*, giving particular attention to improvements to facilitate efficient and effective processing of cases. Consider changes to the sanctions phase that would allow for review and consideration of previous professionalism assessments in determining the sanctions imposed.

STRATEGIC PLANNING AND ASSESSMENT COMMITTEE

REPORTS TO: Dr. Richard Hansen, Dean (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To set the vision, mission, and goals for success of the School. This committee also collects and evaluates assessment data to inform the continuous quality improvement of curricular and operational aspects of the School's programs.

CHAIR: DAN SURRY

MARILYN BULLOCH (CO-CHAIR)	WESLEY LINDSEY
CHANNING FORD	JINGJING QIAN
SYLVIA ROGERS	VISHNU SUPPIRAMANIAM
PETER PANIZZI	TIM MOORE
SCOTT PENZAK	SALISA WESTRICK
PAUL JUNGNICHEL	AMY CARBAJAL (EX-OFFICIO)
KIMBERLY BRAXTON LLOYD	LEIGH ANN BALLARD

* *Dean (ex officio)*

CHARGES

- Create and foster a collegial, collaborative, efficient, effective, and highly professional Culture of Assessment within the School
- Coordinate the development, dissemination, implementation, and evaluation of the HSOP Strategic Plan
- Engage in continuous quality improvement to monitor the attainment of all goals in the Strategic Plan
- Develop, disseminate, and implement the School's Assessment Framework
- Analyze all assessment data including data related to Student Learning Outcomes and Programmatic Outcomes
- Report assessment results to relevant internal and external stakeholders and groups
- Develop policies, practices, and procedures necessary to ensure effective assessment, strategic planning, and continuous quality improvement

CLINICAL SERVICES ADVISORY COMMITTEE

REPORTS TO: Dr. Kimberly Braxton-Lloyd, Associate Dean for Clinical Affairs and Outreach (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To advise Clinical Health Services and other facets of the School's clinical operation to ensure that HSOP is providing the highest standards of care in all clinical environments; developing and implementing progressive practice models; and monitoring quality and compliance issues for these services.

CHAIR: GREG PEDEN

DANA CARROLL	ALISON BAKER
BERNIE OLIN	SALISA WESTRICK
DAVE BRACKETT	PAIGE PATTERSON
SHANNON JONES	LYNN STEVENSON
KRISTEN HELMS	STUDENT MEMBERS
TIM MOORE (AD HOC)	

CHARGES

The committee will provide advice and or oversight for the following activities:

- The development and implementation of clinical services, programs, policies, procedures, outreach projects, and initiatives that are provided through Clinical Health Services (CHS) and HSOP outreach programs. (The chair of the committee may identify and engage external experts to serve in the evaluation of specific programs or services as appropriate).
- To plan, implement, and evaluate continuous quality improvement (CQI) initiatives for pharmacy and clinical services provided through CHS Health Services (PHS) (e.g. medication use evaluations, medication error review, pharmacy workflow issues, model practice initiatives, nurse practitioner clinical protocols, etc.).
- To develop promotional materials and marketing programs for these services including review of website content.
- Monitor software programs used for clinical services within HSOP (within didactic and experiential phases of education and for patient care) and make recommendations for development and improvements.
- Review Introductory Pharmacy Practice Experience (IPPE) research protocols as per HSOP policies and procedures (a representative from DDD will be ad-hoc to this committee so that each protocol will be reviewed by a representative from all three academic departments).
- Review BCBS endowment requests that are presented by pharmacy students and faculty and vote on the use of these funds per policy.

HONORS AND AWARDS COMMITTEE

REPORTS TO: Dr. Daniel W. Surry, Associate Dean for Faculty Affairs and Strategic Initiatives (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To coordinate the call for nominations, review, and recommendations for all School, University, Professional, and Community Honors and Awards relevant to the School's students, faculty, staff, and alumni.

CHAIR: SYLVIA ROGERS

LINDSEY MOSLEY	ANNA SOLOMON
GEORGIA FOX	KEVIN ASTLE
FENG LI	LI CHEN
CHARLOTTE CHEATHAM	MELISSA WEBB
KAITLIN LISENBY	

CHARGES

- Maintain a list of all internal and external Honors and Awards relevant to the School's faculty and students
- Disseminate information about deadlines, eligibility, and other criteria to relevant groups
- Foster the nomination and application of awards by qualified applicants
- For HSOP Awards, collect and review applicants and make recommendations to awarding parties
- Coordinate the creation and presentation of certificates, trophies, plaques, and other awards for HSOP Awards
- Evaluate policies and procedures related to honors and awards and provide recommendations as needed

EXECUTIVE COMMITTEE

PURPOSE: To manage the day-to-day operations of the School, ensure the successful implementation of all aspects of the School's *Strategic Plan*, develop relevant policies, foster interdepartmental understanding, identify and respond to challenges or concerns, foster innovation and leadership at all levels within the School, monitor trends and issues in Pharmacy, Pharmacy Education, and Graduate Education, work collaborative with University and Community stakeholders.

CHAIR: RICHARD HANSEN

KIMBERLY BRAXTON LLOYD	PAUL JUNGNICHEL
DAN SURRY	VISHNU SUPPIRAMANIAM (ACTING ADR)
SCOTT PENZAK	TIM MOORE
SALISA WESTRICK	KAREN MARLOWE
AMY CARBAJAL	LEIGH ANN BALLARD

CHARGES

- Ensure the successful implementation of all aspects of the School's Strategic Plan
- Facilitate multi-directional communication between faculty, School and University Administration.
- Assist with establishing the vision and direction for the School.
- Provide assistance with budgetary issues.
- Advise on establishment of school committee charges and membership.
- Participate in establishment of policy.
- Assist in developing and maintaining quality teaching, research, outreach, faculty development and other special programs within the School.
- Oversee professional and regulatory compliance with all aspects of the School.

LEADERSHIP FORUM

REPORTS TO: Executive Committee

Written report due by October 15th, 2019

PURPOSE: To actively engage the School's Leadership Team in leadership development, professional growth, communication, and problem solving across operational units of HSOP.

CHAIR: DAN SURRY

BRAD WRIGHT	BRENT FOX
SPENCER DURHAM	FORREST SMITH
MARILYN BULLOCH	LYNN STEVENSON
GREG PEDEN	JINGJING QIAN
FORTHCOMING DIRECTOR POSITIONS (TBN)	

** Dean, Harrison School of Pharmacy (ex officio)*

*** Associate Deans, Harrison School of Pharmacy (ex officio)*

CHARGES

- Ensure smooth operations of administrative functions of HSOP.
- Facilitate multi-directional communication between faculty, School, and University Administration.
- Participate in establishment of policy.
- Assist in developing and nurturing leadership.

CURRICULAR LEARNING COMMUNITIES

REPORTS TO: Dr. Bradley Wright, Director of the Professional Program (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To design, develop, implement, evaluate, and revise all core courses for their assigned semester within the Doctor of Pharmacy program

LC1 (FALL P1) CHAIR: KRISTEN HELMS

KIMBERLY GARZA (LONGITUDINAL)	KAREN MARLOWE (WORKSHOP & ORIENTATION)
LEA EILAND (ILE 1)	ERIKA KLEPPINGER (ILE 2)
<i>*Pilot structure for 2019</i>	

LC2 (SPRING P1) CHAIR: LORI HORNSBY

SALISA WESTRICK	JIANZHONG SHEN
FENG LI	ALLISON HELMER
HALEY PHILLIPPE	AMBER HUTCHISON
SUSIE THOMAS	ERIKA KLEPPINGER
CHANNING FORD	

LC3 (FALL P2) CHAIR: EMILY MCCOY

SPENCER DURHAM	KATELIN LISEBY
REBECCA MAXSON	BERNIE OLIN
ANGELA CALDERON	MURALI DHANASEKARAN
JAN KAVOOKJIAN	JULAIN FOWLIN

LC4 (SPRING P2) CHAIR: NATHAN PINNER

JULAIN FOWLIN	CHANNING FORD
KAREN MARLOWE	HEATHER WHITLEY
TAYLOR STEUBER	MARILYN BULLOCH
KRISTEN HELMS	BRENT FOX
RAJ AMIN	RUSTY ARNOLD

LC5 (FALL P3) CHAIR: JESSICA STARR

DAN SURRY	JULAIN FOWLIN
ALLISON CHUNG	SARAH COGLE
KELLY HESTER	ALLISON HELMER
JEANNA SEWELL	PAMELA STAMM
CHERRY JACKSON	JINGJING QIAN
SURACHAT NGORSURACHES	ALEXEI KISSELEV
DAVID RIESE	

LC6 (SPRING P3) CHAIR: LEA EILAND

KRISTI KELLEY	KAITLIN ALEXANDER
MIRANDA ANDRUS	SEAN SMITHGALL
LYNN STEVENSON	EDWARD CHOU
LENA MCDOWELL	AMIT MITRA
CHANNING FORD	JULAIN FOWLIN
APRIL STATON	

EXPERIENTIAL AND PROFESSIONAL LEARNING COMMUNITIES

REPORTS TO: Dr. Kimberly Braxton-Lloyd, Association Dean for Outreach and Clinical Affairs (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To design, develop, implement, and evaluate all learning experiences related to Introductory and Advanced Pharmacy Practice Experiences, Interprofessional Education, and Co-Curricular Education.

EXPERIENTIAL LC CHAIR: BOBBY HELMER

ALLISON HELMER

LENA MCDOWELL

KAITLIN ALEXANDER

KELLY HESTER

KEVIN ASTLE

JEANNA SEWELL

STUDENT MEMBERS

LYNN STEVENSON

** Director, Student Affairs (ex-officio)*

PROFESSIONAL AFFAIRS (IPE/CO-CURRICULUM) LC CHAIR: LYNN STEVENSON

APRIL STATON

NICOLE SLATER

PAMELA STAMM

KRISTEN HELMS

PAIGE PATTERSON

CHANNING FORD

BRENT FOX*

SEAN SMITHGALL

HEATHER WHITLEY

TAYLOR STEUBER

CATHERINE LOOSIER

** Director, Student Affairs (ex-officio)*

RISK MANAGEMENT TEAM

REPORTS TO: Dr. Richard Hansen, Dean (Ex Officio)
Written report due by October 15th, 2019

PURPOSE: To proactively assess and mitigate potential risks to HSOP's personnel, students, visitors, infrastructure, and mission.

CO-CHAIRS: AMY CARBAJAL & DAN SURRY

DANIEL CALDWELL	CHRIS SMITH
BRENT FOX	LYNN STEVENSON
TIM MOORE	VISHNU SUPPIRMANIAM
GREG PEDEN	SALISA WESTRICK
SCOTT PENZAK	JOHN FOLMAR

*** Associate Deans, Harrison School of Pharmacy (ex officio)*

CHARGES

- On an ongoing basis, identify and document potential risk areas facing the School (e.g., HIPAA, FERPA, PHI, PCI, security, access, technology)
- Implement training and documentation systems to prevent risk
- Communicate risk management initiatives with, and seek feedback from, HSOP students, faculty, and staff
- Monitor professional and societal trends and issues that might negatively impact the school's mission
- Develop and maintain a "Standard Operating Procedure" for responding to risk events
- Identify and collaborate with relevant University-Level personnel and offices