



Graduate Studies Committee

June 1, 2016
11:00am – 12:00pm
HPNP 2309

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- Members:** Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Richard Segal (POP), Dr. Margaret James (MC), Dr. Jatinder Lamba (PTR), Dr. Ian Tebbett (FORENSICS), Dr. Maureen Keller-Wood (ORGS), Vivian Lantow (GP), Kim Mahoney (GP), Marci Smeltz (Student President)
- Guests:** By phone: Dr. Bihorel, Dr. Bulitta, Dr. Trame
- Absent:** Dr. Sihong Song
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AGENDA TOPICS

- ❖ **Accept Minutes** – from May 4, 2016
- ❖ **Proposed Graduate Course Syllabi** – Pharmaceutics
- ❖ **Academic Assessment Plan/Committee Forms**
- ❖ **Annual Evaluations/TA Evaluations**
- ❖ **PharmGrad Informational System**
- ❖ **Graduate Programs Comparison Chart** – Graduate Programs
- ❖ **Orientation Materials**

UPCOMING EVENTS

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| June 20: | Summer A grades due |
| June 27: | Summer B classes begin. |
| June 29: | Deadline for students to apply for Summer Graduation |
| July 1: | Fall 2016 TA Assignments finalized |
| August 5: | PhD Summer Commencement Ceremony |
| August 8: | Summer B/C grades due |
| August 9: | Summer degree certification |
| August 15-16: | UF New Graduate Student orientation |
| August 17: | COP New Graduate Student orientation |
| August 22: | Fall Classes Begin |
| Sept 6: | Post-Bacc Reception |
| Oct 3: | Spring 2017 Applications for PC due |
| Oct 10: | SACS review deadline |
| Feb 10: | 30 th Annual Research Showcase |

❖ **Accept Minutes** – from May 4, 2016

❖ **Proposed Graduate Course Syllabi** – Pharmaceutics

DISCUSSION:

Drs. Bulitta, Bihorel, and Trame are each in the process of creating new courses for the Pharmaceutics department. They have submitted their syllabi for review by the GSC.

The University has very specific rules regarding Material and Supplies fees (M&S fees). Graduate Programs emailed the list of allowable M&S fees to the PC faculty members for their review, along with the new course policies from the UF Budget office. A cap of \$50 for materials and \$30 for equipment per student, per course must be adhered to in the new syllabi. All charges and expenditures must be recorded by the department and submitted to the University.

The M&S fees listed on the syllabi are not intended to be charged in addition to the students' tuition. The students will be given access to the materials but not charged extra for them. Therefore, the faculty members will remove the word "fees" from the syllabi to avoid any confusion.

The Graduate School Council will review the new course syllabi and requires justification that all assigned readings relate to the teachings and lecture topics. Readings should be directly linked to the specific lecture or listed under "Various Publications" if a direct link is not available. It should also be noted that any expectations of the students should be in line with the number of credits of the course.

Do the students have free access to the required texts? The texts may be available through the Health Science Center Library via Access Pharm and Access Medicine. Anything published by McGraw-Hill is available through the HSC Library. The Canvas platform can also load texts for student use, although there may be a limit on how much can be posted on the course site.

The syllabi were modeled after PharmD courses, so they need to be modified to fit graduate courses. Remove the class attendance policy, the exam/quiz information, etc. to focus on graduate student needs. Should the faculty work together to create one template that they will all use, or change their syllabi individually? There should be some uniformity, at least at the departmental level, so the faculty members should work together. Once the three faculty members come to an agreement on a template, they should send it to the department chair for approval, and then to the next GSC meeting for review. If the template will work for all departments, it will be adopted into a new COP template for all graduate courses. Dr. Keller-Wood will help the faculty members with any formatting questions.

Once the syllabi are ready to be submitted into Approval Tracking, the Graduate Programs team will enter the information into the system.

How long will this process take? Will Dr. Bullitta's course be reviewed in time to offer the class in Spring 2017? If it is not approved by then, the College can offer the course as a Special Topics class (PPHA 6935) until it is formally approved.

RESULT:

Drs. Bulitta, Bihorel, and Trame will work to modify the current template to better fit graduate student needs, and will submit the final template to Dr. Derendorf for department approval. Then the new syllabi will be submitted to the GSC for review and approval. Once this step is completed, the Graduate Programs team will enter the new syllabi into Approval Tracking for Graduate School Council review.

❖ **Academic Assessment Plan/Committee Forms**

DISCUSSION:

The Academic Assessment Plans from 2013 are mostly applicable, but need to be updated to reflect new IDP rules and best practices.

Dr. Keller-Wood requests that each department submit any form/metrics used for committee meetings with students. This information will be used to create a College-wide rubric. Moving forward, all departments will use this form for all committee meetings. It is a College minimum that at least one form be filled out per student, per year to record their committee meetings.

RESULT:

Each department will send Dr. Keller-Wood the forms they are currently using to track committee meetings.

❖ **Annual Evaluations/TA Evaluations**

DISCUSSION:

Annual Evaluations letters and templates will be emailed to the faculty advisors by the Graduate Programs team. These should be completed and returned by the end of the month. TA Evaluations will also be dispersed by the Graduate Programs team to the Course Coordinators.

RESULT:

For committee information only.

❖ **Graduate Programs Comparison Chart**

DISCUSSION:

The Graduate Programs team created this comparison chart listing the stipends provided by other PhD programs across the country. Stipends are generally higher at other universities than at UF. Also, many institutions offered higher stipends to students with PharmD degrees than Bachelor's Degrees. This could be a way to attract more PharmD graduates to our program.

Many of these competing programs have earlier admissions deadlines, which allows the institutions to give an earlier answer to their applicants.

What information is currently on each website? Is it up to date and correct? Are all faculty biosketches updated? Any new faculty members should be added to the website, as well as any new focus in research. The website should provide a sense of where the College is going.

RESULT:

Graduate Programs will work with Matt Splett to ensure the website is up to date.

- ❖ **PharmGrad Informational System** – for discussion at next meeting
- ❖ **Orientation Materials** – for discussion at next meeting
- ❖ **Other Business** –

Dr. Keller-Wood will be traveling during the next GSC meeting. Grad Programs will send out a Doodle Poll to find a suitable alternate time to meet.

Meeting Adjourned at 12:10pm