

Attached you will find a brief description of the roles and responsibilities, an estimated time commitment, and the number of students from each class needed to represent that committee.

Contact Student Affairs Chair, Angella Zhang at angella.zhang1@gmail.com if you have any questions. We look forward to reading your application!

Academic Support: (1) P1, (1) P2, (1) P3

- Evaluate and implement mechanisms to improve education through technology enhancement
- Monitor the quality of distance education and make recommendations for changes in policy and/or infrastructure for improvement.
- Work with the head librarian of the Life Science Library on electronic resources, collection development and library service issues related to the academic, clinical service, and research missions of the College of Pharmacy.
- Time Commitment: Meets throughout the year. Each meeting is approximately 1 hour.

Admissions: (2) P1, (2) P2, (3) P3, (3) P4

- Review Applications for admission to the Pharm.D. program
- Assist the Assistant Dean for Admissions in designing application materials, and serve as substitute interviewers as needed
- Make policy recommendations to the Dean regarding admissions
- Time Commitment: 1 meeting per semester, approximately 6 hours each

Diversity & Inclusion: (1) P1, (1) P2, (1) P3

- Address the cultural proficiencies of the College and also work with the other committees on issues concerning cultural competence.
- Recommend strategies for disseminating information about cultural competency issues to faculty, students, staff and the broader community.
- Make recommendations to the faculty and the dean regarding College goals for diversity and inclusion as well as methods to achieve those goals.
- Interface with standing College committees, the Office of Student Affairs and Academic Services, and the larger university community to identify and implement strategies that can sustain progress toward the College attaining diversity, inclusion, cultural proficiency.
- Time Commitment: A couple of meetings throughout the year. Each meeting is approximately 1 hour.

Curriculum Committee: (1) P1, (1) P2, (1) P3, (1) P4

- Continuous monitoring and revision of the professional curriculum, including the implementation of curriculum changes, and the review of all professional courses on a routine (cycling) basis.
- Periodic review of all pre-pharmacy course requirements.
- Review proposals for new courses, course deletions, and changes in sequence.
- Address any curricular issues at the college.
- Evaluate course evaluations after each semester.
- Report all substantive curricular changes to the faculty for faculty vote.
- Sub-committees include: Experiential, IPE, FPD, OSCE, PPL, and Pharmacotherapy
- Time Commitment: Meets twice a month. Each meeting is approximately 2 hours.

Program Assessment: (1) P1, (1) P2, (1) P3, (1) P4

- Evaluate the Pharm.D. program as a whole.
- Facilitate Self-Study committees in their assessment of compliance with ACPE accreditation standards.
- Develop and implement assessment plans to meet SACS accreditation requirements.
- Continuous monitoring and assessment of the professional (PharmD) program for the purpose of ongoing quality improvement and student learning enhancement.

- Time Commitment: Meets more frequently during the self-study process for accreditation.

Region Appeals: (1) P2, (1) P3

- Review region reassignment requests (appeals) from students with compelling justification based on extenuating circumstances.
- Make recommendations to the Dean and organize efforts regarding programs and processes to enhance the development and well-being of College staff.
- Communicate professional development opportunities to staff (e.g. classes, workshops, events).
- Communicate University staff issues and news to staff.

Student Success & Wellbeing: (1) P1, (1) P2, (1) P3

- Monitor the process and quality of the following areas within the college:
 - Student academic advising & counseling
 - Career advising
 - Academic performance intervention, including the Tutoring Program
 - Transition issue intervention, including referrals
 - Policies concerning the handling academic and professional misconduct;
 - Policies concerning disability accommodations
 - Student complaint/grievance policies
 - Student representation and governance
- Using appropriate elements of the College's assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under "Student Services" and the "Academic Environment" with annual compliance reporting to the Pharmacy Assessment Council.
- Time Commitment: 3 meetings per semester. Each meeting is approximately 1 hour

TA Credentials and Assignments: (1) P2, (1) P3

- Determine graduate TA needs for academic support of the professional program.
- Develop mechanisms to match graduate student expertise (names provided by the TA Selection Committee) with the College's curricular needs. Assign TA's to specific courses.
- Formulate the TA budget request to the Dean based on the teaching needs of the College.
- Assess the performance of the TAs, with the authority (following due process) to dismiss or reassign TAs who are not performing at an acceptable level.

Teaching Excellence: (1) P1, (1) P2, (1) P3

- University (or higher) Teaching Awards:
 - Develop College-based processes for the identification and submission of nominees for University or higher (e.g. UT System, National) teaching awards.
 - Identify appropriate faculty nominees for University (or higher) teaching awards.
 - Assist nominees in developing teaching award dossiers for submission.
- Develop the College's Teaching Evaluation process (independent of CIS) and monitor its implementation.
- Monitor College's Teaching Evaluation Policy
- Monitor the College Peer Observation Process
 - Periodically review the College's Peer Observation Policy to make recommended changes.
 - Monitor (annually) that all faculty are undergoing peer observation as prescribed by the College policy