

Executive Committee Response to Recommendations Proposed by the Task Force to Assess Student Services

June 4, 2010

The Executive Committee (EC) of the School of Pharmacy and Pharmaceutical Sciences reviewed and discussed the recommendations by the Task Force at its meeting on May 7, 2010. The Committee appreciates the time and energy the members of the Task Force devoted to their charge. Below is the EC response to each recommendation. Each recommendation is summarized in italics, but readers are referred to the full report of the Task Force for the full recommendation.

Recommendation 1: *Movement of the Office of Student Services (OSS) to Room 112.* This move is not feasible, as this space is currently assigned to an active researcher. A switch of the purpose for these respective spaces is not feasible and is cost-prohibitive.

Install sound deadening materials for OSS. The building deputy has worked with physical facilities to determine the impact and feasibility of this approach. Due to the size of the space, it does not appear that sound deadening materials would have any meaningful impact on sound level in these offices.

Annexing Rm 141 to provide additional space for OSS. This space is assigned for other use and is not available for reassignment.

Recommendation 2: *Relocate student organization mailboxes to OSS office complex.* As this issue has not previously been raised by students, it is unclear if this relocation is actually desired by student organizations. This potential will be discussed with the student organization presidents at the first meeting at the start of the 2010-2011 academic year.

Recommendation 3: *Communicate formal PRN system for advisors.* As the Task Force relied on 2005 student survey data and meetings with a small group of students it is unclear if this is a significant issue for students. Questions related specifically to this issue will be included in the Fall 2010 student survey to be administered early in the semester. This issue will be re-assessed upon completion of this survey.

Recommendation 4: *Provide services during the lunch hour.* See response for Recommendation 3.

Recommendation 5: *Improve career counseling.* See response for Recommendation 3.

Recommendation 6: *Review participation of OSS staff in committees.* A subsequent meeting held with OSS staff suggests that this issue relates both to the respective roles of faculty and OSS staff in committees and the relative workload in fulfilling committee responsibilities. This will be addressed in the committee assignments and charges to committees for 2010-2011.

Recommendation 7: *Development of a follow up course for PHPR100.* This is a curricular issue and not one related to OSS. This has been raised previously and some work has already progressed. In their 2010-2011, the Curriculum Committee will be charged with considering this recommendation.

Recommendation 8: *Student review of advisors.* This is planned for early Fall 2010.

Recommendation 9: *Introduction of OSS included in faculty orientation.* This has already been added to the draft for the next faculty orientation.

Recommendation 10: *Formal orientation for transfer students.* There is a special orientation for transfer students for the PharmD program. It is unclear if the Task Force was aware of this component of the orientation, but the response from transfer students in our Focus Group meetings each year indicates it is well received and specific remaining deficiencies were not noted.

Recommendation 11: *Define what constitutes professional behavior.* This is more appropriately a faculty issue. The Curriculum Committee will be asked to address this issue in its charge for 2010-2011.

Recommendation 12: *Creation of a new administrative position.* The EC does not feel the Task Force provided adequate justification for such a position. In addition, creation of such a position would necessitate taking an existing faculty position currently residing in one of the departments and converting it to a partial or full administrative position. The EC does not feel this is consistent with our current strategic priorities.

Recommendation 13: *Development of a more formal tutoring system* (identified as a secondary priority recommendation). As the new curriculum will necessitate a re-evaluation of our current structure and employment of TAs, meeting the tutoring needs and optimizing use of TAs will be assessed as the new curriculum is developed.

Recommendation 14: *Adoption of standardized scheduling/calendars for all OSS personnel*. All OSS personnel will be moving to a the standardized electronic scheduling.