

Thursday, November 1st, 2018

12:00 - 1:00 pm

Room 516

**Attendees:** Matthew L., Pamela I., Jacob P., Joe N., Christina T., Roshni P., Tom F.,

**Faculty:** Dean Christine Allen, Jamie Kellar, Susan Drodge, Sandra (absent)

**Meeting Minutes:** Roshni Patel, Pamela Ip

CA - Christine Allen

JK - Jamie Kellar

| Discussion Point   | Dean's Feedback   |
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| <p>Access to outlets -<br/>In the past, UPS/Pharmacy was using outlets, mostly in the atrium, for events like PAMcakes, Back to School Mixer, Charity week events etc.). However recently, I believe since last year, there have been some restrictions on outlet such that we are no longer permitted to use them for our events. Not too sure what the exact reason for this was except possible safety concerns? It has been difficult to work around this and has significantly reduced the quality and efficiency of our events (ex. No place to make PAMcakes, weren't able to host National Bank virtual reality activity inside)</p> | <ul style="list-style-type: none"><li>• Aisha and Steven were told booking of atrium doesn't include outlets anymore</li><li>• JK will follow up with Nina and administration on this issue<ul style="list-style-type: none"><li>◦ Possible outlet issues may be related to safety and fire code</li></ul></li><li>• If fire code related, will work together to find an alternate solution</li></ul> <p><u>Post Meeting Updates:</u></p> <ul style="list-style-type: none"><li>• CA has taken the opportunity to look into this.</li><li>• <b>We are able to use outlets for events.</b> However, we are NOT permitted to cook in the building</li></ul>   |
| <p>Update on moving Minor ailments to First year - would argue it is vital for first years to know given that EPE-1 is only community.</p>   | <p>Student Concerns Brought Forward</p> <ul style="list-style-type: none"><li>• Preceptor expectation and training is varied</li><li>• Some students were taught OTCs by preceptors, while others weren't</li><li>• It is not just the lack of Minor Ailments in first year. The first year curriculum is currently lacking in many regards and students would like a more comprehensive course for EPE1 topics<ul style="list-style-type: none"><li>◦ Eg. we learn about osteoporosis, but there are more clinical queries on minor ailments than osteoporosis.</li></ul></li></ul> <p><u>Feedback</u></p> <ul style="list-style-type: none"><li>• Minor ailments was not meant to be a 3rd year course. The PharmD program was new; still trying to sort out when to place courses.<ul style="list-style-type: none"><li>◦ There are minor ailment topics throughout first year (eg. constipation). Currently, trying to incorporate more minor ailments to MTM1 and PCT1.</li><li>◦ The minor ailments elective (Phm 388) was not meant to provide all of the minor ailments/OTC content for the curriculum, however it was noted that more content in this area was needed and so it was added, in addition to the topics covered in other courses.</li><li>◦ As the elective was added, the minor ailments content mapping started and we now have a better picture of what is offered in which courses. This can help us moving forward as we adjust the topics in the various courses.</li></ul></li><li>• Also, it is important to note that EPE 1 change to all community placements just occurred in 2018 for the first time.<ul style="list-style-type: none"><li>◦ Now that we have heard from students, we will start to incorporate feedback into first year curricular revisions.</li></ul></li><li>• <b>Will start curriculum renewal in 2019.</b> The faculty is</li></ul> |

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|   | <p>reworking the curriculum currently with the new dean.</p> <ul style="list-style-type: none"> <li>○ Students will have input in curriculum revisions. The curricular map data will be shared once it is complete</li> <li>○ Students have a vote on the committees where curriculum discussion occurs. We have student representatives on all committees related to curriculum changes, so that our voices will be heard.</li> </ul> <ul style="list-style-type: none"> <li>● The faculty's aim is to teach students the knowledge and skills required to learn new drugs and diseases while practicing. Although not all drugs and diseases are taught, the faculty try to incorporate as many relevant diseases/drugs possible in the limited time students spend in the program.</li> </ul>  |
| <p>Student concern: Reported that the building is showing signs of wear and and tear.</p> <p>Maintenance of the building: is there any active maintenance of the building (i.e. lecture halls, printers, etc) that occurs without being prompted from students? Currently under the impression that the things are only fixed when prompted by students.</p> <p>QUOTE FROM FEEDBACK: "The pharmacy building is starting to show its signs of wear and tear. It's concerning to see that there's very little active maintenance in the building considering how much money we students pay to be in this program.</p> <p>The main lecture halls in B150/B250 have many seats with broken desks, torn fabric, and/or the seat itself is broken altogether.</p> <p>Chairs and other furniture found in the study commons rooms (glass rooms on Floors 1-3) and in the Pharmasave lounge (B2) also need to be replaced."</p> <p>The student who addressed this concern was curious if they are able to meet with Faculty to discuss specific matters best communicated in-person.</p> | <ul style="list-style-type: none"> <li>● The faculty recognizes this concern and are currently hiring a number of new staff members to provide additional support to the faculty and students. <ul style="list-style-type: none"> <li>○ This hiring will include someone in the area of facilities/building management. They will help to proactively identify and repair areas within the building and lecture halls.</li> </ul> </li> <li>● One goal to look through the building and identify potential problems before they actually become problems</li> <li>● AV - we don't have permanent full time IT director. <ul style="list-style-type: none"> <li>○ Also putting full time job description for that</li> </ul> </li> <li>● Proposal for all new AV equipment for 850 <ul style="list-style-type: none"> <li>○ Tom: who do we put in the proposal to?</li> <li>○ AC: Dean's office (depends on whose room is it)</li> <li>○ If it's the B2 lounge though or any PharmD space - the faculty would have to pay for it</li> <li>○ AC: can we put together a proposal?</li> </ul> </li> <li>● A big impact in the lecture halls has been the fact that we don't have priority over the building anymore. Our program may have taken more care of PB because it's our home</li> <li>● CA/JK agree that the building needs more work</li> <li>● Need time to put together a team</li> <li>● Biggest piece - having someone to follow up with the contractors that will come in so it's not always students bringing things up, particularly in seminar rooms, labs, heat flow problems, etc.</li> </ul> |
| <p>Space</p>  | <p>We also don't have storage space - e.g. UPS room is being used for storage bc we don't have a designated space</p> <ul style="list-style-type: none"> <li>● Seems to be a problem across the board</li> <li>● CAPSI, sports, backdrops etc are stored.</li> <li>● We've pretty much maximized the space. It's clean, but full</li> </ul> <p><u>Post Meeting Updates:</u></p> <ul style="list-style-type: none"> <li>● CA has done a walk through all UPS space and agree that improvements are needed. <ul style="list-style-type: none"> <li>○ UPS will be putting together a proposal for improvements/upgrades to this space (this includes requests for increased storage for clubs, etc.)</li> </ul> </li> <li>● CA suggestions <ul style="list-style-type: none"> <li>○ Adding bookshelves to the meeting room to add storage capacity</li> <li>○ Reorganize office space to add storage capacity</li> <li>○ Currently looking into additional storage space elsewhere in the building</li> </ul> </li> </ul>  |
| <p>UPS login for AV system - currently lunch and learns are PB so it is easy to get access if we need to.</p>   | <ul style="list-style-type: none"> <li>● AV podium was reviewed last year</li> <li>● There was a number of challenges for getting student</li> </ul>  |

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| <p>However, next semester it will be in another room (Health Sciences Building). Without access we have no way of conducting the presentation aspect; wondering if there's a way for UPS to get its own access so we don't always have to ask professors or Linda to put it in for us</p>  | <p>access. <b>JK will follow up and provide details for the feasibility going forward</b></p> <ul style="list-style-type: none"> <li>○ There is a substantial cost associated with getting access.</li> <li>● When we have LnL in PB, it's easier to get access. However, when we have presentations outside of PB, it's quite difficult to get access to the podium and AV equipment. <ul style="list-style-type: none"> <li>○ <b>For the short term solution, we are able to collaborate with the faculty and facilitate a schedule to have faculty attend the event to help us login in for access.</b></li> <li>○ Send out Jamie the list of events for lunch and learns so that they can arrange a faculty member</li> </ul> </li> </ul>  |
| <p>Room booking without Faculty advisor - some UPS members have expressed concerns as it is not always possible to have a Faculty member present, making schedule harder. Has there been a history of pharmacy students leaving a room in an messy state? Would it be possible for UPS to be "exempted" from this rule? We need to book through Franco; we would be liable for damage with/without a Faculty member present.</p> | <p><b>Bottom line: Faculty members are required to be present in the room if they sign off to be faculty advisor.</b></p> <ul style="list-style-type: none"> <li>● JK makes sure faculty members sign off and are present</li> <li>● Context: this requirement is for student protection/safety concerns, and not because of a lack of trust. <ul style="list-style-type: none"> <li>○ Eg. If something goes wrong in a lab, the first finger is pointed at a student (even though it's most likely not a student)</li> <li>○ Additionally, the faculty advisor is responsible if there are any medical/safety emergencies.</li> </ul> </li> <li>● CA: the faculty advisor is responsible more than the students <ul style="list-style-type: none"> <li>○ if something happens or something is broken/goes missing, the onus and responsibility falls on the faculty advisor and not the student group</li> </ul> </li> <li>● The faculty members that usually act as faculty advisors noticed that requests are coming in with much less notice. <ul style="list-style-type: none"> <li>○ We need to also ask faculty and provide more notice.</li> <li>○ Pam: will incorporate this into the transition meeting for all clubs and bring awareness.</li> </ul> </li> <li>● The same faculty members almost always are contacted for this role. This may also be a problem for getting faculty advisors; the lack of awareness of other potential staff and faculty willing to act as faculty advisors. <ul style="list-style-type: none"> <li>○ Pam: could we get a possible list of members that might be interested in volunteering 1-2 times per semester? Will bring this up to clubs.</li> <li>○ JK can send out an email</li> </ul> </li> <li>● Would also like to see more of a defined role of the Faculty Advisor</li> <li>● AC: another issue is getting building security <ul style="list-style-type: none"> <li>○ Tom: would that eliminate the need to have faculty advisors after 5pm?</li> <li>○ AC: probably - also keep in mind that the faculty likes to be involved</li> <li>○ JK: offered to help liaise and figure out the barriers to asking faculty members</li> </ul> </li> </ul> |
| <p>Student concern: White Coat Ceremony being in PB, instead of a large venue to accomodate family/friends of the students.</p>  | <p>Understandable concern</p> <ul style="list-style-type: none"> <li>● Challenge for us is the size. We don't have a space within our building even if we only brought one parent</li> <li>● Would need space for ~600 people. One of the options is the venue for convocation <ul style="list-style-type: none"> <li>○ Huge costs</li> <li>○ Last year was filmed, going forward, we can look into live-streaming</li> </ul> </li> <li>● The faculty has looked into this before, but there are very few places available that can accommodate us and is a</li> </ul>   |

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|            | <p>reasonable price.</p> <ul style="list-style-type: none"> <li>● Tom: the financial burden can also be taken upon the attendees <ul style="list-style-type: none"> <li>○ People are willing to pay for tickets</li> <li>○ This year's room has already been booked, but we can try to address this going forward for future years</li> <li>○ JK/CA hadn't thought of charging attendees. We can look into this to minimize costs going forward</li> </ul> </li> <li>● Can we take a proactive step for next year? <ul style="list-style-type: none"> <li>○ Students can do some research and find nearby venues</li> <li>○ Off campus venues are quite expensive</li> <li>○ UofT affiliated buildings are cheaper</li> </ul> </li> <li>● Can look into contacting Faculty of Medicine to see what they do</li> </ul> |
| Exam rules | <p>Can we have more standardization (e.g. coffee cups)</p> <ul style="list-style-type: none"> <li>● JK trains the invigilators</li> <li>● Rules are in the calendar</li> <li>● Followed to the T</li> </ul> <p>Incidence where students had drinks in <i>clear</i> containers and were more aggressively told to put them away</p> <ul style="list-style-type: none"> <li>● JK: shouldn't matter what colour the liquid inside is, should be okay as long as they are clear cup</li> </ul> <p>Keep in mind that some students have treated invigilators poorly as well too (when they weren't following the rules). Just a reminder to support each other.</p>  |