

**University of Oklahoma Health Sciences Center  
College of Pharmacy**

**Executive Council Meeting  
Wednesday, September 12, 2018  
Room 339**

**Minutes**

Members Present: Hibah Awwad, Vince Dennis, JoLaine Draugalis, Kevin Farmer, Eric Johnson, John Little, Melissa Medina, Chris Rathbun, Jill Shadid, Nathan Shankar, Kelly Standifer, Rex Urice

Guests: Carla Lawson, Melissa Marshall

Members Absent: Susan Conway (excused), Anne Pereira (excused), Michael Smith (excused), Jane Wilson (excused)

Dean Draugalis called the meeting to order at 9:03a.

**1. Approval of minutes from May 9, 2018**

A motion was made by Rex Urice and seconded by Chris Rathbun to approve the minutes. All were in favor and none were opposed. The minutes were approved.

**2. Announcements**

Dr. Vincent Dennis introduced Melissa Marshall as the new Residency Programs Coordinator.

**3. New Business**

**Strategic Plan Progress and Updates/Faculty and Staff Development (Eric Johnson, Kelly Standifer, Chris Rathbun)**

Eric Johnson provided an update on staff development, including the following goals: implementing introductions of new staff within one week; annual review of staff; evaluations of staff needs and satisfaction; staff development workshop; book club with Melissa Medina. Each area is encouraged to identify staff development needs. Regarding annual reviews: document participation in staff meetings, possibility of overall staff meetings to be held. Nominate for staff awards.

Chris Rathbun provided an update on faculty development, including the following goals: New faculty introductions, possibly via email; participating in OUHSC campus orientations; develop method to give opportunities to faculty, not necessarily track them all; Faculty Resources Page – start an onboarding process that is on demand; ask new faculty what they need to be successful and what questions do they have. The Faculty Leadership Program may not be the best avenue since it is for certain faculty. Research is lacking in onboarding and needs more training opportunities. Mentor assignments are ongoing. Faculty annual reviews and research program assessments are being performed. Participating in faculty meetings and development to be documented; evaluations are shared with department chairs, and participation in campus service programs is being explored. Nominations for awards are ongoing and successful. Need to identify a process for lab onboarding and training (Hibah Awwad to provide outline to Eric Johnson). Provide faculty training each January.

ACPE Accreditation Self-Study Update (Melissa Medina)

Melissa Medina gave an update on the Curriculum Committee: 49 members of the committee meet monthly and have good attendance and collaboration; the new self-study software, AAMS, is time-consuming as they are starting from scratch, a lot of previous survey data is missing and bios have to be entered individually (forms cannot be uploaded). Dr. Medina is working on streamlining the process. The 2018-2019 college committees will run through November 1, 2019. Dr. Medina prepared the Curriculum and Assessment Committees for questions to be asked from the surveyors.

Book Club Discussion Chapters 1 & 2 (Melissa Medina)

Melissa Medina presented a summary on Chapter 1. She met with staff over the summer and discussed their opinions and views on appreciation. The goal is to raise awareness of how you can appreciate others using their language. What is the pulse of our college? Are we complacent? Chapter 2 topics are about how to increase job satisfaction and customer service.

**4. Adjournment**

There being no further business, adjournment was at 10:08a.