School of Pharmacy

SOP OP: **800.001 STUDENT EXECUTIVE COUNCIL**

PURPOSE: The purpose of this Marshall University School of Pharmacy (MUSOP) Policy is to establish guidance for the creation of a Student Executive Council (SEC). The SEC will comprise of both student leaders and faculty members and will be responsible for enhancing collaboration and communication between students, faculty, and administration and upholding the Pharmacy Code of Conduct.

REVIEW: This OP will be reviewed by Sept 1 of every odd-numbered year by the Student Affairs Committee. The MUSOP Dean will approve recommendations for acceptance or revision.

Policy:

The Accreditation Council for Pharmacy Education (ACPE), the pharmacy school accreditation agency, is required by the U.S. Department of Education to assure that pharmacy programs are able to consider student perspectives and include student representation, where appropriate, on committees and in evaluation activities. The purpose of this policy is to provide the opportunity for pharmacy students to communicate their opinions and allow for student feedback to be incorporated into MUSOP policies and procedures, as appropriate.

800.001.001 - Student Executive Council

The Student Executive Council (SEC) is a student organization created in order to enhance communication between members of each pharmacy class, organization, faculty, administration. The SEC will provide a forum for students to voice concerns and offer feedback in order to improve the quality of MUSOP. The inaugural class of 2016 will develop and approve a set of bylaws for the organization.

Meetings will be conducted at the end of each month will be attended by the Student Executive Council. The Associate Dean of Academic and Curricular Affairs and/or the Dean of the School will attend the first and last meeting of each semester in order to provide a direct and open line of communication between students and administration. The goal of these meetings shall be to ensure that each all students have a voice within the School, and the ability to directly impact the operations of MUSOP. The SEC will be

responsible for addressing any concerns from the student body and ensuring that proper action is taken.

A function of the SEC will also be to oversee and coordinate the activities of student organizations, fraternities, honor societies, and classes. The monthly SEC meetings will provide an opportunity for groups to discuss upcoming fundraisers, desired meeting times, upcoming events, etc. This will allow for more collaboration, eliminating potential conflict between groups. Also, the SEC will be responsible for holding school-wide social and philanthropic events directed by opinions from the entire student body.

The SEC will be responsible for recommending students to other pharmacy committees including the Curricular Affairs Committee, Student Affairs Committee, and Self-Study Committees. These students must be in good academic and professional standing and can either be members of the SEC or other qualified students. If students who are not members of the SEC are chosen, they will be considered non-voting members of the SEC. They will be responsible for attending the SEC monthly meetings in order that they may keep the group updated regarding their committees and bring student opinion back to the committees on which they serve.

The SEC will enable the students to promote integrity within the School, and assist in upholding the Pharmacy Code of Conduct. In cases of academic or professional misconduct, the SEC will be responsible for providing recommendations for sanctions directly to the Dean of the School of Pharmacy in accordance with School policies outlined in the MUSOP Student Handbook.

800.001.002 - Terms of Appointment to the Student Executive Council

The SEC will incorporate students who have been elected by their peers. The SEC will also incorporate faculty and administration participation. The Associate Dean of Academic and Curricular Affairs and the Dean of the School of Pharmacy will both function as advisors for the SEC.

Two Faculty Co-Chairs will be appointed by the Dean of the School to serve as voting members. These faculty members will serve a 2-year term starting the first day of classes fall semester every other year. The faculty members can be appointed for an unlimited number of terms at the discretion of the Dean. The Faculty Co-Chairs will serve as administrators should the need for a hearing be necessary, for example, in the case of academic misconduct.

Each class will have a faculty member assigned as an advisor. The Class Advisor from each class will be considered a non-voting faculty member of the SEC, and will be responsible for attending the first and last meeting of the semester, and more often if necessary. The Class Advisors will make themselves available acting as mentors to students.

Student leadership of the SEC will include:

- Student Executive Council Chair
- Student Executive Council Vice Chair
- Student Executive Council Secretary (non-voting)
- Student Executive Council Treasurer (non-voting)

Student membership of the SEC will include:

- P1 Class President and Class Representative
- P2 Class President and Class Representative
- P3 Class President and Class Representative
- P4 Class President and Class Representative
- One Representative from each pharmacy organization, fraternity, or honor society at MUSOP
- Students serving on pharmacy committees (non-voting, *if applicable*)

Class Officer Appointment

Each class will elect two officers, a Class President and a Class Representative. Terms of appointment will be 1 year in length with appointments beginning from the first day of the fall semester each year. Elections for the class officers in the second and third year classes will occur in every year on or before April 30th. The members from the first year class will be elected on or before September 30th of each year, and their term will begin after election results are tallied. All students in good academic standing will be eligible to be elected by their peers. In order to be considered for election, each candidate must submit a paragraph which addresses the student's reasons for seeking a position. The document must be affixed with signatures from at least 10 members of the class and submitted to the Associate Dean for Academic and Curricular Affairs.

Pharmacy Organization Appointment

Each pharmacy organization will be responsible for designating a Representative to serve as a member of the SEC. The Representative must be a member of the organization he or she is represents on the SEC, and will be elected following the bylaws of that organization.

SEC Leadership Appointment

Members of the SEC Leadership include SEC Chair, SEC Vice Chair, SEC Secretary, and SEC Treasurer. Terms of appointment will be 1-year in length beginning from the first day of the fall semester each year. Elections for these positions will occur on or before April 30th each year and will involve the entire student body. All students in good academic standing are eligible to run for election. Students may not simultaneously be

elected to both voting and non-voting positions within the SEC. Elections for SEC leadership positions will be held after the completion of Class Officer elections, but prior to the end of the spring semester. In order to be considered for election, each candidate must submit a brief essay (1 to 3 paragraphs) that addresses the student's reasons for seeking the desired position. The document must be affixed with signatures from at least 10 members of the class and submitted to the Associate Dean for Academic and Curricular Affairs.

800.001.003 - SEC Responsibility and Removal of SEC Leadership or Members

All SEC members must remain in good professional and academic standing as defined by MUSOP.

Absolute confidentiality: All SEC leadership and members (both voting and non-voting), as well as any other involved parties, are required to keep a strict silence regarding any cases regarding allegations or cases with other students. The nature, details, identity, or disposition of the cases or allegations may never be revealed. The SEC leadership and members must refrain from sending computer, voice, or text messages to any of the parties involved in the cases or allegations.

Any SEC member (voting or non-voting) who fails to maintain absolute confidentiality will be subject to dismissal from the SEC and subject to further disciplinary action. Dismissal from the SEC requires a majority vote from the SEC. The Dean of the School will be consulted prior to any dismissal.

The Dean of the School and the SEC, respectively, shall have the ability to appoint faculty or student replacements if it is determined that the current members cannot complete their terms of appointment.

800.001.004 - SEC Quorum

If the need should arise for voting on official business (e.g. hearings), a minimum number of voting members of the SEC must be present. The quorum shall consist of the SEC Chair, at least 2/3 of the voting student members, and at least 1 voting faculty member.

In the case where a quorum is not present, a hearing will be rescheduled. The accused person(s), those submitting an allegation, and witnesses will be given at least a 10 day written notice of the rescheduled hearing date. The accused person(s) may waive this notice if desired. The Associate Dean for Academic and Curricular Affairs or the Dean of the School will become voting members of the SEC only if none of the voting faculty members are able to attend.

800.001.005 - Conflicts of Interest

In cases where a leader or member of the SEC is directly involved in an allegation to be reviewed or has a close personal relationship with the accused, that individual must not participate in the hearing process and must waive his or her vote. That person may not attempt to influence any other members of the SEC regarding the case.

800.001.006 - Presentation of the Pharmacy Code of Conduct

A responsibility of the SEC will be to present the Code of Professional and Academic Conduct to each entry level Pharm.D. class during the orientation program. The SEC leadership and members will distribute a copy of the code, host a discussion of its relevance to each student's professional development, and provide an overview of reporting and hearing procedures.

The SEC will provide yearly reviews of the Code of Professional and Academic Conduct in order to reaffirm that all aspects are relevant, and needed policies can be added.

The Pharmacy Code of Conduct

The Code of Professional and Academic Conduct for students at MUSOP are found in the MUSOP Student Handbook.

Approval:

Kevin Yingling, M.D., R.Ph. — Date 4/25/12
Dean

H. Glenn Anderson Jr., Pharm.D. — Date 4-24-12
Associate Dean of Academic and Curricular Affairs

Kim Broedel-Zaug, Ph.D., R.Ph. — Date 4-24-12
Chair of Pharmacy Practice and Administration

John Schloss, Ph.D. — Date 4/24/12
Chair of Pharmaceutical Sciences

Robert Stanton, Pharm.D., BCPS — Date 4/25/2012
Director of Experiential Programs