

Student Affairs Committee

9-20-2012
1:30 – 3:30
Dean's Conference Room

Minutes (draft)

Members:

Role	Member	present	term expires
Chair:	John Krstenansky	Y	2014
Vice Chair:	Stephanie Anderson	Y	2015
DPSR member	Hasan Koc	Y	2014
DPPR member	Janet Wolcott	Y	2014
DPPR member	Scott Perry	N	2015
Exec Council (ex officio)	Glenn Anderson	Y	
SA Office	Terri Moran	Y	
Administrative Support	Cindy Obregon	Y	

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order @ 1:30 PM A. Review/Approve Minutes from Previous Meeting	Terri –Student Interview on 10/4 @ 8 AM - Noon for early admission he is a Marshall student – decision due 10/15 No prior minutes to review	Faculty participation (volunteer) needed for interview. The student participant name will be announced at a later date.
B. Introduction to Charge of the SAC & resources governing activity (Faculty Bylaws Articles II & III) (copy provided)	Bylaws were given to faculty	
C. Subcommittee Assignments Student Admissions (All members) Student Progressions (SA,HK,JW,SP) Student Awards (HK,& 2 DPPR) Student Members Assigned?	-Student Awards Subcommittee assignment will be Janet, Hasan and Scott Perry. -Scholarship awards and others to be discussed by the committee -Other members of SAC: 4 student members will be assigned by the Dean & Assoc. Dean; 2 Pharmacists (practitioners) will be added at a later date	Student members name will be provided to the SAC chair prior to the next meeting.
D. Subcommittee Reports Student Admissions (HGA: diversity)	Glenn highlighted the topic the diversity speaker (Dr. Nivet, Director of Diversity of the AAMC) covered in his presentation. His presentation addressed methods for a concept of improving diversity for Schools of Medicine. Dr. Nivet's goal is to go beyond current standardized testing (PCAT/MCAT, etc.) by providing a centralized group that would provide additional measures aimed at assessing the skill to be a good practitioner rather than just a good test taker. In this regard we may want to see what else we could capture in the application form that might get to these other abilities...perhaps systematically looking at their letters of application for some early short interview questions.	No specific action needed, but something to keep in mind as we assess out recruitment and admissions process.

<p>E. Old Business Charge to the Committee from Glenn Anderson: 1. Revise and submit Student Affairs Committee P&P for faculty review and approval. (10/1/2012) copy provided</p>	<p>Question of the recruitment detail being necessary, it was agreed to leave this as is. No major changes needed, the following changes are to be made: 2.1- Remove "define & add appropriate programs" verbage. 2.6 – "Changes" will replace "Development of" 3.0 - Remove the "Note" sentence at the end of paragraph</p>	<p>HGA to put forward for approval at the next Faculty meeting.</p>
<p>F. New Business: Charges to the Committee from Glenn Anderson (Items 1 & 2): 1. Using a COI process, evaluate and improve the admissions process. (12/1/2012) a. Assess use of the PharmCAS system for efficiency and effectiveness b. Develop standards and procedures workbook or tool for faculty to use when abstracting student data (11/1/2012) c. Assess the utility of MUSOP admissions procedure as a predictor of student outcomes in the P1 year. (7/1/2013)</p>	<p>a. & b. Committee needs to review workflow of the PharmCas process. WebCas is a.k.a. PharmCas All admissions will go through PharmCAS only, we will not accept any admits outside this program. Revise our benchmarks going forward from the first year class. Need a consistent format for evaluating the applicants. Establish rules for the criteria used to analyze the data. After developing a workflow, developing the rules for abstracting and assessing the time and skills needed to process each application so that it is in a format for faculty examination and decision, we need to then make decisions as to who will do the abstracting: automation of the abstraction (what is possible?) faculty members divinding up the applicant pool new staff student assistance c. Research project regarding our admissions methods: Review the data to predict the student success in our program What are the factors (abstracted data) that predict for difficulty (students in need of remediation) success (A&B students) or overall GPA. We should have one page proposal presentation for AACCP (Feb.) for presentation in July (Chicago)</p>	<p>Begin work on a. & b. at next meeting after the new PharmCAS review with Terri to view the data th which we will have access. c. Meet in early January to research and obtain reference for research project. SAC Blackboard site: Glenn will have Monica Brookes create a Blackboard site for the committee as a repository of it's records, a common work area for shared documents, and data needed for its work.</p>
<p>2. Develop policy and procedures for handling Early Decision (ED) applicants to MUSOP. (8/1/2013)</p>	<p>Will see what happens with the student interview from 10/4 before we address this.</p>	<p>Will review in Oct meeting after the interview of our first example.</p>
<p>G: Other Business</p>	<p>None</p>	
<p>Close Meeting</p>	<p>Adjourned at 2:58 PM</p>	