

**UW SCHOOL OF PHARMACY
PHARM/TOX ADMISSIONS AND OVERSIGHT COMMITTEE**

2009-2010

Committee Members

Jeff Johnson (chair)
*Brett Kopina (to 5/2012)
Bill Mellon
Ken Niemeyer
Steve Oakes
Dick Peterson
Chris Bischel, staff (for admissions)

Resource People

Jeremy Altschaf
Becky Beebe
Jeanine Mount
Mike Pitterle
Henry Young
Amy Zwaska

For 2009-2010, the Pharm/Tox Admissions and Oversight Committee is charged to:

1. Participate in the Pharm/Tox program review site visit. Read and respond to the Pharm/Tox program site visit report and bring recommendations to the faculty to implement changes, as appropriate, about curricular modification, admissions, advising, student life, lab placements, etc.
2. In conjunction with program faculty, discuss and make recommendations to the faculty about expanding the size of the Pharm/Tox program, considering the opportunities and barriers to the idea.
3. Enhance recruitment activities to increase the size and diversity of the applicant pool.
4. Work with the Dean to develop an annual budget for all Pharm/Tox program activities.
5. Identify and approve for admission the most qualified candidates following established criteria. Ensure admission criteria are published and known to all potential applicants and advisors.
6. Monitor, discuss, and make recommendations to the faculty for revision, if warranted, about Pharm/Tox admissions policies and procedures to ensure efficiency, effectiveness, and equity.
7. In conjunction with the Diversity Advisory Board and the Director of Diversity, continue to develop mechanisms for enhancing the pool of qualified applicants, including students of diverse, underrepresented, and disadvantaged backgrounds.
8. Develop a comprehensive and organized student academic and career advising system.
9. Develop a formal system for monitoring program attrition, completion and academic performance.
10. Develop a formal process or published procedure that outlines specifics of approval for 699 placements and oversight.
11. Provide statistical data, reports, and/or other information as appropriate.
12. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2010 summarizing the year's activities of the Committee and how the activities support the School's mission and strategic priorities. These documents will be posted, as

appropriate, on the developing *SOP Committee Activities* webpage to keep the School informed.

13. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2010 Faculty/Staff meeting.

*Alumni