

**UW SCHOOL OF PHARMACY  
GRADUATE STUDIES COMMITTEE**

**2009-2010**

Chuck Lauhon (chair)  
Arash Bashirullah  
Steve Rough  
Chris Sorkness  
Joshua Thorpe  
+PharmSci graduate student  
+SAS graduate student  
+Resident/MS student  
Linda Frei, staff

For 2009-2010, the Graduate Studies Committee is charged to:

1. Participate in the graduate program review site visit. Read and respond to the MS/PhD program site visit report and bring recommendations to the faculty to implement changes, as appropriate, about curricular modification, admissions, advising, graduate student life, etc.
2. Take the lead role in developing templates for the dual degree programs (PharmD/MS or PhD) for graduate work in the Pharmaceutical Sciences Division and in the Social and Administrative Sciences Division, in conjunction with the Curriculum Committee.
3. Begin consideration of a dual degree program (PharmD/MS or PhD) involving the graduate program in Clinical Investigation.
4. Consider how to form partnerships between basic and clinical scientists in the SOP to train ICTR graduate students and to permit MS/PhD projects in PharmSci or SAS in more clinical and translational areas.
5. Assist the Assistant Dean for Graduate Studies to develop a graduate student recruitment plan and budget for each graduate program.
6. In conjunction with the Diversity Advisory Board, take the lead role in reviewing and commenting on the training programs provided for TAs.
7. Ensure that TAs are fully integrated into assessment mechanisms. That is, TAs should evaluate the course, and instructors/students should evaluate TAs. Review these evaluations and use these data to plan for TAs need and to address problems.
8. Discuss standardizing expectations for TAs and working with faculty advisors about expectations and performance. In addition, construct a more inclusive method for selecting students for the TA awards not based solely on numeric student evaluations and consider how to include recognition of other instructional personnel (residents, advanced students, etc.) for teaching excellence.
9. Discuss how to manage unusual graduate student issues such as inappropriate behavior, academic or non-academic misconduct, need for medical leave, switching research groups, unilaterally altering thesis committees, etc. Consider developing policies to help guide these situations.
10. Solicit nominations and select recipients for all graduate student awards, including TA

Awards, Dissertator Awards, the Zaman-Saroya Award, and graduate student travel awards. Make sure that nominees are approved by the departmental faculty (all ranks, all tracks). Plan and participate in the annual Graduate Student Mixer where awards will be given.

11. Ensure that committee members take responsibility for serving as a two-way conduit of information, concerns, and issues to and from the individual divisions and units.
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.

+Student (committee chair to select)