ARTICLE I: ORGANIZATIONAL OFFICERS AND GOVERNANCE

SECTION A. The Dean of the College of Pharmacy, as the presiding officer of the faculty (Constitution, Article VI), is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed to the successful completion of the role and mission of the College of Pharmacy.

The Dean of the College of Pharmacy is appointed by and serves at the pleasure of the University President and Academic Vice President.

SECTION B. The Dean of the faculty shall be assisted by other faculty members who have been appointed to administer specific responsibilities delegated to them by the Dean. Such additional faculty officers shall be: (1) The Assistant and/or Associate Deans of the College, (2) Academic Department Chairs, and (3) other program administrators who may be appointed as Assistant or Associate Department Chairs, Directors or Coordinators.

Faculty officers in addition to the Dean are appointed by and serve at the pleasure of the Dean.

SECTION C. The Dean shall preside over all meetings of the College of Pharmacy faculty organization, or in his/her absence, by another member of the faculty designed by the Dean.

Meetings of the total faculty organization, in addition to the semester meetings required by the Constitution (Article V), may be convened at the discretion of the Dean, and shall also be called upon receipt, by the Dean, of a signed petition from five or more members of the faculty. Notice of such meetings must be announced no later than five working days after receipt of the petition.
SECTION D. The Dean, Assistant Dean(s), Associate Dean, Academic Department Chairs, Assessment Director, Faculty Affairs Committee Chair, Director of Interprofessional Education, Experiential Education Director, Meridian PPRA Assistant Chair and Meridian Director of Student Services shall constitute the ADMINISTRATIVE COUNCIL of the College and faculty organization. The Chair of this committee shall be the Dean.

1. The Administrative Council shall serve to advise the Dean, and under his/her direction shall coordinate and cause to be implemented all faculty, student and staff activity required to fill the role and mission of the College. This committee shall be guided in its several administrative and governance functions by policy and recommendations proposed by faculty committees and ratified by a simple majority vote of the faculty organization constituency. To this end, the Administrative Council shall:

   a. Approve the appointment of faculty members nominated to serve on both standing and ad hoc faculty committees, except where membership is determined by faculty vote.

   b. Provide the charges to each standing and ad hoc committees.

   c. Receive and approve all minutes, recommendations and policy made by standing or ad hoc committees.

2. Minutes of the Administrative Council shall be kept and copies provided to all members of the faculty organization. Faculty comments, suggestions or objections to decisions made by the Administrative Council and stated in these minutes shall be made in writing and directed to the Dean.

   ARTICLE II: ORGANIZATIONAL UNITS

SECTION A. ACADEMIC DEPARTMENTS

1. The faculty of the College of Pharmacy shall be organized into academic departments according to professional or scientific area and teaching discipline. Two of these departments shall be known as: (1) The Department of Biomedical and Pharmaceutical Sciences, and (2) The Department of Pharmacy Practice and Administrative Sciences. Additional departments, which may be created to meet future needs of the College, shall be formed and governed in accordance with these Bylaws for the two departments here named.
a. The Department of Biomedical and Pharmaceutical Sciences shall be composed of all faculty holding an academic appointment in pharmacology, toxicology, pharmaceutical or medicinal chemistry, pharmacognosy, pharmaceutics, basic pharmacokinetics or biopharmaceutics, or similar and related basic pharmaceutical science disciplines.

b. The Department of Pharmacy Practice and Administrative Sciences shall be composed of all faculty holding an academic appointment in clinical pharmacy, hospital pharmacy, community pharmacy, pharmacy practice, pharmacy administration, or similar and related practice and administrative science disciplines.

2. Each department shall formulate and follow a departmental role and mission statement, which is in support of the role, mission and goals of the College. This mission and role of the department shall also adequately and appropriately support the special and unique faculty development needs of that department, and shall also effectively contribute to the development and delivery of the professional and graduate curriculum as appropriate, scholarship, to policy pertaining to faculty governance, and to student admissions and academic standards.

3. Each department shall be supported by a separate individual salary and operational budget, and be administered by a member of the departmental faculty appointed to such responsibility by the Dean. This administrator shall be the Academic Department Faculty Chair, and will be responsible for providing leadership and governance to all faculty and staff appointed to that department.

a. Other, more specific responsibilities of the Department Chair shall include, but not be restricted to:

(1) The recruitment, and recommendation for academic appointment, of departmental faculty as directed by the Dean. It is expected that departmental faculty search committees be used appropriately in this process.

(2) The assignment of teaching responsibilities to optimally deliver the professional and graduate curriculum assigned to that department by the Dean.
(3) Provide opportunity for and assist each member of the faculty in achieving optimal professional development in teaching, research or scholarly activity, and professional service.

(4) Conduct annual and special evaluations of departmental faculty and staff as required by University policy, and make recommendations pertaining to salary adjustments and personnel actions to the Dean. Recommendations for academic promotion and the awarding of, or continuance, of tenure shall only be made after due consideration of recommendations made by the Faculty Affairs Committee who shall stand as the permanent Faculty Promotion and Tenure Evaluation Committee in the College (Bylaws, Article III, Section A. Also, see ISU Faculty and Staff Handbook, Part 4, Section IV-B.)

(5) Manage and direct the acquisition and disposition of the departmental budget as directed by the Dean, and in accordance with University and College policies.

4. A departmental chair may be assisted in his/her responsibilities by other faculty members appointed to serve as assistant or associate departmental chairs, as program directors or coordinators or in other specific administrative functions. Such appointments, like that of the Chair, are through approval by and action of the Dean.

5. Departmental chairs are appointed by the Dean, ordinarily with the affirmative recommendation and support of the departmental faculty. In making this recommendation, the departmental faculty as a whole shall serve as a search and selection committee, and will recommend a choice of candidates only upon an affirmative vote of a simple majority of the full-time faculty in the department. The search committee, as a whole, may be assisted in this process by a subcommittee of its members appointed by the Dean to screen and review candidates for the position.

6. Departmental Chairs in the College of Pharmacy shall serve permanently at the pleasure of the Dean, unless otherwise directed by University policy.

SECTION B. FACULTY COMMITTEES

1. Standing faculty committees shall be appointed to represent the total College faculty organization in the governance of their affairs, and to protect and promulgate faculty interests pertaining to the mission, role and functions of the College. These committees
shall develop policy and provide recommendations into the governance of the following specific areas of academic business:

a. Student qualifications and standards for admission into the professional and graduate education programs, and for progression in either curriculum.
b. The development, provision, and assessment of the professional and graduate program curricula.
c. The requirements and standards for faculty professional development, including academic promotion and the achievement of tenure.
d. Integration of new technology within the College of Pharmacy to enhance faculty teaching and scholarship.

2. Faculty membership on standing College of Pharmacy committees shall be determined by the requirements of committees as described in these Bylaws, and shall equally represent each department (Article III). When membership is determined by faculty nomination and vote, such elections will be conducted by each department. Committee memberships appointed by the Dean, Assistant Dean(s), Associate Dean or Department Chairs, shall be approved by the Administrative Council. It is recommended that, individual faculty members serve on only one standing committee in the College at any one time, except for those occasions where a faculty member may be serving on a University council or committee which requires a College committee membership in accordance with these Bylaws, or where a faculty member may be elected to serve on the Faculty Affairs Committee, while still serving on another committee. Individual committee memberships shall also be limited to a period not to exceed three consecutive committee years except for those instances where membership on a College committee is required by concomitant membership on a University council or committee. The three-year limitation also does not apply to administrative representatives. A retiring member of any one committee may again be nominated or elected to that same committee for one additional term.

If an elected or appointed departmental faculty representative to a standing College committee leaves the faculty organization or committee permanently, or temporarily the Administrative Council shall ensure an alternative representative to that committee be elected or appointed as per the policies for that committee no later than ten working days following the occurrence of the committee vacancy. An alternative representative shall serve only for the time remaining on the original term of the faculty representative replaced, but will be eligible for re-election or re-appointment to that same committee as a regular representative immediately following the completion of the alternate’s term of committee membership.
For all College of Pharmacy Committees, any member deemed ex officio is to be considered a voting member unless otherwise indicated.

3. Faculty membership on standing College committees shall be appointed initially to allow a replacement of only 50% of its elected or appointed membership in a committee year. To accomplish this, each standing committee to be newly organized under these Bylaws shall be appointed with one-half of the faculty membership serving for a period of only one year, and one-half for the regular three-year period. Those members appointed for one year initially will be replaced after that period by an equal number of representatives appointed for the normal three-year period.

4. A standing committee year shall be from the first day of the fall semester (approximately August 15 each year) through the following August to the beginning of the next fall semester. Each year will begin with the seating of new members, the election of new committee officers, and the determination of a specific agenda for the next year. These organizational functions shall be accomplished by each committee by the end of the spring semester of each year. Each committee will then begin its work, fully organized, during the first thirty days of the next academic year beginning approximately September 1.

   a. New committee appointments are to be determined, as specified, and approved by the Administrative Council, no later than one week prior to the end of the spring semester, and be seated on the respective committees by the first day of the fall semester.
   b. In addition to seating new members and approving the new agenda, each committee will, unless otherwise directed by these Bylaws, elect new committee officers for the current year. Such officers shall be a chair, who must be in at least the second year of their appointment. The chair of the Faculty Affairs Committee must be tenured and all members must be in at least their second year of appointment. The committee chairs shall direct the activities of the committees and preside over their meetings. To ensure a smooth transition of committee responsibilities, each committee will elect a vice-chair to assume the chair responsibilities at the beginning of the following year.
   c. Committee officers shall serve for a period of one committee year beginning with the organizational meeting the first week of the fall semester and extending through the next officer election and organizational meeting the first week of the following fall semester.
d. The initial formation of each committee shall be under the direction of the Administrative Council who shall cause the first membership to be elected or appointed, and the first organizational meeting to be scheduled and called. The Administrative Council liaison to each committee shall serve as the pro tempore chair until the first committee officers have been elected.

5. Standing committees shall keep and approve all minutes of meetings and business. When accepted and approved by committee membership, minutes shall be distributed to the Administrative Council through the designated liaison. When such minutes include a specific recommendation or policy for faculty consideration, the Administrative Council shall communicate their acceptance and action to the standing committee recommendations within fifteen working days after receipt. If a new recommendation or policy is accepted as submitted by the standing committee, the Administrative Council shall cause that such will be presented to all members of this faculty organization for approval and ratification by a simple majority vote.

**ARTICLE III: STANDING FACULTY COMMITTEES**

**SECTION A. FACULTY AFFAIRS COMMITTEE**

1. The Faculty Affairs Committee shall be composed of three faculty members from each academic department in the College of Pharmacy. Three faculty members from each department will be required for all recommendations related to promotion and/or tenure. For FAC activities not related to promotion and/or tenure or departmental periodic performance review, only two faculty members from each department will be required. Faculty members in their first year of election to the FAC will only be required to participate in promotion and/or tenure and departmental periodic performance reviews. At least one of the committee members from each department shall be at a rank greater than Assistant Professor, and all College of Pharmacy faculty members of the University Faculty Senate shall also be members of this committee as one of the three faculty members of a department. This committee shall be composed of:

a. College of Pharmacy faculty members nominated and elected by the total Pharmacy faculty as representatives to the University Faculty Senate. The University Faculty Senator(s) from the College of Pharmacy shall be a member of this committee as a representative of the department in which they hold faculty appointment.

b. The remaining faculty seat(s) from each department will be filled by nomination and election by faculty in the department. The number of committee members elected by each department shall be governed by the departmental membership of Pharmacy faculty members of the University Faculty Senate. The total departmental representation on this committee shall not exceed three elected faculty members, and representation from existing academic departments shall be equal for all decisions related to promotion and/or tenure recommendations. At least one representative shall be from outside the Pocatello site. All committee members must be in at least their second year of their faculty appointment. The chair must be a faculty member at a rank greater than Assistant Professor. When a faculty member is being evaluated as part of a Third or Fifth year periodic
performance review, three faculty from the faculty member’s department will be required.

2. In the event a current member of this committee has applied for promotion and/or tenure, the faculty member shall notify the chair of his/her department and the dean at the time of expressing intent to apply for promotion and/or tenure. An election within the candidate’s department shall be conducted within two weeks by the dean to select a one-year replacement for this faculty member during the promotion and tenure process. In the event that there is only one Faculty Senator, or other such membership changes that unbalance the composition of three members from each department, an election in the respective department shall be conducted within two weeks to select a one-year replacement or a full appointment as appropriate.

3. When this committee is functioning to make promotion and/or tenure recommendations, the membership shall also include:
   
a. Three non-voting professional pharmacy students selected by the Pharmacy Student Senate and appointed by FAC. One student shall be from the Pocatello sitesite, one from Meridian, and one from any site. One student shall be a P-1, one shall be P-2, one a P-3. To ensure continuity, students serve for 3 years beginning in their P-1 year.
   
b. One additional faculty member; serving as an advocate, selected by the individual member of the faculty who is to be evaluated.

4. Faculty members elected to the FAC shall serve a three year period. The student representatives shall serve until the end of their P3 year and the additional faculty member selected for a faculty evaluation shall serve only during the evaluation of the faculty member for whom he or she has been requested to represent. Non-elected faculty representatives shall have full privileges and voting rights during their limited committee membership. Student members shall not be allowed a vote on any recommendation pertaining to faculty promotion or the awarding of tenure.

5. If a Faculty Affairs Committee member must miss a period of one semester or longer due to a sabbatical, temporary reassignment or cause other than promotion and tenure application, an election to replace this member for the entire academic year will be conducted by the faculty of the representative’s department no later than two weeks following the vacancy in accordance with College and University bylaws.

6. The Faculty Affairs Committee shall serve as the Standing Peer Faculty Activity Evaluation Committee and shall conduct all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion and/or tenure, and in special circumstances for the continuance of tenure (tenure competency reviews when required). The departmental members of the FAC shall serve as the Standing Departmental Peer Faculty Activity Evaluation Committee to conduct individual faculty activity reviews and evaluations requested by the Department Chair such as Third year or Fifth year periodic performance review. This committee shall also represent the total faculty of the College in all matters pertaining to the purposes and powers of the faculty as defined in University and/or College of Pharmacy Bylaws and policies. This committee, as an advocate of faculty welfare, may thus consider all matters of relevant business referred to it by the faculty, as well as by the Dean or other faculty officers. In more specific terms, this committee shall develop policy and make recommendations pertaining to:
a. Standards and requirements for academic promotion and the awarding of tenure, which may include procedures and instruments to be used in the evaluation of individual faculty activity by students and faculty peers.
b. Procedures of grievance concerning academic promotion, and the awarding or continuance of tenure.
c. Procedures, standards and requirements for faculty activity evaluations (including but not limited to: Third year and Fifth year departmental periodic performance review.)

7. The Faculty Affairs Committee shall also be responsible for the maintenance of the College of Pharmacy Constitution and Bylaws.

8. The Faculty Affairs Committee shall report its minutes, policy and recommendations to the Administrative Council through the Faculty Affairs Committee Chair.

9. The Faculty Affairs Committee shall serve as the standing committee of the faculty to foster promote and assess faculty development. Specific activities include, but are not limited to:

   a. Plan workshops, speakers, retreats or other structured activities designed to enhance the skills of the faculty.
   b. When requested in writing by an individual faculty member, conduct a peer evaluation of the teaching effectiveness of that faculty member. The results may, at the faculty member's discretion, be reported to the faculty member's Department Chair.
   c. Conduct a peer review of teaching effectiveness of each faculty member who is requesting promotion and/or tenure. The results of this review shall be included in written form in the promotion and/or tenure document. A copy shall also be delivered in writing to the candidate who may, at his/her discretion, deliver a copy to the Department Chair.

10. To accomplish the work in the several areas of responsibilities, this committee may be divided into subcommittees under the direction of subcommittee chairs, except any subcommittee assigned the duties of peer review of teaching effectiveness shall have a majority of the members holding rank and tenure status at least equivalent to the individual faculty member being reviewed.

SECTION B. CURRICULAR AFFAIRS COMMITTEE

1. The membership of the Curricular Affairs Committee shall include two faculty members from each academic department in the College of Pharmacy. The College of Pharmacy faculty representative to the University Undergraduate Curriculum Council shall also be a member of this committee as one of the faculty representatives of a department. The Associate Dean of the College, the Director of Meridian Student Services, the Director of Interprofessional Education, the Assistant Dean for Alaska Programs, and an Assistant Dean of Experiential Education shall serve on this committee as ex officio members. This committee shall also have professional pharmacy student representatives. This committee is thus comprised of:

   a. The Associate Dean of the College (ex officio- voting)
b. The Director of Meridian Student Services (ex officio- voting).
c. The Assistant Dean for Alaska Programs (ex officio-voting)
d. One of the Assistant Deans of Experiential Education (ex officio- voting)
e. The Director of Interprofessional Education (ex officio-non-voting).
f. The College of Pharmacy faculty representative to the University Curriculum Council.
g. One or two members of the faculty from each academic department who are appointed to this committee by the Department Chair, and approved by the Administrative Council. The number to be appointed from each department shall be governed by the departmental membership of the respective faculty representative to the University Curriculum Council. At least one of these faculty members must be from Meridian and one from Pocatello. Three professional pharmacy students one from Pocatello, one from Meridian, one from Anchorage nominated by the Pharmacy Student Senate.

2. One half of the initial departmental faculty membership shall be appointed for a one-year period, and one half will be appointed for two years. Thereafter, all faculty members, one each year from each department, shall be for a period of three years. Student members of the committee shall serve for a period of one year.

3. On behalf of the faculty, the Curricular Affairs Committee shall be responsible for the ongoing evaluation, development and improvement of all aspects of professional pharmacy curriculum. This includes responsibility for determining the requirements of the pre-professional curriculum and for ensuring the quality and effectiveness of the Doctor of Pharmacy and nontraditional Doctor of Pharmacy curricula.
   a. It is the primary responsibility of the Curricular Affairs Committee to ensure that the professional curricula meet current accreditation standards and the College of Pharmacy mission and goals.
   b. The Committee shall be responsible for collecting and reviewing assessment data as requested by the Director of Accreditation and Assessment and for using such data to recommend curricular improvement.
   c. The Committee shall have both the right and responsibility to review all required and elective professional courses in detail.
   d. Given that the professional curricula are the product of the College as a whole, all Committee activities shall be reported back to the faculty and major decisions relating to the curriculum voted upon by the faculty. Such decisions may include, but are not limited to: changes in credit hours, course sequence, or graduation requirements; addition or deletion of required courses.

4. The Curriculum Affairs Committee shall report its minutes and recommendations to the Administrative Council through the Associate Dean, who shall also serve as an ex officio member of this committee.

SECTION C. GRADUATE EDUCATION AND FACULTY RESEARCH AFFAIRS COMMITTEE
1. The membership of this committee shall include the Chair and two faculty members from each academic department in the College of Pharmacy. At least one of these committee members from each department shall be a member of the graduate faculty. The Pharmacy faculty representative to the University Graduate Council shall also serve on this committee as one of the two representatives from their department. A
representative of graduate students in the College of Pharmacy shall also be a member. This committee shall thus be composed of:

a. The Chair, Department of Biomedical and Pharmaceutical Sciences.
b. The Chair, Department of Pharmacy Practice and Administrative Sciences.
c. The College of Pharmacy faculty representative to the University Graduate Faculty Council.
d. The College of Pharmacy faculty representative to the University Faculty Research Committee.
e. One or two members of the faculty from each academic department appointed to this committee by the Department Chair and approved by the Administrative Council. The number to be appointed from each department shall be governed by the departmental membership of the University Graduate Council. The total departmental faculty serving on this committee shall not exceed two and the representation between departments shall be equal.
f. One graduate student member nominated by the graduate students in the College of Pharmacy.

2. One half of the departmental faculty membership will be appointed initially for a period of one year, and one half for a two-year period. Thereafter, one new faculty representative from each department will be appointed each year for a three year term. The graduate student representative shall serve for a period of one year.

3. This committee shall oversee the development of policy and make recommendations as required in matters relating to graduate education and degree programs, minor fields of study, as well as all service-related courses taught through the College of Pharmacy. Such activity may include:

a. Review, assessment and development of recommendations for curricular revision of graduate curriculum, minor fields of study, and service-related courses.
b. Determination and recommendation of standards for student admissions to all graduate education programs
c. Development of policy and recommendations pertaining to the awarding of graduate student scholarships, and both teaching and research assistantships.
d. Develop policy and guidelines for dissemination of internal research-related funding.

4. This committee shall develop policy and make recommendations designed to assist and promulgate faculty research and scholarly activity. Such activities may include:
a. Plan workshops, speakers, retreats, or other structural activities designed to enhance the scholarship skills of the faculty.
b. Identify and disseminate internal and external funding opportunities for research that may be of interest to faculty members.
c. Provide internal peer review of research proposals or ideas for scholarship prior to submission to funding agencies by request of individual faculty members.

5. To accomplish the work in several areas of responsibilities, this committee may be divided into subcommittees under the direction of sub-committee chairs. Except any subcommittee assigned matters involving graduate education or graduate degrees shall have the majority of members holding graduate faculty status.

6. This committee shall report its minutes, recommendations and policy to the Chairs of the Departments of Biomedical and Pharmaceutical Sciences and Pharmacy Practice and Administrative Sciences, who shall serve as permanent voting members of the committee and as its liaisons with the Administrative Council.

SECTION D. STUDENT AFFAIRS COMMITTEE

1. The Student Affairs Committee shall be composed of the following membership:
   a. The Associate Dean of the College
   b. The Director of Admissions and Student Relations/Assistant to the Associate Dean
   c. The Director of the Nontraditional Doctor of Pharmacy Program
   d. The Meridian Director of Student Services (ex officio-voting)
   e. The Assistant Dean for Alaska Programs (ex officio-voting).
   f. Two members of the faculty in the Department of Biomedical and Pharmaceutical Sciences appointed by the Departmental Chair
   g. Two members of the faculty in the Department of Pharmacy Practice and Administrative Sciences appointed by the Departmental Chair
   h. One member must be from Meridian
   i. Three professional pharmacy students one from the Pocatello site, one from Meridian site, and one from Anchorage site nominated by the Pharmacy Student Senate.

2. The Associate Dean of the College shall serve as the permanent chair of this committee and shall direct its agenda and activity. The annual election rule of these Bylaws shall not be applicable. Initially, one-half of departmental representatives shall serve for one year and one half for two years. Thereafter, one new faculty representative each year will be appointed from each department to serve for the regular three year period. Student representatives shall serve for one year.
3. The Student Affairs Committee shall serve as the standing faculty committee to develop policy and to make recommendations pertaining to standards for professional pharmacy student recruitment and admission to the existing program, and for academic standards required for curricular progressions and completion. This committee shall also establish and recommend standards for the awarding of professional pharmacy student scholarships, awards and honors, and shall supervise the giving of such.

4. To accomplish the work in the several areas of student affairs, this committee may be divided into subcommittees under the direction of subcommittee chairs to consider the natural divisions of student admissions, academic progressions and the awarding of scholarships.

   a. If the total committee agenda is divided, faculty from each department shall be appropriately represented on each subcommittee.

   b. Student members of this committee shall not have access to another student's records, and shall not participate in student grievance and progressions procedures or the awarding of scholarships.

5. The minutes, reports, recommendations and policies of this standing committee shall be reported to the Administrative Council by the Assistant/Associate Dean.

SECTION E. PROGRAM ASSESSMENT and ACCREDITATION COMMITTEE

1. The Program Assessment and Accreditation Committee shall be composed of two faculty members from each academic department, the Assessment Director or Assistant Dean(s) or Associate Dean, and one representative from the Pharmacy Student Senate. At least one of the two-committee members from each department shall be tenured. The Chair of the College Curricular Affairs Committee shall be appointed as one of the two members from his/her department. This committee shall thus be composed of:

   a. The College Assessment Director or Assistant Dean(s) or Associate Dean

   b. Two members of the faculty in the Department of Biomedical and Pharmaceutical Sciences (one representative must be tenured), nominated by the Department Chair and appointed by the Administrative Council.

   c. Two members of the faculty in the Department of Pharmacy Practice and Administrative Sciences (one representative must be tenured, and one representative must be from outside the Pocatello site), nominated by the Department Chair and appointed by the Administrative Council.
d. The Chair of the College Curricular Affairs Committee, as one of the two members from his/her academic department.

e. Three professional pharmacy students one from the Pocatello site, one from the Meridian site, and one from any site nominated by the Pharmacy Student Senate.

2. Appointment of the initial faculty membership shall be as follows: One member from each department shall be appointed for a one-year term, and the other two members from each department shall be appointed for a three year term. Thereafter, all faculty members shall be appointed for a period of two years. The Student Senate member shall serve for a period of one year.

3. The Program Assessment and Accreditation Committee shall be responsible for development and implementation of an evaluation plan to assess the College’s accomplishments and performance in meeting its objectives and goals. This plan is to be reviewed annually, and revised as necessary. Specific responsibilities include:

   a. Development and revision, as necessary, of specific measurable outcomes of the College strategic plan. Annually, in conjunction with standing Committee Chairs and Departmental Chairs the committee shall:
      i. Review all strategic plan outcome measures for accuracy and validity
      ii. Analyze and interpret data derived from strategic plan measures
      iii. Approve and disseminate, through an Annual Assessment Report, a summary of the committee’s findings to the Administrative Council, Standing Committees, faculty and other relevant constituents
      iv. In response to the previous year’s Annual Assessment Report, meet early in the Fall semester with all Standing Committee and Departmental Chairs to review tasked goal responsibilities and related outcomes measures
      v. Meet with Administrative Council, at least annually, following dissemination of the Annual Assessment Report to discuss relevant findings and potential changes to the strategic plan

   b. Development and revision, as necessary, of the specific curricular outcome measures including endpoint abilities and competencies for graduates of the professional degree program. The learning outcomes for students in the traditional and nontraditional programs must be comparable. Annually, the committee shall:
      i) Review all curricular outcome measures for accuracy and validity
      ii) Analyze and interpret data derived from curricular effectiveness measures
iii) Approve and disseminate through an Annual Assessment Report a summary of the committee’s findings to the Curricular Affairs Committee, faculty, and other relevant constituents.

iv) Meet with the Chair of the Curricular Affairs Committee, at least annually, following dissemination of the Annual Assessment Report to discuss relevant findings and potential changes to the curricular effectiveness measures.

c. Development and revision, as necessary, of specific student measures of academic performance. Annually, the committee shall:

   i) Review all student performance measures for accuracy and validity.
   
   ii) Analyze and interpret data derived from measures of student performance.
   
   iii) Approve and disseminate through an Annual Assessment Report a summary of the committee’s findings to the Student Affairs Committee, faculty, and other relevant constituents.
   
   iv) Meet with the Chair of the Curricular Affairs Committee, at least annually, following dissemination of the Annual Assessment Report to discuss relevant findings and potential changes to the student performance measures.

4. Development and implementation of an evaluation plan for determining the College’s ability to meet and maintain ACPE accreditation standards.

5. Other responsibilities and/or activities as deemed appropriate by the Dean.

SECTION F. TECHNOLOGY COMMITTEE

1. The Technology Committee shall be composed of one representative each from the College administration, technical support staff, professional staff, classified staff, and Pharmacy Student Senate. One faculty member from the Department of Pharmacy Practice and Administrative Sciences shall be from Meridian. All committee members shall be appointed by the Administrative Council of the College. This committee shall be composed of:

   a. The Dean, the Assistant Dean(s) or Associate Dean, or a Department Chair as representative of the College administration.
   
   b. One representative from the technical support staff, appointed by the Administrative Council.
c. One representative from the professional support staff, appointed by the Administrative Council.
d. One representative from the classified support staff, appointed by the Administrative Council.
e. Three professional pharmacy students one from the Pocatello site, one from Meridian site, and one from any site nominated by the Pharmacy Student Senate.
f. The Safety Officer of the College of Pharmacy.

2. Administrative and staff members on the committee shall serve for a period of two years and may be re-appointed. The Student Senate member shall serve for a period of one year.

3. The Technology Committee shall be responsible for on-going assessment of the classroom audiovisual, computer and telecommunications equipment, and computer hardware and software needs of the faculty, students and staff of the College, for the Pocatello Site and Meridian. Based on at least annual assessments of need, the Committee shall make recommendations to the Dean regarding repair or replacement of existing equipment and software, and the acquisition of new technology, in order to meet the identified needs. Specific responsibilities of this Committee in making any recommendations include:

   a. Identification of common needs among the faculty, staff, and/or students, and make recommendations that this level of need is met for each person (e.g., audiovisual equipment, computer hardware specifications, software programs, etc.).
   b. Identification of unique needs among faculty, staff, and/or students, and prioritization of those unique needs, pending availability of funding to meet those needs. Specifically:

      1. Faculty needs related to teaching, based on a person’s teaching format and style, content of course materials, location and structure of assigned classroom, and course format (e.g., lecture, discussion group, case study, distant learning, web-based).
      2. Staff needs related to unique, individual areas of responsibility.
      3. Student needs related to course and curriculum requirements.
      4. Faculty needs related to research and scholarship.

   c. For common-use equipment, investigation of potential equipment vendors to evaluate relevant technical advantages, quality, compatibility, and cost, prior to making any recommendations for purchase. Faculty and staff should have an opportunity to participate in any demonstrations of equipment, and shall be
consulted for feedback before making recommendations for any hardware and/or software changes.

d. Planning for training opportunities for faculty, staff, and/or students in the use of new technology, or technology upgrades, and provision of written instructions, as necessary, on the use of common-use equipment in the classrooms and elsewhere.

e. Recommendation of procedures to ensure on-going maintenance of all common-use education technology, including classroom computer and audiovisual equipment.

f. Notification of faculty, students, and/or staff of availability of new or upgraded equipment, hardware specifications, and software, to ensure that all faculty and staff have access to this technology.

g. Assume oversight of the College webpage and links, and its maintenance.

h. Evaluate the adequacy of technology support for off-site faculty and staff.

i. Evaluate the adequacy of student access to and training in use of technologies, and make recommendations as necessary to correct deficiencies.

4. The Technology Committee shall report its minutes and recommendations to the Faculty Affairs Committee.

Approved By the Pharmacy Faculty, 8-31-87;
Revisions Approved, 5-21-90, 5-16-91, 5-14-92, 12-15-94, 10-20-95, 6-17-97, 5-12-00, 1-22-02, 6-6-02, 6-3-03, 4-14-04, 5-17-05, 5-9-08, 5-8-09, 8-17-09, 5-15-12, 5-27-13, 9-5-13, 12-18-14, 05-05-16