

## PRINCIPLES AND PROCEDURES

### Dean's Advisory Council

1. The purpose of the WSU College of Pharmacy Dean's Advisory Council (*hereafter called the Council*) is to assist the Dean of the College in advancing the quality and impact of the student experience. The primary emphasis will be on anticipating and preparing for what the students need in the future, with a lesser emphasis on development and current issues.

#### **Membership**

2. All members of the Council shall be appointed by the Dean with consideration of recommendations from current Council members as well as others with an interest in the College. The number of members will generally range between 12 and 15, at the Dean's discretion. The Dean will strive to have a diversity of practice venues and healthcare perspectives represented on the Council.

3. The Dean of the College, the Director of Development and the Communications Officer will be *ex-officio members* of the Council.

4. Initial appointments to the Council will be for 1, 2 or 3 years. Subsequent appointments will be for 3-year terms. Members may serve additional terms at the Dean's discretion.

5. The Chair of the Council will be elected by the appointed members from within their ranks, and shall serve a 3-year term. The Chair can be renewed for a maximum of one additional term.

#### **Meetings**

6. Members will make every possible effort to attend the two annual Advisory Council meetings in person. These events will begin the night before the meeting with dinner, and then will be followed by a business meeting the next day. The location of the two annual Advisory Council meetings will be selected by the Dean based on advice from the Council. Efforts will be made to alternate between the east and west sides of Washington.

7. Conference calls on targeted issues may be held between annual meetings to facilitate the work of the Council and maintain the momentum of decisions and action items. When appropriate, decisions will be made on conference calls.

8. Meetings will include issues raised by both the College and the Council members. Council members may periodically be approached to determine their interest/ ability in preparing brief presentations on defined topics to educate WSU faculty, students, staff and fellow members.

9. Minutes of each face-to-face or teleconference meeting will be taken by a WSU representative. Minutes will be circulated to the membership after the meeting, and approved at the next subsequent meeting. Minutes will be retained within the College of Pharmacy.

10. Council meetings will be run according to Robert's Rules of Order. All decisions coming from meetings of the Council will be advisory to the Dean.

#### **Guests**

11. Guest speakers with targeted national and/or regional expertise may be invited to address and educate the Council on current issues in pharmacy and education, or other issues deemed relevant by the Dean or the Council.

12. When the Council meetings are conducted close to locations where WSU faculty, preceptors and students reside, selected faculty preceptors and/or students may be invited to join the dinner and/or the meeting to do brief presentations to further inform members about the work of the College, and/or to participate in discussions.

## Topics

13. The Council will offer advisement on topics that may include, but are not limited to, those listed below:

- Work force planning issues that employers face – the training and skill sets needed by employees to do their jobs
- Optimizing real-world work force preparation for students—defining critical competencies and bridging knowledge application gaps to maximize WSU student successes and impact in a diversity of professional environments
- Identification of relevant health care industry challenges and priorities - from both a pharmaceutical-specific and broader health care environment perspectives
- Strategic planning for achieving a top national ranking for the WSU College of Pharmacy
- Identification of the components needed – from both a marketplace and an academic perspective. This will necessarily include an evaluation of WSU’s current national standing Preparations for the Future
- New directions in Pharmacy as a profession – five-year perspectives
- Prerequisites to the College of Pharmacy and admission criteria: how students are being evaluated and managed (outcomes and assessment issues)
- Academic issues – curriculum development and accreditation, faculty recruitment and retention
- Alumni relations - outreach, activities, etc.
- Fundraising

14. Changes to these principles and procedures may be made upon advice from the Council at the discretion of the Dean.