University Council on Graduate Study  
June 17, 2008  
Minutes  
3:00-5:00 p.m.  
817 CL

Attending: Patricia Beeson (Chair), Ray Burdett (SHRS), Nicole Constable (A&S), Valire Copeland (Social Work), Robert Devaty (A&S), Judith Erlen (Nursing), Amanda Godley (Education), Robert Gibbs (Pharmacy), Donald Hoffman (Dental), Roni Hoffmeyer (Registrar), John Horn (Medicine), Byron Kohut (GPSA), Margaret Mahoney (Law), Bob Parker (Engineering), Mark Roberts (Medicine), Arnold Stagger (A&S), Stephanie Hoogendoorn (Provost’s Office)

Guests: Jessica Burke (GSPH), James Butler (GSPH), Patricia Kroboth (Pharmacy), Scott Mark (Pharmacy), Randy Smith (Pharmacy)

Approval of Minutes  
The minutes of the May 13, 2008 meeting were approved as written.

Announcements:  
The 2008-2009 rates for graduate student health insurance will increase by 3.03%. Eligible students include those with academic appointments and eligible students in the Schools of Medicine, Dental Medicine, and Nursing.

Revised Proposal: Graduate and Post-baccalaureate Certificate Programs in Community-Based Participatory Research and Practice (CBPRP)  
Researchers practicing CBPRP work with community representatives to assess community concerns and needs in relation to specific health issues. Students in these proposed certificate programs will gain the skills and knowledge necessary to engage community members, employ local knowledge in the understanding of health problems, and involve community members in the design of interventions.

These proposed programs were previously reviewed by Council in September 2007. Council tabled the vote on the proposal and requested that a revised proposal address:
- the general goals for the programs including what skills students will acquire and what careers they will be prepared to pursue;
- what students are expected to learn through the internship and how the internship will be assessed; and
- the specific admission requirements for the Post-baccalaureate Certificate.

Jessica Burke and James Butler presented an overview of the proposed certificate programs. The certificate programs include coursework in community development, community leadership, and research methods and a year long, 360 hour internship with a local community agency. Community is defined to be any group that has a shared unit of identity, as opposed to geographic. Dr. Burke discussed the four learning objectives of
the CBPRP certificate programs, which are listed in the revised proposal. Graduates with CBPRP training are likely to serve in positions such as project director for community partnered research activities and studies, field coordinator for patient/client services, and research faculty. The internship handbook provides guidelines for students as they plan and complete their CBPRP internship. To provide an example of CBPRP, Dr. Butler described a program to access and to improve housing for the elderly.

A council member asked how Dr. Burke would have time to advise 8-10 certificate students. The required seminar, led by Dr. Burke, will provide an opportunity for the students to discuss issues that arise in their internships and to strategize possible resolutions for these issues. The class size may be adjusted as needed and additional faculty may be available to advise students.

A council member asked how this program will address the difference between advocacy and research. The presenters clarified that the primary goal will be to establish an equal partnership between the student researcher and the community. The first step will be to build a relationship around defining the problem. The next goal is to translate the appropriate research method. Guest speakers will present case studies in the research methods courses.

Another council member asked how you can ensure that the community does not lose access to research when the student leaves the partnership. Dr. Burke responded that this does happen. Students should help the community partners set realistic goals that they can achieve independently.

Council discussed how to teach students leadership and translation skills. The program will present examples of leadership styles so that students may proactive and model styles that work best for them and with their community.

A council member asked what documents should be included in the portfolio. All portfolios will include planning documents, midpoint review documents, and final review documents. Additional items included will depend on what was needed for each specific internship. For example, one project may have called for a survey while another used a focus group. Each portfolio should include evidence of all four CBPRP learning objectives.

A council member asked how this program will differ from programs at other universities. Other schools offer CBPRP courses but not a certificate program. Students have requested the opportunity to earn a certificate. These proposed programs would be the first certificate programs available.

The presenters were excused. Council agreed that the revised proposal, the internship handbook, and presentation clarified their initial concerns about the proposal and voted unanimously to approve the proposal.

**Revised Proposal: Master of Science Degree Program in Pharmacy Administration**
This proposed program was previously reviewed by Council in May. Council tabled the vote on the proposal and requested that a revised proposal address:

- How does the MS degree compare to the existing MPH with a Pharmacy Administration Track and the MBA with a concentration in Pharmacy Management?
- How does this proposed program compare to programs at other universities?
- With respect to other programs at other universities, what degree type is offered?
- What is the anticipated size of the program?

Dean Kroboth explained that this proposed program will support two major strategic goals of the School of Pharmacy, which are to become a national leader in pharmacy education and to set the standard for pharmacy care of patients in institutions, in the community, and during the transitions between points of care. Many medical centers do not have a pharmacy school, so the University of Pittsburgh is unique. The proposed program addresses a critical vacuum in pharmacy leadership. The program will allow the School of Pharmacy to compete for highly qualified applicants from across the country who are seeking careers in pharmacy leadership positions.

Randy Smith and Scott Mark responded to the questions raised by Council. The focus of the MS in Pharmacy Administration degree is on pharmacy management. To reduce confusion about the degree, the term business has been removed from the title. Students who want to pursue a MPH or MBA program have different goals and qualifications than students who will want to pursue a MS program. The primary objective of the program is the preparation of pharmacists who will assume pharmacy management positions.

In general, programs at other universities offer a core of courses in pharmacy management, and required courses in finance, human resource management, and research. Two key elements that distinguish this proposed program from those offered at other schools is the focus on strategy and marketing.

The expected enrollment of the MS program is 3 students during the first year and 5 students in the second year. The program is expected to grow beyond this but the ultimate size is unclear. Ongoing discussions with partners in hospital, specialty and retail pharmacy indicate that there will likely be a significant demand for this program.

A council member asked how a student would choose between a MBA and a MS program. In today’s market, an employer seeking a pharmacy manager would likely prefer to hire a student with a MS degree who has studied pharmacy as opposed to a MBA graduate. Only six schools in the country offer MS programs in pharmacy administration similar to the one proposed, and 30 schools, including the 6 mentioned, offer MS programs in some aspect of pharmacy administration.

A council member asked how the school would handle enrollment over the cap of 5 per
year. The School is developing parts of the MS program to be delivered on-line to facilitate distance learning for students that are off site.

The presenters were excused. Council agreed that the revised proposal, the benchmarking, and the presentation clarified their initial concerns about the proposal and voted unanimously to approve the proposal.

The meeting was adjourned at 4:15 p.m. The next meeting of Council will take place in Fall 2008.