

## Admissions Committee Meeting

Aug. 8<sup>th</sup>, Bienville RM 231 from **1300-1500**

Conference call available for out of town faculty (Please RSVP if needed)

*Committee Members:* Drs. Hilary Tice (Chair), Ronda Akins, Victor Hsia, Keith Jackson, Lesa Lawrence, Greg Leader, Lance Nickelson, Blair Wilbert, Mrs. Connie Smith, ULM Students TBD

*PLEASE SIGN CONFIDENTIALITY AGREEMENT*

### Agenda Items

1. Review of admissions process. Items to review/discuss: **45 min**
  - a. Do we have a central admissions office/offices? What information do they require?
    - i. COP office:
      1. Completion of PharmCAS application by Feb. 1st
      2. Official transcripts for all courses taken during the 7 years prior to application
      3. All pharmacy pre-requisites need to be completed prior to the beginning of the fall semester in the calendar year for which they are enrolled into the PharmD program
    - ii. University office: general university undergraduate application with appropriate fees PIOR to prescribed College of Pharmacy professional program application submission
  - o Items approved as written by the committee, Dr. Leader mentioned that “prior to the beginning of the fall semester” in section i.3 should be updated to reflect the wording in the current catalog which is “prior to June 15<sup>th</sup>”
  - b. How does the office process paperwork?
    - i. Moving to PharmCAS system: Application deadline Feb 1<sup>st</sup> of each year
    - ii. Candidates are ranked from highest to lowest according to cumulative pre-pharmacy GPA and PCAT score then the Dean determines # of slots available and candidates are invited for interviews
    - iii. After on-site interviews, the Admissions Committee sends to the Dean of the COP a ranking of candidates from highest to lowest which the Dean uses to populate the entering class
    - iv. Letters of acceptance/denial are sent w/in 2 weeks of the admission decision
    - v. Office of Student and Professional Affairs is responsible for reviewing all admitted and waiting student folders for deficiencies
    - vi. Appeals: initiated by student within 60 calendar days of the application deadline then reviewed by the Admissions committee

which submits recommendations to the Dean, who then makes the final decision.

- o Items approved as written by committee
  - c. How many hands/eyes are involved in the process of initially reviewing files?
    - i. Office of Student and Professional Affairs
      - 1. Dr. Adams
      - 2. Mary Caldwell
      - 3. Margie Cannon
      - 4. Lois Dearmon
    - ii. Admissions Committee (11 members)
    - iii. Dean, COP
    - iv. Office of the Dean
  - d. How do we do interviews?
    - i. Orientation
    - ii. Group interviews with scripted questions: 2 faculty, 1 student, 1 candidate
    - iii. Exit information provided
  - e. What is the scoring process for admissions? *Policy 1.5*
    - i. Pre-interview:
      - 1. Cumulative GPA from all grades earned in any course completed in an institution of higher education earned w/in 7 years of entering the PharmD program. Minimum GPA must be 3 or above uncorrected on a 4 scale. The GPA earned during the Spring semester immediately prior to entering the PharmD program shall be at or above the cumulative GPA calculated on previous semesters.
      - 2. Invitation score =
        - a.  $[(\text{Pre-Pharmacy GPA} \times 25) \times 50\%] + (\text{PCAT} \times 50\%)$
    - ii. Post – interview:
      - 1. Updated formula:  $((0.3 \times [\text{InterviewScore}]) + ((0.35 \times ([\text{PrePharmCUM GPA}] \times 100/4) + 0.35 \text{ PCAT}))$
- Items approved as written by committee, except the updated formula will be reconfigured to reflect the changes instituted by the 06-07 committee; 06-07 Admissions Committee meeting minutes will be forwarded to Dr. Adams to verify contents of the updated formula.
- f. How are admissions committee meetings run?
    - i. Changes annually with entering committee
    - ii. Agenda is provided to members and meetings are scheduled to allow for optimal attendance for on-site as well as off-site members
    - iii. Voting is achieved by attending members through verbal decisions or via email; for issues handled outside of meetings, email voting is used to determine committee course of action

Items approved as written by the committee with the modification of developing a policy and procedure of the Admissions committee with inclusion of a schedule of meetings for the year (unanimous vote)

- g. What information is provided to interviewers?
  - i. Interview schedule, scripted question sheet, applicant information: see supplemental application

The current procedure for ranking of candidates was discussed with the committee approving the continuation of current practice; the committee voted to have the interviewees wear name tags; there was a motion to delete the provision of applicant information to interviewers; however, the committee decided to table the motion and discuss it at a later date.

- h. What GPAs are used/calculated for the admissions process? *Policies 1.5 & 1.7*
  - 1. A minimum GPA of 3.00 uncorrected on BOTH pharmacy prerequisites and ALL coursework attempted
  - 2. Scored no less than a C on all pharmacy pre-requisites
  - 3. PCAT score of 50% or higher
  - 4. Score a minimum of 3 on all PCAT writing assessments
- ii. Invitation score =
  - 1.  $[(\text{Pre-Pharmacy GPA} \times 25) \times 50\%] + (\text{PCAT} \times 50\%)$
- iii. Admission Score
  - 1. Previous year formula:  $((0.35 \times (0.667 \times [\text{InterviewScore}] + 0.333 \times [\text{essayScore}])) + ((0.5 \times ([\text{PrePharmCUM GPA}] \times 100/4) + 0.15 \times \text{PCAT}))$
  - 2. Updated formula:  $((0.3 \times [\text{InterviewScore}]) + ((0.35 \times ([\text{PrePharmCUM GPA}] \times 100/4) + 0.35 \text{ PCAT}))$
  - 3. Minimum to qualify is recommended as 50 PCAT; 3 PCAT writing score; 3.00 GPA

Items were approved as written with the exception of changing the updated formula to reflect the previous admissions committee restructuring.

- i. How is correspondence handled?
  - i. Office of Student and Professional affairs utilizes email, paper mailings, phone, fax
- j. What information does the admissions committee want to see?
  - i. TBD

This item was tabled with the understanding that it will be readdressed after committee members have reviewed the PharmADMIT software.

- 2. Match the admissions process with information from PharmCAS.
  - a. <http://www.pharmacas.org/collegesschools/schoolULMpage.htm>

The committee decided the current process incorporates information obtained from the PharmCAS system.

3. Which individuals should be granted PharmADMIT access?
  - a. Who will set it up and act as a system manager?

An unofficial scheme has been instituted by the Office of Student and Professional Affairs which delineates the following schematic:

Full access granted to Dr. Ed Adams, Mary Caldwell and Greg Andrews  
Data modification allowed by Margie Cannon and Ms. Dearman  
View only access will be given to Dr. Leader, Dr. Lesa Lawrence, and the Admissions Committee members

The committee voted to approve this access structure.

4. Training faculty for interviews **15 min**

Potential alterations discussed include: student interviewer pool expanded to include 3<sup>rd</sup> year pharmacy students, removing students from the interview process, inclusion of mock interviews during faculty training, distributing interviews over a longer period of time than a week, start training during the Spring Faculty Retreat, discussing the interview process at the end of training, compiling faculty profiles (Office of Student & Professional Affairs) to allow mixing of faculty experience during interviews, defining who participates (should admissions committee members be allowed to participate and to what extent), and video taping interviews.

The committee decided to table this discussion and assign a subcommittee to address these issues and submit recommendations to the full committee. Volunteers for this subcommittee are: Dr. Jackson (Chair), Dr. Nickelson and Ms. Caldwell

5. Group case discussions added to interview process **15 min**

After much discussion the committee decided to table this issue and enlist the expertise of Dr. Lawrence to discuss changing the process. *Mrs. Caldwell will provide Critical thinking skills data to Dr. Leader to collate and then send to Dr. Adams for analysis.* The committee formed a subcommittee to define what we want to produce by changing the current process. Volunteers for the subcommittee include: Ms. Smith (Chair), Dr. Akins, Dr. Adams, Dr. Leader (to collate critical thinking skills data) and one student when assigned to the committee after the beginning of the fall semester.

6. Discuss the seven year rule as it pertains to older students re-entering college after a long absence *See policy 1.3* **10 min**

The committee voted to continue to support the current policy. Ms. Mazarakes will need to appeal to the full admissions committee.

-----Original Message-----

**From:** Susan Mazarakes [mailto:[susan@longviewusa.com](mailto:susan@longviewusa.com)]

**Sent:** Tuesday, July 17, 2007 1:43 PM

To: [briski@ulm.edu](mailto:briski@ulm.edu)

Subject: Information needed

Hello, I am interested in going back to school to become a pharmacist and this is the closest school I can find that has a pharmacy degree program. Would it be possible for me to take courses at the University of Texas at Tyler and transferring them to your college or must I take all required courses at ULM?

I have a business degree and have decided at age 38 to change careers! I have no knowledge (apparently!) of what is required to become a pharmacist...can you please lead me in the right direction so I can get started?!?

Thank you for your help,

Susan Mazarakes

Business Development Director

Longview EDC

903.753.7878 or 800.952.2613

Fax: 903.753.3646

[www.longviewusa.com](http://www.longviewusa.com)

7. Discuss 3-year Prerequisite requirements for out-of-state students. **10 min**

The committee voted to apply in-state student procedures to the out-of-state student pool. Therefore, students will be defined as in-state or out-of-state and within each group, 3-year prerequisite completers will be given preference over 2-year prerequisite completers. Students of alumni will be considered as in-state students. The percentage of out-of-state students will be addressed at a later meeting.

8. Discuss the PCAT requirement for a minimum of a 3 on the writing section (conventions of language vs. problem solving). **10 min**
- a. 2008 admission cycle will only take PCAT scores up to Oct. 20<sup>th</sup> 2007

Until all applicants are evaluated on the same PCAT writing score format, eligibility into the COP will be based solely on the conventions of language score for those applicants whose PCAT writing scores are divided into conventions of language and problem solving.

9. Discuss need for criminal background checks on applicants. **5 min**

The committee voted to institute a criminal background check on all applicants. Fees will be paid by the applicant and are estimated at \$35-45. Dr. Adams will compile data for the admissions committee and will be presented at a later date.

10. **Voting Issue:** Should the Office of Student Affairs be allowed to automatically reject applications on the basis of non-compliance with minimum application standards? **5 min**

The committee voted to allow the Office of Student Affairs to automatically reject applications with the modification that the Office will submit a summary to the admissions committee.

11. P&P for PharmADMIT. **5 min**

The committee delegated the task of incorporating PharmCAS into the current P&Ps to Dr. Adams.