



# Orientation of New Professional Education Program Council (PEP-C) Members

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<p><b>Procedure:</b> Orientation of New PEPC Members</p> <p><b>Reason for Procedure:</b> To assist new members in understanding the scope of the Council's work.</p> <p><b>Applicable to:</b> Incoming PEPC Members and Co-Chairs</p> <p><b>Procedures:</b></p> <ul style="list-style-type: none"><li>• New Member Orientation Meeting</li><li>• Co-Chair Orientation Meeting</li></ul> <p><b>Forms/Instructions:</b></p> <ul style="list-style-type: none"><li>• None</li></ul> <p><b>Appendices:</b></p> <ul style="list-style-type: none"><li>• None</li></ul> <p><b>Related Policies or Procedures:</b></p> <ul style="list-style-type: none"><li>• Pharm.D Program Data Policy</li><li>• Initial Career Steps Procedure</li></ul>	<p><b>Effective:</b> Spring 2023</p> <p><b>History:</b></p> <ul style="list-style-type: none"><li>• <b>Approval Date:</b> 4/28/23</li><li>• <b>Replaces version dated:</b> N/A</li><li>• <b>Timeline for Updating:</b> 3 year</li><li>• <b>Date of future review:</b> September 2026</li></ul> <p><b>Procedure Owner:</b> Associate Dean, Assessment &amp; Quality</p> <p><b>Procedure Contact:</b> Staff to the Professional Education Program Council</p>
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## Reason For Procedure

The Professional Education Program Council (PEP-C) has a broad scope of responsibility. Members must understand its mission and routine responsibilities. In addition, the Council needs to understand members' interests and experiences, in order to involve members effectively in working groups and sub-committees.

## Procedure

New members will meet with the Assoc Dean (Assessment & Quality) and/or one of the Co-Chairs to discuss:

- PEPC's responsibilities within the Constitution and Bylaws
- PEPC's [Charter](#)
- the professional program's [Quality Model](#)
- [current projects](#) and [working groups](#)
- PEPC's [assessment calendar](#)
- the accreditation standards relevant to the Council's work (especially, [Standards 1-4, 12.1-12.3 and 24-25](#))
- the priorities for the year.

Incoming PEPC chairs will also be oriented to the policies and procedures used by the group, as well as methods used to track the group's work.

## Forms/Instructions

- New members will be given access to the PEPC Google Shared



Drive and invited to the Google Calendar meetings.

## Additional Contacts

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## Definitions

- PEPC maintains a [glossary](#) of terms used with the design and evaluation of the professional program.

## Responsibilities

### Associate Dean, Assessment & Quality

Provides orientation to new members and answers questions

### Co-Chair

Provides orientation to new members and answers questions

### Staff to Council

Provides access to the google drive and calendar invites



## Frequently Asked Questions

### What is the history of PEPC?

The College of Pharmacy charged the Curriculum and Assessment Task Force (CATF) in 2018-2019 for the creation of a comprehensive assessment plan and mechanisms for communication and action for quality improvement of the professional program. The CATF concluded its work in 2020 and recommended a standing group, which was named Curriculum Council. In August 2022, CurrC was renamed to the Professional Education Program Council (PEPC) to better reflect the scope and nature of its work.

### What is the responsibility and goal of PEPCs work?

The PEP-C is responsible for ensuring the program, including the curriculum, co-curriculum and support services, are meeting [accreditation standards](#) and collegiate goals, as outlined in the [College's strategic plan](#). **The PEP-C's goal is to facilitate quality and improvement within the U of M Pharm.D. Program.**

### Related Information

- Accreditation Council for Pharmacy Education's Accreditation [Standards](#), [Guidance](#) and [Rubric](#)
- American Association of Colleges of Pharmacy's [CAPE Outcomes 2013](#)

### Appendices

- None



## History

Approved: 4/28/23