



PhUS Council Minutes
 February 28, 2022
 12:00 PM

Attendance:

President	Jeremy Bulatao	P	1 st Year Rep	Alecz Reyes	P
VP Internal	Marcus Wong	P	1 st Year Rep	Ronak Sardari	A
AVP Internal	Sahib Janjua	P	1 st Year Rep	Thazin Maung	P
VP External	Grace Li	P	2 nd Year Rep	Isabella Woroshelo	P
VP Academic	Lilyan Jia	P	2 nd Year Rep	Hajer Mahmood	P
AVP Academic	Grace Song	P	2 nd Year Rep	Alyssa Azote	P
VP Finance	Chris Xi	P	3 rd Year Rep	Alicia Klaassen	L
VP Social	Felisha Teja	P	3 rd Year Rep	Zyrel Zapparilla	P
AVP Social	Radha Gupta	P	3 rd Year Rep	Mariam Mouhajer	P
VP Communications	Marcus Lo	P	4 th Year Rep	John Lee	R
Secretary	Kruti Shukla	P	4 th Year Rep	Parsa Shahbazi-Amin	R
Senator	Kanika Khosla	R	2022 Grad Reps (4 th Year)	Celine Jeon Ayah Kapani	R
Sports Reps	Owen Li Sunny Singh	P P	Faculty	Sandra Jarvis-Selinger	P
Sponsorship Coordinator	Aamir Ladak	P	Faculty	Katherine Seto	P
2023 Grad Reps (3 rd Year)	Maddison Gahagan Maria Ahmed	P P	Faculty	Marion Pearson	P
Faculty	Jennifer Chatterton	R	Faculty	Ginette Vallee	P
Faculty	Emma Riek	R	Faculty	Gloria Cheng	P

P (present) | A (absent) | R (regrets) | L (late)

Guests: Dr. Fong Chan (Faculty), Avtar, Herdrine Ntsama, Wesley Phan, Bradley Philips, Manisha Sarkaria, Sara Tavoossi, Samantha Yu, Indraj Uppal, Taran Thandi, Brianna Kops, Erica Haunsperger, Phalon Schleppe, Tanya Dhanoa, Val Carvalho, HaeReen Kim, Brian Lin, Geoffrey Sall, Ian Tang, Jane Kim, Alexa Nelson, Vivian Nguyen, Sohail, Stacy, Safa Zargari, Jeffrey Pan, Parisa Safavi, Samuel Manzke, KJ Roh, Joon Lee, Ece Tan

Meeting called to order at 12:01 PM

Approval of Minutes

Moved: Isabella Woroshelo; **Seconded:** Chris Xi

Standing Business:





Motioned: Be it resolved that the Pharmacy Undergraduate Society approves the changes to the PhUS Constitution and Bylaws; Articles 2, 3, 4, 5, 10

Moved: Jeremy Bulatao **Seconded:** Isabella Woroshelo

Approved: 16 ; **Objections:** 0; **Abstained:** 0

Motioned: Be it resolved that the Pharmacy Undergraduate Society approves the changes to the PhUS Clubs Fund Applications Form

Moved: Marcus Wong **Seconded:** Jeremy Bulatao

Approved: 14 ; **Objections:** 0; **Abstained:** 0

Motioned: Be it resolved that the Pharmacy Undergraduate Society approves Taran Thandi/Geoffrey Sall's application for Geoffrey's LEAP project - Industry Round Table (\$500)

Moved: Marcus Wong **Seconded:** Jeremy Bulatao

Approved: 20 ; **Objections:** 0; **Abstained:** 0

Discussions:

1. President

a. Constitutional Review Committee

i. Changes made to the Constitution:

1. Article 2 - Added the AVP Internal role.
 - a. AVP Internal will be required to attend the PhUS council meetings.
2. Article 3 - Third year grad reps will receive a total of 1 vote between the two grad reps.
 - a. They will be able to vote during their third year only.
 - b. Fourth year grad reps, and the student senator do not get a vote.
3. Article 4 - Third year grad reps will be required to attend weekly PhUS meetings.
4. Article 5
 - a. VP Internal
 - i. AVP Internal Position was added.
 - ii. VP Internal is responsible for hiring the AVP Internal.
 - iii. The responsibilities will be redistributed between the VP and AVP Internals.
 - iv. The responsibility of "assisting the officers of external organizations during joint-sponsored events" was moved back to VP external.
 - b. VP Academic
 - i. AVP Academic Position was added.





- ii. VP Academic is responsible for hiring the AVP Academic.
 - c. VP Finance
 - i. Budget for the school year should be approved by Mid-August (aside from GPA).
 - ii. Budget for GPA must be finalized much earlier.
 - 1. It will not have to be approved by the general council but it must be approved by the VP finance and the GPA execs. Budget will be based on the budgets from the previous 3 years.
 - iii. VP Finance is responsible for hiring the Sponsorship Coordinator.
 - iv. Further changes made to the budget must be re-approved by the PhUS council.
- 5. Article 10 - 3 New clubs added under the PhUS council: Pharmily Mentorship Program, Pharmacy Sexual Health Club, and UBC Pharmacy Pediatrics Club.
 - a. All events must go through VP Internal to get the rooms booked, and to be put onto the official schedule to prevent conflicts between club events.
 - b. After the event has been approved, the club can advertise their event. There should be no other conflicting event at the same time, after the specific event has been approved.

2. VP Internal

- a. PIF Application for LEAP project (Taran Thandi/Geoffrey Sall - PY3)
 - i. [PIF Application - Taran Thandi \(LEAP Project\)](#)
 - ii. Geoffrey S (LEAP project) - Taran submitted on Geoffrey's behalf
 - 1. Industry round table: Bring together industrial pharmacists.
 - 2. In-person event - March 21, 2022
 - a. Speakers will be scientists, and industry pharmacists.
 - b. Speakers will discuss their day to day work and experiences.
 - c. Students will be stationed around a speaker and will rotate.
 - d. This event is open to PY2-PY4, and may be opened to PY1s if there is space.
 - 3. Need funding for the event as Geoff does not have any funding for this event.
 - a. Working with PLS/Kappa Psi to get volunteers.
 - b. Talked with Dr. Low and Dr. Gerber to make this event a yearly event.
 - i. This event may be taken up by either of the above mentioned clubs as their future initiatives.
- iii. Taran T (PY3):
 - 1. Asking for maximum if needed (\$500)
 - a. Majority of the money will be going to the honoraria who will be speaking at the event.
 - b. A portion of the money will be going to food and water.



- c. We will comply with the 70%:30% rule with regards to food for the event and we will definitely come under budget.
 2. Geoffrey S: Erica H (Kappa Psi Head) signed off for this application. Kappa Psi were allocated \$500 for the club events for the year of which they only used \$100. Kappa Psi is willing to apply on my behalf if this application gets rejected, however we are unsure of how the process works.
- iv. Question from PhUS Council:
 1. Jeremy B (President): The submitted expenditure adds up to a total of \$383. However you are asking for a maximum of \$500. If you are asking for \$500, that should be reflected in your expenditures submitted in the application. Is this something you can quickly fix?
 - a. Geoffrey:
 - i. This was because we wanted to come under budget. The Honoraria is what we are certain that we will be using the funding for (about 9 speakers). When the event was initially planned, the COVID restrictions were in place, and we weren't sure what we would be able to offer to the students. We wanted to have flexibility in terms of what we can offer (snacks/door prizes). However, we are certain that we will be under budget.
 - ii. We are only allowing for 40 students to attend the event to allow everyone to have an ample opportunity to speak with the guests.
 - iii. We will tabulate the receipts and send those back to PhUS as soon as possible. However, we are projecting to keep the costs under budget for the event.
 - iv. We can provide a more concise budget (what will be ordered/cost of orders). We didn't do so initially because we had difficulty in planning for this event when the restrictions were in place.
 1. Jeremy B (President): My only concern with this is that the council needs to know what the final expenditure will be.
 - b. Isabella W (PY2 Rep): Raffle prizes not mentioned in the document.
 - i. Geoffrey: We did not include that in the budget because it is not something we were sure off. Our main use of the funding is to provide a \$20 gift card for the speakers (~9 speakers). We were also thinking of having something small for people to munch on/carry (Coffee/Light snack). This sheet was made when COVID restrictions were in place. We would really like to offer more snacks to the attendees, but we are currently working in the process.
 - c. Marcus W (VP Internal): From my understanding, you are worried about going over-budget with regards to food expenditure. Buffing up numbers for water, coffee, snacks, etc will allow you to report the expenditure and also give you room in case more funding is needed.
 - i. Question: It is mentioned that the proceeds will be going to charity. Will there be a cost to attend the event?



1. Geoffrey: There will be a charge of \$5/student for entry to donate that money to charity (BC Cancer at the moment)
 2. Marcus W (VP Internal): As long as the PhUS money does not go to charity, it should be okay.
- v. Geoffrey: Would you like us to adjust these numbers and re-submit this application?
- i. Marcus W: We can decide based on these numbers today and you can change the documentation accordingly, and send it to the council once it has been revised.
- b. Club's Fund Application Revision:
- i. Purpose section:
 1. Added the following: "This fund is dedicated to providing clubs who demonstrate financial need to plan and/or organize new initiatives that allow for the participation and benefit of all members of PhUS, funding shortfalls for unexpected circumstances or items that are vital for the function and/or survival of the club."
 - ii. Criteria section:
 1. The following clause was added: "This fund is dedicated to providing clubs who demonstrate financial need to plan and/or organize: new initiatives that allow for the participation and benefit of all members of PhUS, funding shortfalls for unexpected circumstances or items that are vital for the function and/or survival of the club."
 2. Change to the clause for yearly recurring events: Funding will not be granted for such events that use 75% of the maximum reimbursable funds towards food or drink costs.
 3. Applications must be received by the PhUS council a minimum of 3 weeks in advance of the completion of the event or project.
 4. Added the clause: "Applicants must keep all receipts related to their initiative and submit all relevant receipts to the PhUS VP Finance's mailbox **within 7 days after the specified end of the event.**" (phus.finance@gmail.com)
 - a. First-time applicants must email the PhUS VP Finance at least 1 week prior to the event date to familiarize themselves with the reimbursement process.
 - iii. Application process section:
 1. Changed the name in the example section to "Jeremy Bulatao".

3. VP Academic

- a. PY3 Exam dates
 - i. Jeremy B (President): Brief summary of PY3 student body response to final exam dates:
 1. P-ICE is set to take place on April 4, 2022 which is before the Toxicology EOB (Scheduled: April 11, 2022). W-ICE is scheduled to take place on April 12, 2022.
 2. It is the first time in the past 2 years wherein the ICE exam is scheduled before an EOB.
 3. The condensed schedule will affect the mental well-being of the students, and the students are concerned that they may not be able to perform well in the



assessments given the proximity of the scheduled exams to one another. It will be a stressful situation for many students.

4. Furthermore, there is an elective final scheduled to take place on April 14, 2022. This exam schedule is not ideal for many students as having back to back examinations may impact students' performance.
- ii. Comments from the faculty:
 1. Dr. Chan:
 - a. In the past few years P-ICE and W-ICE exams were written on the same day, however this was not always the case. In previous years, the two components were separated. Recently, the P-ICE schedule was included within the exam period; it used to be written outside the exam period in previous years.
 - b. This year there was a much shorter final exam period due to 2 statutory holidays within the given exam period (Good Friday/Easter Monday). Furthermore, we had to ensure that we were able to work with the logistics of running EOBs/Final exams/ICE exams/elective exams for all 3 years in the given compressed final exam period. ICE exams were separated in previous years to ensure we have logistics of all 3 years (ICE/finals/Electives) within the final exam period.
 - c. The compressed exam schedule was taken into consideration when deciding on the examinable content for P-ICE. The P-ICE exam will only contain content up to and including Toxicology lecture 5 (March 17).
 2. Dr. Seto:
 - a. The entire final exam schedule including the ICE exams/EOBs/Elective exams is planned as a whole. The exam dates are not selected in isolation depending on the course. This is to ensure that we can allow for as much time as possible between exams given the compressed final exam period. A lot of person-power and post-exam marking is required for the ICE exams.
 - b. We have to take supplemental exam planning into consideration as well. We need to ensure that there is enough time between the scheduled examinations and supplemental examinations for students who may have to write them. This will allow us to notify certain students about having to write the supplemental exams such that they have enough time to prepare.
 - c. As a faculty, we have to ensure that all examinations including supplementals are written in advance of the summer practicums (beginning in May). We have to notify the student as well as their pharmacy-educator in advance if the student was unsuccessful in their supplemental exam, and thus would not be initiating their rotations in the summer.
 - d. PHRM 341 - Final lecture was scheduled in the last week of classes along with the P-ICE exam. There is no final exam associated with PHRM 341, and there should be minimal coursework in the final week for that class.



- e. Pipeline discussion from 2020-2021 -> it was discussed that there would be 3-5 days between major exams, however this was not committed by the faculty and it is not feasible for our program. The commitment that we are striving to achieve is to have the examinable content cutoff to be 3-5 days prior to the scheduled exam.
 - f. I understand that having multiple exams within 24 hours is not ideal and may be very stressful for a number of students. However, this does not count as 'examination hardship' which is defined as having 3 or more exams within 24 hours. If there are students who are taking electives outside of pharmacy that are taking place within those 24 hours then they should notify the faculty to ensure that we can reschedule the examinations accordingly.
 - g. I recognize that exam period in general is stressful and having 2 exams back to back may affect students' mental health. The office of student services is available for assistance, and if a student feels that they are unable to write the examination due to certain circumstances (ie. mental health concerns) then they can submit an academic concession request. This request will be evaluated on a case by case basis.
- iii. Questions from the PhUS council/students:
- 1. Jeremy B (President) - on behalf of a student: Were there any alternative dates for PY3 exams? Are there other solutions or is this schedule the only option available?
 - a. Dr. Seto: Alternative -> Have the Toxicology EOB on Friday immediately after lectures (April 1). ICE exams would follow the week after and would include the entire Toxicology module.
 - i. Based on student feedback, it was noted that the 2 ICE exams require time for preparation. We used the 3-5 day between examinable content cut off and the scheduled exam day to make the decision. This would allow sufficient time to prepare for both exams. It would give students enough time to prepare for the Toxicology module EOB as well. Furthermore, the examinable content cut off is earlier for P-ICE.
 - 2. Val C (PY3): Why can we not have the ICE exam on the 13th of April?
 - a. Jeremy B (President): PY1s have the W-ICE exam on the 13th.
 - b. Dr. Chan: The PY1s would have to switch their W-ICE exam with the PY3s, which would not be ideal for PY1s as their P-ICE is scheduled for the 11th, and we would like to give the students at least one day between the two components of the exam.
 - 3. Parisa S (PY3): I think the majority of students are more uncomfortable with having no time to study for W-ICE right after the Toxicology EOB, and not so much about the P-ICE being before the EOB.
 - a. Dr. Seto: I have received a number of emails from students with concerns about having P-ICE before EOB. Having W-ICE after the EOB and P-ICE should allow students to determine the level of understanding we are



expecting with respect to the Toxicology module. Furthermore, the quiz results will have been finalized at that point so that the students are made aware of their performance in the module. The review period post EOB should provide students with a general idea of how the students are performing in the module. Modules from previous years and the previous semester is something students should prepare for in advance.

4. Herdrine N (PY 3): A number of students reached out to me and mentioned that they were worried about W-ICE and EOB being too close to one another. W-ICE takes time to prepare as we have to look at previous years material on top of the current PY3 modules. Is there a possibility to defer the EOB after the W-ICE?
 - a. Dr. Seto: Unfortunately, we can't move the two around, as it will impact the scheduling of elective courses, as well as supplemental exams. During the exam period the room booking process goes through UBC central.
 - b. Herdrine: A lot of students were broken and upset after they received the email regarding the exam schedule. It is a lot of pressure for students. In the future, it would be nice to have the faculty discuss exam schedules in advance. Question: Is it possible for certain students to defer the EOB if they don't feel comfortable?
 - i. Dr. Seto: If students feel the need to request for concession, then the students can submit their concession. The acceptance of the request will be based on whether the student has the grounds for concession, which will be evaluated by the Office of Student Services.
 1. It is not an ideal exam schedule, but it is also not uncommon for programs to schedule multiple exams (<3 exams) in 24 hours. Pharm Sci as well as other faculties usually don't discuss the scheduling with students as the faculty looks at the whole picture before scheduling the exams.
 - a. Herdrine: I am suggesting an exam scheduling discussion just for special circumstances like the one on hand, as this is a rigorous program and many students would feel heard if we had these discussions with the faculty.
 - iv. Jeremy B (President): If any other PY3s have concerns regarding the exam schedule then they can reach out to myself or the PY3 Year Reps.

4. VP Social

- a. Gala is happening! -> March 25, 2022
 - i. Will take place at the Pan Pacific Hotel.
 1. Tickets to go on sale next week.



Round Table:

Faculty	- NTR
President	- First Slate Elections (nominations end on February 28 @11:59 PM)
Secretary	- NTR
VP External	- PAM starts tomorrow (3 events this week) - buttons will be provided at the booth (at the nest) <ul style="list-style-type: none"> - 1. PAM X Yearbook photo contest (all month) - 2. Thank you, Pharmacist (all month) - 3. Aceta-spin-to-wheel booth @ the Nest (Friday 12 pm)
VP Internal	- Sahib has finalized on purchasing 24 PhUS sweaters - Total cost is \$924 (under budget). Execs will not need to pay extra.
VP Academic	- NTR
VP Social	- NTR
VP Sponsorship	- NTR
VP Finance	- NTR
Communications	- AGM (Took place on February 18, 2022) -> 49 people attended (We have a good number of applicants for the executive council positions)
Senate	- NTR
Sports Reps	- Ski trip (Took place on February 22, 2022) -> 67 people came. - Sports Night to take place on March 18
Grad Rep 2022	- NTR
Grad Rep 2023	- NTR
1st Year Rep	- NTR
2nd Year Rep	- March 7 - Games night (Pizza, Raffle Prizes)
3rd Year Rep	- NTR
4th Year Rep	- NTR

Meeting Adjourned: 12:57 PM

Moved: Marcus Wong; **Seconded:** Isabella Woroshelo

Be it resolved that the PhUS council adjourns the meeting.