



October Pipeline Meeting Minutes

Date & Time: October 1st, 2026 12-1pm, room 4114

Zoom Link: <https://ubc.zoom.us/j/61527603884?pwd=Q7lxtXJybkujjFwgdGn0hakiiM8ETY.1>

Meeting ID: 615 2760 3884

Passcode: 850108

Attendance:

VP Academic	Pasley Merritt	P	Year 1	Nguyen (Tina) Phuc Thuy Tien	P		
AVP Academic	Alyssa Burrows	P		Harmony Ip	P		
1st Year Rep	TBD			Liesl Jeremiah	P		
1st Year Rep	TBD		Year 2	Ashley Fisher	R	Irene Cheng	A
1st Year Rep	TBD			Cyrus Yong	A	Ivan Ouyang	P
2nd Year Rep	TBD			Amy Lee	P	Alexis Jang	P
2nd Year Rep	TBD			Hannah Dalagan	R	Maria Sh	R
				Eileen Lee	P		
2nd Year Rep	TBD		Year 3	Jayden Pun	P	Nayab Khurshid	P
3rd Year Rep	TBD			Joshua Matsui	P	Ahmed Makloulf	P
3rd Year Rep	TBD			Chaeyoung Lim	P	Daniel Gee	R
3rd Year Rep	TBD			Manveen Uppal	P	Rachel Son	P
4th Year Rep	Lindsay Barkworth	A	Year 4	Jenny Kang	A	Pouya Pasha	P
4th Year Rep	TBD						
Faculty	Dr. Kathy Seto	P					

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

Guests: N/A

Meeting called to order at: 12:06 PM

Approval of Minutes: N/A **Standing Business:** N/A



Introduction

- **Dr. Seto and Pasley (VPA) to Co-Chair the Pipeline and lead discussion**
- **Alyssa (PhUS AVPA) will be the secretary and taking minutes**
- **Purpose of Pipeline: Liaise information and concerns between pharmacy students & faculty**
 - Our Goal: To provide an opportunity to effectively communicate areas of concern with Faculty
 - Work together to create positive change
 - Two-way street: Faculty can also initiate feedback requests
- **Pipeline Process:**
 - Official requests generated by students or faculty via Qualtrics form or email
 - 2 meetings per term to discuss concerns/ideas/suggestions via Hybrid-style meetings (including Zoom & Pharmsci room booking made by VPA)
 - For meeting preparation, pipeline members consult peers (~10 students/PY), and summarize concerns
 - PhUS year reps to finish summary (shared document) 1-2days prior to meeting
 - Meeting minutes will be approved via FB group chat (ideally) within 4 days of the meeting adjourned
 - Meeting minutes will be uploaded on UBC PhUS website
 - Unresolved issues will be noted in the shared document and addressed at the next meeting
 - VPA and AVPA will provide updates to pipeline members when developments for ongoing issues occur
- **PhUS Year reps have filtered through the Yearly concerns forms and will present the topic**
 - Dr. Seto and Year Specific Pipeline Members will have the opportunity to respond
 - If you agree with a certain concern you can feel **free to comment in chat or use the react functions**
- **General rule of thumb:**
 - Be respectful to each other
 - Dr. Seto and other Faculty members are here to help and provide insight to the concerns that we have, so please be kind!
 - Be collaborative, professional, engaged, and mindful of our limited time
 - Agenda items may need to be tabled for later discussion if time does not permit
 - Equity, Inclusion, Diversity. This is a SAFE SPACE!
 - Please be kind and empathetic to everyone (your peers, Dr. Seto, guests and other stakeholders)
 - One person speaking at a time
 - Use raise hand function on Zoom
 - Mute mic when not talking
 - Use people's preferred pronouns
 - Remember to refer people to Office of Student Services for Acute and Chronic, Mental, & Health Conditions. Cassie Smith is our in-house Counsellor
(https://ubc.ca1.qualtrics.com/jfe/form/SV_73UWZD2PTx9DKo6)
- **Attendance will be taken, send your regrets to VPA or AVPA beforehand! Questions?**



Discussions

*'note' refers to comments left prior to the meeting

1. Courses/IAs

- a. PY2 & PY3: Gas scent in classroom
 - i. Concern: Presence of smoking, gas scent in 1101 lecture hall during week of Sept 23rd. Students brought this up with the instructor, and communication with the building manager was attempted (call & text) with no response. Lecture continued and instructor recommended seating at bottom of the lecture hall which students felt made no difference. Health concerns.
 - ii. Solution: Have building manager be more contactable, educate lecturers on what to do in these situations, have the instructor cancel and record asynchronously so that students don't feel pressured to stay in potentially dangerous conditions.

VP/AVP Academic Note: Gas scent was also noted in the Atrium

KS Note: As per our Building Operations team:

"The emergency generators are critical infrastructure for the building, they provide back-up electrical power to life safety systems and essential equipment should a power outage occur. It is important that they are in good working order, and we need to allow the crews to do the necessary repair and maintenance work on these units. The emergency generators are located on the south side of the building near the air intake grills. They run on diesel fuel, and the fumes can be drawn into the air intake when the generators are running, causing some areas of the building to have a smoky smell. This has been a concern in the lecture theatres, and also in some areas on the 1st/2nd/3rd floors. Another impact from the generator testing may be elevators going out of service."

UBC Building Ops contractors may be onsite at unscheduled times to run the generators, and the Pharm Sci Ops team doesn't usually receive advance notice about the work that they are doing."

Discussion: Dr. Seto is open to discussion, internal faculty should've been informed, external can be difficult, given very last minute awareness of this. Building operations can be contacted (Westbrooke side atrium level). Should not be long-term exposures. Appreciates that this is not a suitable learning environment to everyone, lecture capture will be available.

Accessibility concern: if the elevator goes out of service can be a concern for students using mobility devices and needing to access IA rooms on 2nd and 3rd floor. KS can follow up on a plan if elevators go out.

2. Exams/Assessments

- a. PY3 Examsoft
 - i. Concern: Difficult to use. Questions related to previous questions are hard to follow/connect, makes skipping and coming back to questions challenging.
 - ii. Solution: Not provided.

VP/AVP Academic Note: Is it possible to put multiple related questions on a page? (especially with case vignette style questions), printing out case vignettes (large cases with more questions), written notice that this is the same case

KS Note: Thanks for this note. I appreciate that it's hard to change to a new platform after having spent the last two years with Canvas/Lockdown Browser. Case vignette questions will be presented to ensure they are grouped together, with the appropriate patient information / case stem copied over to each related question, however Examsoft unfortunately does not have the functionality to present more than one question at a time.



Discussion: Acknowledges learning curve, case stem should be copied, is making sure assessment team is aware, PY2 experienced that their case vignettes were separated because examsoft has a randomized function which should not be applied to cases moving forward. Examsoft doesn't have that functionality. Kathy can ask the team to flag: that this follows through for next couple questions. Could consider functionality on the pop up of the case. Printing cases want to be mindful of environmental footprint, and add to time and administrative burden. Suggestion for JP to contact exam soft for adding multiple questions on a page. KS will chat with OETLD.

Positive feedback for Examsoft t: there is a flagging feature and you can cross out your MCQs.

b. PY3 Examsoft

- i. Concern: Select all that apply is not as clearly indicated on examsoft as it is on LockDown/Canvas software. Canvas has select all that apply as boxes, whereas examsoft looks the same for one and select all that apply answers (circles).
- ii. Solution: Consider moving select all that apply wording to beginning of question in all caps or in bold to help differentiate.

VP/AVP Academic Note: See above.

KS Note: To my knowledge "Select all that apply" is presented at the end of each multiple answer question already; placement of this *after* the question stem is intentional and meant to prompt students *immediately before* they review answer options to look out for more than one answer option. Exam questions will be entered without specific formatting, and as such we encourage you to read each question carefully to understand expectations before responding.

Discussion: Some growing pains with new software, students have done 1-2 assessments on examsoft. Students should be aware to look out for "Select all that apply" at the end of the question. At the end of the question because the assessment team does not want students to forget that you need to select all that apply. KS will pass on feedback to OETLD.

3. Accessibility

a) PY3 Exam Reviews

- i) Concern: Request to allow accessibility students equal treatment with respect to exam reviews, including allowing exam reviews right after completing exams and making MAP not applicable to this population given it is not applicable to any other population in pharmacy with respect to reviews.
- ii) Solution: Please give accessibility staff the password for the review exam so students when they have finished writing their exam to have equal opportunity to review their exam immediately after writing. A 10 minute review after the exam is fair - over the current set up of having to sign up for a review day/s after the exam, and then getting mapped for not making it to that review. Allows fairer access to reporting ACRs.

VP/AVP Academic Note: Previous pipeline ticket (see Oct '25) allowed for students to agree to attend review later then usual, however resubmission of this issue demonstrates concern has not been resolved.

<https://ubcphus.org/wp-content/uploads/2025/11/October-Pipeline-Meeting-Agenda.pdf>

KS Note: The CFA will not administer assessment reviews as this is not within their purview (this was communicated via the Pipeline in Nov 2025); the Faculty has explored this several times with CFA and this unfortunately not something that



can be changed. We aim to schedule assessment reviews as soon as possible after the assessment for students registered with CFA. Typically this is the next business day, but this is not always possible due to the cohort's schedule.

The MAP notation for students signing up for a review session and not attending is in alignment with Program expectations regarding professionalism. Students who are no longer able to attend may let the E2P Senior Program Assistants team know they will not be attending in order to avoid a MAP notation.

Discussion: Continuously has approached CFA (unable and unwilling to administer exam reviews), encouraged students to approach CFA with this concern. Not as simple as providing CFA a password. In the past, extended the window for CFA students to sign up for the window until 11:59 pm to review their assessment to sign up and ACR form is extended-> you can submit it past the deadline. Majority of changes to exams are found through statistics and minimally through ACRs. Exam changes that are found through ACRs

Alternative review time would be 6/7pm at night or 7 am in the morning for CFA students to review, historically this has been unpopular. The sign up is necessary is because only those who sign up for need to be entered in on canvas, programed in all students but attempted to access exams off campus in a non invigilated environment. If you sign up for something and you are no longer able to attend to please inform someone that you are not attending. All students are held to this standard, not just CFA students. If there are CFA students who have received a MAP notification and you informed someone that you were no longer attending the review that is something you should send to the senior administrative team. If you feel a MAP notification has been received inappropriately to inform senior admin assistants.

Open to suggestions noted examsoft allows students to see what answer they selected against the correct answer.

b) PY3 Microphones

- i) Concern: Mics in 1101 are still removed which makes questions in the lecture hall hard to understand. Especially when the instructor forgets to repeat the question or has trouble hearing the question.
- ii) Solution: Put mics back in 1101

VP/AVP Academic Note: Should this concern be addressed to building operations or IT to review?

KS Note: Thanks for this note. Many of the original microphones in 1101 were broken and it was deemed cost-prohibitive to fix. MobileConnect, a technology that allows students to use their smartphones as a microphone, has been installed (see Nov 2025 Pipeline minutes) and the Faculty is currently working to find face time with each cohort to introduce and demo this technology.

Discussion: Been trouble shooting this app for 6-8 months, Lyon and team are coming through PY1-3 classes in next 1-2 weeks to introduce to classes. Students encouraged to download the app to their phones.

4. Financial Concerns

- a. No concerns raised

5. Practicum

- a. No concerns raised

6. Mental Health

- a. No concerns raised

7. Miscellaneous

- a. PY2: Stethoscope/White Coat Ceremony





- i. **Concern:** Concern over "Commitment to Care" ceremonial stethoscope being too similar to UBC MD program, and that by having the same ceremony pharmacy does not distinguish itself as a separate, valued entity. Concern that it does not reflect positively on pharmacy to not have unique traditions.
- ii. **Possible Solution:** Replace stethoscope with another symbolically meaningful object such as a pin, plant, name tag, or white coat (with added recognition of its historical significance).

VP/AVP Academic Note: Surveys were open Winter 2026 2nd semester to collect student input for this ceremony. Encourage feedback collection from PY1s after this ceremony and make updates as needed. Understand the concern to be separate from other health programmes while also acknowledging updating practices to reflect cultural safety and humility.

KS Note: Thank you for this comment - curious if this is a widespread opinion across the student body? The feedback provided here does not align with the commentary in previous student surveys (2024W and 2025W) and PhUS Pipeline consultation (March 2026), however the Faculty has plans to review the Commitment to Care Ceremony and make adjustments as needed. If a different gift like a pin or plant is preferred by students, we can certainly discuss for future iterations.

Discussion: Appreciate possible solutions and options, doesn't align with feedback that was received in consultation. Faculty would be unlikely to return to white coat as a central symbol for the welcome to the profession ceremony due to negative connotations with some patient populations and historical contexts. Other items that were suggested and considered were: pin, plant, name tag, textbooks-become out dated, subscriptions- cost prohibitive. Although stethoscope is used in medical ceremony, stethoscope was selected to represent listening, connection with the patient and the expanded scope of practice.

Meeting Adjourned: 12:58 PM

Moved: Pasley; Seconded: Nayab