



CALIFORNIA  
NORTHSTATE  
COLLEGE of  
PHARMACY



September 22, 2008

Dr. Richard Winn  
Associate Director  
Accrediting Commission for Senior  
Colleges & Universities  
Western Association of Schools & Colleges  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501

Dear Richard:

The mission of the California Northstate College of Pharmacy (CNCPh) is to Advance the Art & Science of Pharmacy. Our vision is to become a top tier college of pharmacy in ten years or less. Achieving the vision is dependent on CNCPh being able to demonstrate its success in achieving its goals as measured by the success of its graduates, the research and scholarly productivity of its faculty and the service to the local and professional community.

CNCPh has made investments in several key areas to steer the institution in the right direction. The first is a commitment to a curriculum that totally embraces Team Based Learning. All classes are designed around the model of asking students to take responsibility for their learning and to be active participants in the teaching/learning process. Several experts in the field have been retained to conduct training for the faculty and several faculty have attended national workshops to learn the approach and to share their knowledge with their campus colleagues.

The second area is the investment in research. The college has established a 5,000 sq/ft, well-equipped, research facility about two miles from the campus. There are faculty offices as well as space for students to work in cooperatively with their professors on projects. The college has also set aside funds to support faculty research prior to the receipt of any grant funding.

CNCPh is the only pharmacy college in California that has accepted the recommendation of the American Council on Pharmacy Education (ACPE) to introduce 300 hours of experiential learning as part of the curriculum. Beginning in the second semester, students will be placed in a plethora of work sites. There are two full-time staff currently assigned to experiential learning with additional staff budgeted as enrollment increases.

One of the first staff members hired at CNCPh was a Director of Institutional Effectiveness and Accountability. The thought was that outcomes assessment was too important a function to be added

to the duties of an already busy staff. The importance of monitoring and assessing what we are accomplishing infuses all discussions in all departments.

As a new institution, we need to make certain that our planning and excitement for the new venture is on the right track from the beginning of our service to students. The WASC accreditation process provides the impetus and the guidelines to assist the institution in a review of its entire program. All stakeholders of the institution will have the opportunity to participate in this important exercise. The real value of the accreditation process is the opportunity to have a group of experienced colleagues look at how we are operating, to challenge the institution to rethink, revise, and reassess what we are doing with the goal of strengthening the programs and services of the college.

Based on the key elements of CNCP's program, the focus for the Candidacy Review will be:

- ◇ Review of the implementation of Team Based Learning as a teaching/learning strategy for achieving stated learning outcomes.
- ◇ Assessment of the systems in place to insure the quality and consistency of the learning outcomes in the experiential education program.
- ◇ Review of the comprehensiveness and implementation of the institutional assessment plan.
- ◇ Assessment of the progress made in establishing a facility and agenda for research and scholarship.
- ◇ Implementing a plan for the education of the Board of Trustees so they can act knowledgeably in carrying out their responsibilities for strategic planning, fiduciary oversight, and evaluation of implementation of the mission and board-developed policies by college staff.

Five committees will be established engaging students, faculty, staff, administration, preceptors, and Board members in a comprehensive self-evaluation to review CNCP's capacity to implement its mission and goals as part of the Capacity & Preparatory Review and subsequent to that its effectiveness in delivering the stated programs and services in the Educational Effectiveness Review.

**Steering Panel:** Oversees the process, provides assistance to other groups, edit work from other groups to prepare a well written, report. **Chair: President Cheung**, Members: Chairs of the other Committees, AOL, two faculty, two students, two Board of Trustee members from other committees and Patricia Erck.

**Standard I Committee:** Defining Institutional Purposes and Ensuring Educational Objectives

**Chair: Sonya Frausto**, Members: Norman Fong, Paul Wagstaffe, Sara Fox, Associate Dean, 1 BOT member, Xiaodong Feng, Chandra Kolli, 2 students.

**Standard II Committee:** Achieving Educational Objectives Through Core Functions

**Chair: Dean Hawkins**, Members: Cindy Porter, Dave Carroll, Scott Minor, Dept Chairs, Maureen Lloy, John Skhal, 2 students, a preceptor, 1 BOT Member, Janette Kragen.

**Standard III Committee:** Developing and Applying Resources and Organizations Structures to Ensure Sustainability

**Chair: Norman Fong,** Members: Barbara Vermilyea, 1 BOT Member, Chrissy, Hebel, Vinu Vattikonda, Paul Wagstaffe, Tiebebe Woldermariam and Xiaodong Feng.

**Standard IV Committee:** Creating and Organization committed to Learning and Improvement.

**Chair: Leanne Coyne,** Dean Hawkins, Sonya Frausto, Indiran Prather, 1 BOT member, Ken Miller, Gail Kubat, one Preceptor, one student, Vinu Vattikonda and Jim Bunse

**Timeline:**

July 12, 2009	CP&R Report Due
October 12-14, 2009	CP&R Site Visit
June 15, 2010	EER Report Due
September 20-Oct 1, 2010	EER Site Visit

**CNCP Timetable and Tasks in preparing for the CP&R Site Visit:**

Sept 15, 2008	Form Committees
October 15, 2008	All committees meet and discuss the process and necessary outcomes
10/15 – 11/15, 2008	Each committee meets and goes through the Worksheet for Preliminary Self-Review Under the Standards for its standard. Complete the self-review rating, Items to address, Evidence. Synthesis and Reflection
11/15-12/15, 2008	Each committee presents a written and oral report to a meeting of all the committees.
1/15-2/1, 2009	The Steering panel reviews and discusses with committees any missing items or concepts to explore
2/1-4/1, 2009	Each Committee writes a chapter on its standard. Steering Panel reviews Compliance Audit Checklist to make certain all necessary documents are in place.
4/1-5/1, 2009	Steering panel edits report into an initial draft.
5/1-5/15, 2009	Draft report is reviewed by the entire community (faculty, staff, students) for comment. Draft will be posted on ASAP (online Learning Management System) for students and the "P" drive for all staff.

5/15-7/1, 2009

Final report is edited and produced for mailing

The focus of the Educational Effectiveness Review will be to analyze the evidence collected with respect to the five areas of focus highlighted for the Capacity Review. This will be further reviewed in order to demonstrate areas of performance that support CNCP Educational Outcomes and CNCP Goals for Education, Research and Scholarship and Community Service. The review may also serve to underscore areas that need to be rethought and revised.

While the Eligibility Letter indicated that all of the criteria have been met, two of the areas mentioned deserved further attention. One of the foci for the CP&R review is to insure that the Board of Trustees is prepared to carry out its functions by providing a planned education program. The other issue related to faculty categories and the four-year roll-out plan for faculty hiring. This will also be reviewed again for the Capacity & Preparation Review.

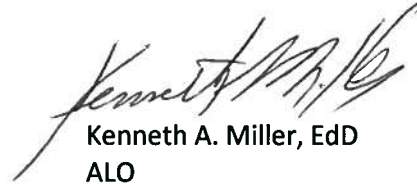
We eagerly look forward to embarking on this process and entering into dialogue with the Commission and the team of colleagues that will visit with us to explore our plans, our implementation, our results and our striving for excellence as we move toward our vision of becoming a Tier 1 College of Pharmacy.

If you need further information, please do not hesitate to contact me.

Sincerely,



Alvin Cheung, Pharm D.  
President



Kenneth A. Miller, EdD  
ALO