



Excellence With Caring

Florida Agricultural and Mechanical University

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OFFICE OF THE PROVOST AND
VICE PRESIDENT FOR ACADEMIC AFFAIRS

December 10, 2010

Dr. Dorothy Minear
Senior Associate Vice Chancellor
Academic and Student Affairs
Florida Board of Governors
State University System
325 West Gaines Street, Suite 1614
Tallahassee, FL 32399-0400

Dear Dr. Minear:

Thank you for your letter of October 21, 2010 providing questions on our Crestview proposal. We have reviewed the proposal, addressed the concerns, and made several revisions. Let me know if you have any more questions.

Sincerely,

Cindy Hughes Harris, Ph.D.
Provost and Vice President for Academic Affairs

CHH/gp

Enclosure

Florida A & M University

Proposal for New Instructional Center - Crestview Center

I. Accountability

A. The proposed site at Crestview is consistent with the FAMU Mission and Strategic Plan.

The FAMU Mission statement is as follows:

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

The activities at the Crestview site will address several components of the FAMU mission including advancement of knowledge, resolution of complex issues, educating students at the undergraduate, graduate and professional levels, local partnerships and

enhancing the lives of constituents. Further, the initiatives at Crestview are reflected in FAMU's Strategic Plan, under the following goals:

Goal 1.1: Enhance Access to the University

Goal 4.3: Enhance the Services Provided to the Local, State, National, and International Communities

The activities are also consistent with the following goals of the Board of Governors

(BOG) Strategic Plan:

Goal 1: Access to and production of degrees

Goal 2: Meeting statewide professional and workforce needs

Goal 4: Meeting community needs and fulfilling unique institutional responsibilities.

B. Timeline for SACS and specialized accreditation

The Southern Association of Colleges and Schools (SACS) requires notification prior to implementation of offering 25% or more of a program at an off-campus location and notification at least 6 months prior to offering 50% or more at an off campus location. Therefore, the offering of the Advanced Pharmacy Practice Experience (APPE) alone at Crestview (as proposed for 2011) would not require notification prior to implementation. However, we plan to informally inform the University's liaison at SACS of the APPE offering. Offering the entire PharmD professional program (as proposed for 2012) would be a substantive change that requires SACS approval and SACS will be notified well in advance of the six month requirement.

Pharmacy:

The American Council of Pharmaceutical Education (ACPE) must be notified 30 days prior to commencing advanced pharmacy practice experience training. When initiating an

entire professional curriculum, ACPE must be notified one year prior to beginning coursework. ACPE also mandates that institutions starting institutional sites afford new, qualified faculty sufficient time to develop objectives and, educational experiences for the incoming students at least one year in advance of experiential training. In conformance with this requirement the pharmacy program will engage faculty in these activities in early 2011.

C. Discussions with post secondary institutions affected in the Florida College System

The proposed program does not duplicate offerings at any other Florida institution of higher education in the area. An initial formal discussion with the University of West Florida (UWF) occurred on November 2, 2010, at the Board of Governors' (BOG) Office. At that discussion, and subsequently at the November 2010 BOG meeting, UWF indicated it has no objection to FAMU offering the PharmD at Crestview.

FAMU will not offer lower level courses at Crestview and will in fact depend on associate level graduates from the Florida College System to enter the program offered at Crestview. Prior to implementation, FAMU will engage in discussions with these institutions and develop articulation agreements to facilitate the transfer of students from the Florida College System into the program at Crestview.

II. Needs Assessment

A. Identification of statewide and regional needs to be met

Pharmacy:

Florida A&M University designed the Rural Diversity Health Care Initiative to address the critical health disparities that exist in the Florida panhandle and to expand opportunities for students from those areas to obtain training in a health professions, particularly in Pharmacy. As a partner in this initiative, the City of Crestview donated a 37,000 square-foot building and substantial parking in close proximity for future faculty and students. Supplementary support of the city's effort to partner with FAMU College of Pharmacy and Pharmaceutical Sciences (COPPS) has also been offered by the City's librarian, police department, hospital administrator, area health education center (AHEC), and local community pharmacists.

Though the State of Florida has five Colleges of Pharmacy, the closest university to this region, the University of West Florida, does not have a College of Pharmacy. Therefore, FAMU COPPS will increase student enrollment substantially and positively impact this region by improving clinical pharmacy services and by providing services to disadvantaged citizens .

As the population of seniors increase, rural communities in the State of Florida increase their need of more and more medical and pharmacy services. In fact, as seen in the Journal of the Royal Institute of Public Health, pharmacies have been recommended as alternative sites for the delivery of various services – one of which is immunizations. As of late, 30 of 50 states in the USA, including Florida, have legalized the administration of vaccines by pharmacists on the basis of training requirements and protocols. Additionally,

with the role of pharmacists expanding, it is important to consider the number of pharmacists needed to meet these increasing medical demands. Additionally, aggregate data from www.pharmacymanpower.com has demonstrated that pharmacists are in high demand all over the country. Specifically, the aggregate demand index for pharmacists is 3.74 (1 is surplus and 5 is high demand) for the United States, revealing that pharmacists are needed in the USA to assist with increasing access to health care.

King, Wilson, Van and Emanuel, in a study titled *Documentation of Pharmacotherapeutic Interventions of Pharmacy Students*, published in *Pharmacy Practice* in 2007, documented the importance of medical intervention by pharmacy students in the *Journal of Pharmacy Practice*. Data collected by King et. al. in the State of Florida clearly shows the impact that pharmacy students have in identifying, documenting, and recommending clinical pharmacotherapeutic recommendations. The authors concluded that pharmacy students can have a great impact on quality of care. Areas with high student (medical and pharmacy) populations benefit drastically from their respective roles in improving patients' overall quality of life. As such, an influx of students to rural areas can certainly improve the quality of care of patients. Studies also show that most students tend to work within 50-100 miles of their advanced pharmacy practice experience and/or their residency or fellowship experiences. By starting a Crestview instructional site, FAMU can increase the number of pharmacy students in that area and improve citizens' access to and quality of care in the Panhandle area.

To accommodate this goal, the Crestview Instructional site will draw enrollment in the four-year professional program (consisting of upper level and graduate level coursework) from students from the University of West Florida, Northwest Florida State

College, Pensacola College and other panhandle colleges, as well as students from other regions of Florida, South Georgia and Southern Alabama. Since the College of Pharmacy and Pharmaceutical Sciences currently receives over 800 qualified applicants for the Tallahassee main campus and is a limited access program, numerous applicants will opt for placement in Crestview if they can't be admitted to the main campus. By this capacity of the PharmD program to draw students from a large area, it will not only provide access to students in the Crestview area but also bring an influx of students and dollars into the area creating a positive economic impact. The applicants from the Crestview region will have additional weight to their applications to provide preferred access into the program. Currently, the FAMU program has 31 students in the professional program from the Florida Panhandle area; we expect these numbers to increase significantly as a result of access through Crestview.

B. Discussion of distance learning and why needs cannot be met totally through distance learning or other alternative instructional methods

Distance learning will be an important part of the delivery of some courses at Crestview. However, there is a strong need for some face-to-face instruction and personal contact with students. Therefore, it is necessary to have a site at Crestview to provide adequate support to students and offer the full complement of courses necessary for the completion of the program offered.

Target population

Targeted populations will include, but not be limited to, students with Associate of Arts degrees, or those who have completed freshman and sophomore years, from Northwest Florida State College, Gulf Coast College, Pensacola College, Chipola College and UWF. Additionally, students will be recruited statewide.

10 year projection of head count and FTE enrollment for full PharmD Program

Year	Pharmacy Headcount Enrollment		FTE Pharmacy	
	Undergrad	Graduate	Undergrad	Grad
2012-2013	0	5	0	6.09
2013-2014	30	5	24.00	6.09
2014-2015	60	5	47.25	6.09
2015-2016	60	35	47.25	39.38
2016-2017	60	60	47.25	67.5
2017-2018	60	60	47.25	67.5
2018-2019	60	60	47.25	67.5
2019-2020	60	60	47.25	67.5
2020-2021	60	60	47.25	67.5
2021-2022	60	60	47.25	67.5

Note that the FAMU PharmD professional program, which students enter in their undergraduate junior year, consists of two years of undergraduate upper level course work and two years of graduate course work. Therefore, the program yields both undergraduate enrollment (in the first two years of the professional program) and graduate enrollment (in the final two years of the professional program).

III. Academic Programs

A. Description of academic programs for each discipline area.

The program proposed to be offered at Crestview is the PharmD in Pharmacy.

Florida A&M University's College of Pharmacy and Pharmaceutical Sciences (FAMU COPPS) will offer the entire four-year professional Doctor of Pharmacy Degree (PharmD) at the Crestview center beginning in Fall 2012. The fundamental purpose of the PharmD degree is to provide a combined academic and clinical experience for pharmacy students whose abilities and career aspirations suggest potential for innovative leadership roles in professional pharmacy practice.

The major emphasis in the academic portion of the PharmD program is medication therapy management, patient-centered and population-based care, critical thinking and innovation, research, and effective communication and interpersonal skills. Other areas of study include biopharmaceutics, pharmacokinetics, evidence-based medicine, dispensing and compounding, principles of drug action, pharmacy management, forum and colloquium, and introduction to public health for pharmacists. Candidates may elect courses in cardiovascular wellness, pediatrics, oncology, geriatrics, and alternative medicine.

In an effort to integrate theoretical concepts with experiential education, beginning in the first semester of the professional curriculum, the initial pharmacy practice experience affords candidates exposure to and the opportunity to practice in community- and hospital-based patient care, accruing a minimum of 300 hours under the supervision of a registered pharmacist. Further, through a series of advanced pharmacy practice experiences, covering 1440 hours, candidates receive a variety of training including general

medicine, ambulatory care, community and hospital experiences, and elective rotations. As afforded by the ACPE (the accrediting council for pharmacy), the Advanced Pharmacy Practice Experience (APPE) may be facilitated in a number of locations including local and panhandle community and hospital pharmacies, ambulatory care clinics, federally-qualified institutions, and managed and long-term care facilities and with physician-directed patient care teams in the hospital. In concert with the requisite experiences, APPE must occur in a variety of settings. Though the FAMU program conventionally requires candidates to transfer to Miami, Tampa, or Jacksonville, Florida for the APPE after the final didactic year of training in Tallahassee, candidates in Crestview will be able to receive all experiences in the Crestview area. APPE clinical instruction will begin in Crestview in 2011. During this initial year it will provide students on the main campus additional clinical rotations in the Crestview area to conduct their APPE. FAMU does not plan to operate a pharmacy onsite to facilitate the aforesaid requirements, but rather utilize existing clinical facilities in the area.

B. Description of any admission or degree requirements that will be different from the main campus.

Admission requirements and degree requirements for the main and Crestview instructional center will be exactly the same. The College's admissions committee will be responsible for reviewing applications, interviewing applicants, and suggesting potential candidates to the Dean in accordance with adopted policies and standards.

C. Any new degree programs proposed for the educational site.

No new degree programs are proposed. The proposed offering at Crestview is an authorized current offering on the main campus.

IV. Administration

- **Projection of faculty and support staffing needs**

The Accreditation Council for Pharmacy Education (ACPE) mandates that institutions starting institutional sites or instructional centers afford new, qualified faculty sufficient time to develop objective, educational experiences for the incoming students at least one year in advance of experiential training. In light of this requirement, the following positions will be needed by early 2011.

Position Descriptions

Administration and Faculty

1. **Site Director:** Manage the day-to-day operations of the facility and supervise all faculty and staff at the Crestview Instructional site. The director shall establish clinical affiliation agreements with area hospital and community pharmacies. Additionally, the director shall be responsible for seeking opportunities to enhance revenue streams for the instructional site.
2. **Assistant/Associate Professors (5):** Establish advanced pharmacy practice experiences (APPE) in the panhandle region. Faculty shall supervise all clinical student experiences and facilitate the completion of the requisite 1440 hours of advanced experiential education. The required experiences include ambulatory care (2 months), general medicine (2 months), health-systems pharmacy (1 month), community pharmacy (1 month), three electives (3 months), and a series of three semester clinical research seminars.

Staff

Position Description

1. **Administrative Assistant:** Provide support for the Crestview instructional site coordinator. The assistant shall also be responsible for facilitating payroll/personnel processes and securing final approval for academic appointments. The assistant will also coordinate the collection, analysis, compilation and submission of information resource management data for various reporting requirements.
2. **Senior Secretary:** Provide clerical and technical support for all Crestview-based staff. The senior secretary will also coordinate the administration of testing programs, collect and analyze data relating to Crestview space utilization. The secretary will assist in archiving, accessing, arranging, and preserving important records and documents.
3. **Student Affairs Coordinator (2):** Serve as advisor and contact person for students in the P-1 to P-4 years and advise and counsel new and enrolled students regarding educational issues such as course selection, class scheduling, studying and time management, and career planning. Student Affairs Coordinators will also assist in the admissions process and conduct student curriculum audits.
4. **Program Assistant (2):** Coordinate submissions of all course offerings for the Crestview Instructional site. Program assistants will manage data entry and updates of academic courses and clinical experiences, oversee meetings and events

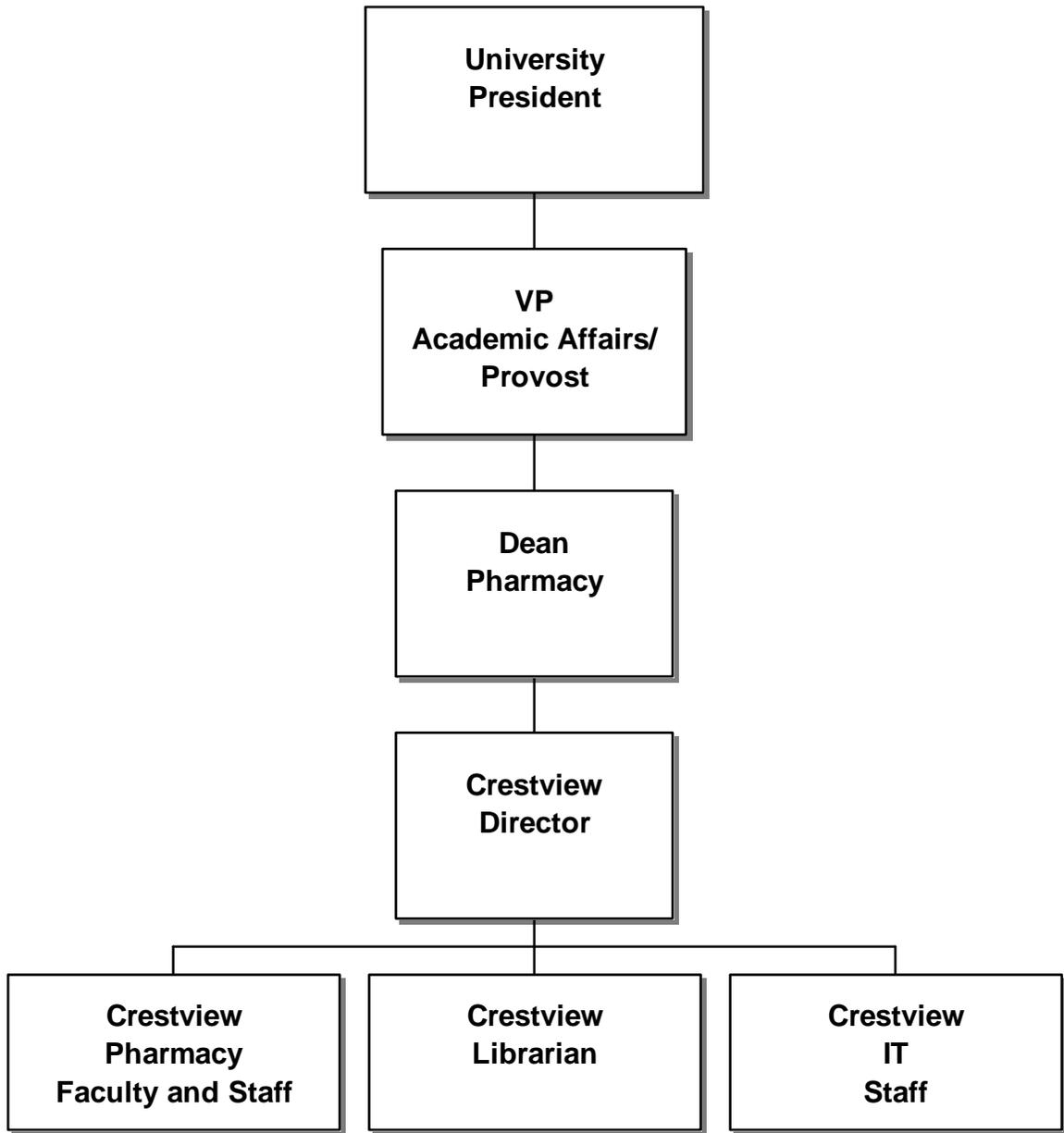
calendar, and provide administrative support for faculty, students, and administrators of Crestview Instructional site.

5. **IT Coordinator (2):** Facilitate the asynchronous transmission of registration, admissions, and educational information between the main and the Crestview instructional site. The coordinators will also be responsible for managing Blackboard and ensuring that students receive an effective and efficient educational experience.
6. **Librarian:** Provide reference and research assistance to pharmacy students and staff using both traditional book research and computer assisted research; original and copy cataloging; assists with collection development and is responsible for stack maintenance including weeding of obsolete materials; coordinates interlibrary loan requests; conducts library orientation of new pharmacy staff and coordinates and/or provides database use training.
7. **Library Assistant:** Provide administrative assistance to the librarian. The assistant will also coordinate the collection, analysis, compilation and submission of information resource management data for various reporting requirements.

Faculty and staff will be hired in 2011, as determined by the Dean and Provost. Start-up requirements will also include equipment and technology.

A. Organizational plan on functional relationship of administrative office to the main campus

See following organizational chart which provides a schematic of the proposed relationship of the Crestview personnel to the main campus. The Crestview instructional center will fall within purview of the Dean, who reports to the Provost and Vice President for Academic Affairs. The site will be staffed by a director of the Crestview center. Faculty and staff will report to the director, who in turn will report to the Dean on the main campus. The site will also be supported by a librarian who will report to the director.



B. Assessment of effectiveness and quality

Based upon the Accreditation Council on Pharmaceutical Education's 2007 accreditation standards, FAMU COPPS has developed and adopted competencies and objectives that incorporate three required areas in pharmaceutical education: pharmaceutical care, dispensing and medication usage systems, and public health. Additionally, to ensure the incorporation of all competencies, the College has implemented a standardized review process for all PharmD courses and mapped all competencies to one or multiple courses within the curriculum. Further, all syllabi follow a uniform format and contain an academic compact, faculty information, FAMU COPPS' general goals, course competencies and objectives, scheduled activities, rules and regulations, and a rubric.

Candidates at the Crestview center will follow the same curriculum as those enrolled at the main campus. Crestview students will be taught using both face-to-face instruction and synchronous videoconferencing by the faculty at the Tallahassee campus. Syllabi, course competencies and objectives, and scheduled activities will mirror the activities on the main campus. To ensure that clinical faculty in Crestview deliver course competencies and objectives similarly, Crestview faculty will be paired with faculty at the main campus so that there is minimal variation in clerkship deliverables and in learned practices. FAMU COPPS' standing committees (i.e. assessment, curriculum, library, strategic planning, etc.) will also be responsible for working together to guarantee that both sets of students receive an identical education and for incorporating any needed changes to both curricula and facilities. This will include the collection of assessment data on student performance, including performance in courses and on the licensure

examination, and comparison of that data with corresponding data for students on the main campus.

V. Budget and Facilities

Crestview Budget				
Positions	Year 1		Year 2	
Faculty	6		6	
A&P	5		5	
USPS	4		4	
Total Positions	15		15	
Salary Rate				
Faculty		\$342,900.00		\$685,800.00
Faculty	\$53,975.00		\$107,950.00	
Faculty	\$53,975.00		\$107,950.00	
Campus Director	\$73,025.00		\$146,050.00	
Faculty	\$53,975.00		\$107,950.00	
Faculty	\$53,975.00		\$107,950.00	
Faculty	\$53,975.00		\$107,950.00	
A&P		\$162,720.00		\$325,440.00
IT Coordinator	\$28,800.00		\$57,600.00	
IT Coordinator	\$28,800.00		\$57,600.00	
Coordinator (Student Services)	\$32,000.00		\$64,000.00	
Coordinator (Student Services)	\$32,000.00		\$64,000.00	
Librarian	\$41,120.00		\$82,240.00	
USPS		\$93,800.00		\$187,600.00
Senior Secretary	\$21,000.00		\$42,000.00	
Administrative Assistant	\$25,200.00		\$50,400.00	
Program Assistant	\$22,400.00		\$44,800.00	
Library Assistant	\$25,200.00		\$50,400.00	
Total Salary				

Salary and Benefits Faculty	\$342,900.00		\$685,800.00	
Salary and Benefits A&P	\$162,720.00		\$325,440.00	
Salary and Benefits USPS	<u>\$93,800.00</u>		<u>\$187,600.00</u>	
Total Salary and Benefits		\$599,420.00		\$1,198,840.00
	Year 1		Year 2	
OPS		\$44,750.00		\$0.00
Consultants (5)	\$44,750.00			
Expense		\$371,830.00		\$301,160.00
Personal Computers (25)	\$52,500.00		\$0.00	
Laptops (10)	\$15,000.00		\$0.00	
Supplies	\$100,000.00		\$94,000.00	
Clinical (Stipends to sites)	\$90,000.00		\$90,000.00	
Janitorial Services	\$6,000.00		\$6,000.00	
Utilities on temp space	\$6,000.00		\$6,000.00	
Alarm System	\$2,400.00		\$2,400.00	
Travel	\$85,530.00		\$88,360.00	
Telephone Service	\$14,400.00		\$14,400.00	
OCO		\$304,000.00		\$0.00
A.D.A.M.	\$150,000.00		\$0.00	
Van	\$40,000.00			
Copier	\$15,000.00			
Network Server	\$30,000.00			
Network Software	\$5,000.00			
Network Router	\$20,000.00			
Poster Printer	\$44,000.00		\$0.00	
Special Category		\$180,000.00		\$0.00
Library Resources/Video Conference	\$180,000.00		\$0.00	
Other				
Total				
Grand Total		\$1,500,000.00		\$1,500,000.00

NOTE: The janitorial services and utilities will drop off in third year because they will be picked up in PO&M costs for the Crestview facility once the facility is completed and occupied. Therefore the budget for subsequent years will be the same as second year

EXCEPT that the amount for the janitorial services and utilities will be applied instead toward Personal Computers. The Year One salaries and benefits are for a half-year. They double in Year Two to full year costs. The staffing costs were explained under the “Projection of faculty and support staffing needs” section. Following is an explanation of other costs associated with the program:

OPS Consultants

OPS consultants will be paid for 350 hours at a rate of \$125/hour. An advanced visit from ACPE will be arranged (\$10,000) to determine what steps should be taken to ensure the accreditation of the FAMU COPPS Crestview instructional center. The remaining monies (\$34,750) shall be allocated for consultants specializing in higher education, distance learning, and internet technology. The costs in this category will diminish significantly by the second year.

OCO Justification

A.D.A.M., Van and Copier

OCO budgetary allocations include a van, copy machine, and two A.D.A.M. simulation patients for the instructional center. The van will be used to transport faculty, staff, and students between the main campus and the Crestview site. In addition, the van will be utilized for travel to establish clinical affiliation agreements for student training in the six counties around Crestview and to maintain contact with the clerkship sites on an ongoing basis. The copy machine will be used to copy exams, cases, and important documents as required by the three divisions. An A.D.A.M. simulation patient will be used to teach students important patient assessment techniques. A poster printer will be used to afford students an opportunity to print

posters for regional, state and national meetings and for research conferences.

These costs will be incurred in the first year.

Personal Computers and Printers

Budgetary allocation for personal computers (25) is \$37,500. Faculty and staff will be assigned one personal computer each, costing \$1,500 per computer. Other computers shall be used for students to assist in completing assignments, drug information queries, and simulated pharmacy tasks. Printers will also be supplied for each faculty and staff (\$500/printer) and four (4) multifunctional printers for the students (\$ 2000/printer).

Laptop Computers

Laptop computers (10) will be needed for faculty and students to participate in APPE and in video conferencing activities. Additionally, laptops are an important part of research activities for the seminar course and will be used to record and complete important information and to complete the projects. Laptops are estimated to be \$1500 each.

Network Server

Network server (cost: \$30,000) will be located at the Crestview instructional center. The server will be the repository of the local information files and will manage the electronic mail communication at Crestview .

Network Server Software

The network server for the instructional site will require software packages and licensures.

Network Router

A network router will be located at the headquarters of the site. The router will manage communications with the external network and costs \$20,000

Video Conferencing Equipment, Technology Upgrade, Installation, Training, and Maintenance

Video Conferencing equipment will be needed to facilitate course instruction for the requisite and elective courses. Interaction between students and instructors will be facilitated employing the video conferencing. Tallahassee video conferencing equipment will be upgraded to facilitate better interaction between campuses.

Video conferencing equipment will have to be installed and faculty must be trained in an effort to effectively operate the equipment. A maintenance contract will be needed to ensure the optimal efficiency of the equipment.

Supplies

Budgetary allocation for start-up supplies is \$100,000. Start-up supplies will include, but are not limited to paper, pens, pencils, envelopes, printing supplies, folders, markers, calculators, etc.

Travel

Travel allocation shall include consultant, administrative, and faculty travel, travel between the main campus and Crestview. Faculty, staff, and students will also travel to respective conferences and meetings.

Contractual Agreement with Experiential Sites

Each site that accepts students will be paid a stipend as is customary for experiential training (\$ 500/site x 9 rotations x 20 students = \$90,000).

Janitorial Services

Janitorial Services will be required to maintain the rental property. Janitorial services are estimated to be \$500/month.

Utilities

Utility costs are factored in to the first and second year budget for the temporary space Pharmacy will occupy until the Crestview facility remodeling is complete.

Alarm Company

Alarm services will be needed for the rental property. Alarm services are estimated at \$200/month.

Telephone Services

Telephone services will be required for the Crestview site. Telephone services are estimated to be \$1,200/month.

Rental Property

Temporary space is required for the Crestview instructional site until such time as the real property is renovated. We anticipate that the City of Crestview may provide such space; therefore we have not included the rental costs in the budget. However, if necessary, the University is prepared to pay rental fees which are estimated to be \$4817/month.

Rental Furniture

Rental furniture may be required. Rental furniture is estimated to be \$1000/month.

Maintenance and Operations Costs

FAMU will have facility maintenance staff. They will however be funded through increased plant operations and maintenance (PO&M) funds FAMU will receive for this purpose from the state, once the Crestview facility is on our inventory.

Likewise, Utility costs will be provided from PO&M funds after the Crestview facility remodeling is completed. The proposal budget is only intended to capture the expenditure of the \$1.5 million appropriated by the State for Crestview.

VI. Student Services

All necessary student services will be available to students at the Crestview instructional center. The program will have individuals responsible to provide academic student services necessary. The student services staff at Crestview will be responsible for assisting in recruiting, facilitating the entire admissions experience and arranging admissions interviews, helping students arrange local housing as needed, financial aid, registration, referrals, academic progression, retention, and graduation and other academic duties as assigned. Other student services, such as admissions, registration, financial aid and counseling will be available electronically or via telephone. Should any issues arise in any of the services, the academic student services personnel on site for the program will facilitate resolution of the issues. Specific services are addressed below:

Admissions

In order for a student to be admitted to the College of Pharmacy, transfer or native, an application (mailed and notarized or electronic) must be submitted to the

University and a supplemental application (mailed and notarized) must be submitted directly to the College of Pharmacy per our policies and procedures. Students can find these policies on the College of Pharmacy website. Students seeking admission to the Crestview site will be admitted under the same parameters and requirements as our current native and transfer students. The annual deadline for receiving applications is February 1st. All applications will be reviewed by our admissions committee and those candidates eligible for admission will subsequently be invited for an interview on the main campus.

Registration

Crestview students will register electronically, as do students on the main campus.

Financial Aid

All students (undergraduate and graduate) access financial aid services online. Financial aid packets and/or applications may be accessed electronically.

Academic Advisement

Academic advisement will be provided by the Office of Student Services. There will be two on-site (Crestview) counselors who will be dedicated to advising the Crestview students. Coordination of the counseling services will be facilitated by the Director for Student Services.

Library Services

Students enrolled at Crestview have access to library and information resources and services commensurate with that of students on the main campus.

There will be a librarian and a library assistant on site to assist students in accessing

materials. The University Libraries provide traditional print and non-print resources, electronic access to full text books and journals, bibliographic and abstracting databases, and numerous online and traditional services, which are readily accessible to students and are sufficient in scope to support the students at Crestview.

Crestview students, faculty and staff have access to collections, resources and services 24 hours a day, seven days a week. Privileges include access to collections, resources and services either through the 114 hours that the main library is open, the hours the Crestview library is open, or through the library web page. Initially, the Crestview library will be open 8:00 am - 6:00pm Monday through Friday and 12 noon – 4:00 pm on Saturdays.

The library web page is the virtual university library, providing information access whenever and wherever it is needed. Information access includes controlled access to licensed databases by proxy server for off-campus users. In addition, the web page functions as an information portal providing a direct link to the resources and services available through its site and the online catalog. The online catalog permits users to set up personalized user accounts, conduct federated searches, link to full text documents, submit online interlibrary loan requests, and renew materials. Access is also provided to the library catalogs of the State of Florida University and Florida College System libraries. Support services such as instruction, interlibrary loans, loan renewals, course reserves, reference assistance, and distance learning services are also accessible from the web page.

The librarian for the Crestview center will collaborate with the faculty at Crestview to assure that the collection supports defined curricular goals and that adequate service, including instruction are provided.

Placement

Florida A&M University's C.C. Cunningham Career Center provides comprehensive and progressive career planning, placement, and follow-up programs and services. The Career Center is designed to augment the academic process and to assist students in successfully pursuing and managing meaningful career opportunities upon graduation and through the work life cycle. The services provided include career counseling, placement services, job posting, career center community connection, career expositions, career awareness programs, teacher recruitment days, college relations visits, employer presentations/receptions, and seminars/workshops plus computerized and interactive video conferencing technology services. Arrangements will be made for students at Crestview to access these services. In addition, the College of Pharmacy, including personnel at the Crestview site, will assist students with career placement. In fact, the Crestview students will participate in the same "placement" activities as the main campus pharmacy students such as Mid-Year, Career Fair, etc.

Counseling

The Center for Human Development located on the main campus provides counseling services. The center provides counseling via telephone, thus making it accessible to students at a distance. If students wish to have in person counseling they may travel to the FAMU main campus.

Student Health Services

The University will make arrangements with an area college to provide student health services to FAMU students at the Crestview site, similar to arrangements currently in place for PharmD. students at other off-campus sites.

VII. Monitoring of Implementation

FAMU has created a timeline for the initial phases of this program implementation. The Crestview Center is expected to begin classes for the full program on or before August 2012. In an effort to ensure that programmatic and enrollment goals are achieved, FAMU will evaluate the process at various stages and provide additional technical assistance from the main campus in areas identified by the evaluation needing special attention. The timeline on the next table is presented to provide the action steps necessary to achieve the overall goals of the creation of a new instructional center.

The Board of Trustees or their designee will perform annual monitoring that reviews data on the programs to ensure their viability and quality and ensure that the Crestview site is achieving and maintaining its programmatic and enrollment goals. At a minimum the monitoring will include a review of the following:

- Summary of activities undertaken that year
- Headcount for the program
- FTE for the program
- Degrees awarded for the program
- Revenues and Expenditures
- Summary of assessment information documenting that learning outcomes are similar to the on campus programs

**Florida A & M University Crestview Instructional Center
Monitoring Timeline for the Board of Trustees 2011 - 2012**

Month	Activity	Expected Completion Date	Person(s) Responsible
July 2010 - January 2012	Planning & Renovation of Crestview facility	January 2012	FAMU Chief Financial Officer (CFO)
January 2011	Identify and hire Administrative, Instructional, and support staff	January 2011	Dean, Provost and Vice President of Academic Affairs
January 2011- April 2011	Experiential Site Development/Affiliation Agreements	April 2011	Site Director, Faculty, Staff, Attorney
May 2011	APPE students commence clerkships at Crestview Sites	May 2011	Assistant Dean for Clinical Affairs, Crestview Director, Office of Student Services
March 2011- August 2011	Recruit potential students and market the program	August 2011	Dean, faculty, staff, and Center Director
April 2011- August 2011	Develop admission and enrollment process; publish curriculum courses	August 2011	Center Director, Admissions Director, and Registrar

Month	Activity	Expected Completion Date	Person(s) Responsible
August 2011	Commence on any additional center enhancements and physical needs	December 2011	CFO, Provost, Vice President of Academic Affairs, and Center Coordinator Director
January 2012 – April 2012	Admit students	April 2012	FAMU Director of Admissions, Center Director, Deans
March 2012	Engage and hire site maintenance, security	June 2012	Provost, Vice President of Academic Affairs, CFO, and Site Coordinator Center Director
April 2012	Independent evaluation of program implementation and enrollment process	April 2012	Provost, Vice President of Academic Affairs, Independent Evaluator
April 2012 – June 2012	Implementation of student services on Crestview Center	June 2012	FAMU Vice President Student Affairs, Site Coordinator, Center Director program coordinators, staff
June 2012	Student Registration for August 2012	August 2012	FAMU Registrar, Center Coordinator, Director Program Coordinators,

Month	Activity	Expected Completion Date	Person(s) Responsible
August 2012	Classes Begin	August 2012	Deans, faculty, Center Director Coord and Program Coordinators, Student Services staff