### Annual Chapter Report Outline

Please complete your Annual Chapter Report and submit to the National Office by May 15.

**Date of report submission:** 2017-05-10

**Name of School/College:** University of Illinois at Chicago College of Pharmacy

**Chapter Name & region:** Phi Chapter Region IV-W

**Delegate who attended the Rho Chi Annual Meeting:** Jennifer Lee

**Date Delegate’s name submitted:** 2017-03-25

Past year's officers and e-mail addresses

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Jennifer

Last Name  
Lee

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Vice President

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Last Name  
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Secretary

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New officers and e-mail addresses for next academic year  
(If not yet elected, please indicate date of anticipated election and report names within one week of election)  
2017-04-13

New officers and e-mail addresses

President

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Alissa

Last Name  
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Chapter advisor’s name and e-mail address

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**Chapter advisor’s name and e-mail address**

[chapter-advisors]

**Introduction**

This is the Phi Chapter's Annual Report for the 2016-2017 academic year.

**Meetings** Please provide information on meetings held in the following tabular format

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 2016-11-29 | All 6 Eboard members | Goals for the upcoming year | Confirm registration with university, come up with longitudinal timeline of all events for the next semester |
| 2017-01-19 | All 6 Eboard members | Albert Ebert Lecture planning and fundraising | Contact speaker, confirm rooms, confirm fundraising logistics |
| 2017-01-25 | All 6 Eboard members | Albert Ebert Lecture planning and plan initiation | Confirm Lecture, Contact the Associate Dean to get the new initiates, make initiation invitations, confirm date of initiation, secure names into national database |
| 2017-04-04 | All 6 Eboard members | Practice and confirm both Albert Ebert Lecture and Initiation | Confirm dates, rooms, people attending |

**Strategic Planning:** What goals were set that relate to the Rho Chi mission?

One of the missions of Rho Chi Society is to recognize scholastic excellence and foster fellowship among members. Therefore, one of our goals was to create a stronger presence of Rho Chi members at school by recognizing members at different organizations, such as the pharmacy student council (PSC). Our chapter wanted to recognize students to encourage their excellent academic achievements. Our chapter also tried to create more awareness of the organization by planning to update the chapter's website continuously and collaborating with other organizations for events. Lastly, our chapter made it a goal to select an Albert Ebert Lecturer who would speak regarding the advancement of pharmacy as a profession.

**Activities**

During the 2016-2017 academic year, the Phi Chapter held 7 total meetings (4/28/2016 and 4/25/2017 not documented above due to space. These were transition meeting between the old and new executive board members). After each meeting, the secretary emailed the minutes to each executive member, advisor, and posted a copy in the shared file. Rho Chi has two representatives that participate on the UIC College of Pharmacy Leadership Development Committee. This is a group in the college that includes faculty representatives from the Office of Student Affairs, Office of Diversity and Inclusion, and Office of Professional Development, as well as student representatives from Rho Chi, Phi Lambda Sigma, and Student Council. The committee planned 1-2 events per month to further the professional development of pharmacy students. Events included mock interviews, guest lecturers, panels about participating in pharmacy conferences, and many more. Students could achieve a leadership certificate at the end of the year if they participated in 4 of the leadership series events, and had outside leadership involvement. Working with this committee allows Rho Chi to gain planning and interpersonal experience with faculty and peers, as well as provide students in the college with opportunities to grow outside of the classroom. One of the most important events hosted by our chapter involved The Albert Ebert Lecture. It was an event that was a part of the Leadership Series Events. On Friday April 14th, 2017, our chapter hosted its 45th Annual Albert Ebert Lecture. The event started with a brunch meet-and-greet session at the College of Pharmacy with the speaker. This year, Mr. Michael A Fotis, a distinguished alumni and Rho Chi member of UIC College of Pharmacy graciously accepted the invitation to speak as the 45th Lecturer. He was a past president of ICHP, and a former clinical pharmacy residency director at Northwestern Memorial Hospital. After brunch, Mr. Fotis shared a topic (“A Time to be Bold”) based on an article he wrote for the President’s Acceptance Speech at ICHP. He encouraged student pharmacists and current pharmacists to challenge themselves and the set boundaries to expand and improve the field of pharmacy. The lecture concluded with a question and answer session to facilitate discussion based on the lecture. Mr. Fotis was honored with the 45th Albert Ebert plaque by the Rho Chi Society’s executive board on behalf of UIC College of Pharmacy. The lecture was open to all health colleges of UIC, including students and faculty members. The Dean of the school and some clinical pharmacists also attended the event. Organization day is an annual fair for students to learn about different organizations within the College of Pharmacy. This year, Rho Chi presented a poster detailing the purpose and mission of Rho Chi. Students were able to learn more about the organization and events such as the leadership series and the annual Albert Ebert Lecture. Students were also given details about a study guide created by a member of Rho Chi that everyone can use to aid in studying for classes. In addition, students had questions regarding how to join the organization. The chapter encouraged students to achieve academic and professional excellence and strive to distinguish themselves among the class. Overall, students walked away with more understanding of what the organization has to offer and how they can be a part of the Phi Chapter.

**Financial Budgeting**

Our budget was determined based on last year's spendings, which was around $6000 total. We tried to stay within this amount to continue the financial wellbeing of the chapter. This goal was discussed with our advisor, who agreed and approved the budget. Our advisor was notified throughout the year regarding the chapter's spendings, and was able to review it before decisions. Most of the finances earned was mainly accrued from the initiation ceremony and dinner from the new initiates. To cover the remaining balance, our chapter hosted 1 churro sale and 3 travel mug sales (both done annually by Rho Chi). In addition, our chapter was able to stay within budget due to generous donations from alumni and faculty members.

**Installation Function**

The purpose of initiation is to recruit eligible members into the Phi Chapter of Rho Chi Society. Initiation took place on April 13th, 2017 at the UIC College of Pharmacy in the auditorium. The executive board (including our advisor), the new initiates, including pharmacy students, graduate students, and professors were in attendance, along with their families and friends. During the ceremony, the new initiates received their certificates and were pinned by professors who are also members of Rho Chi Society. The next executive board was also elected at Initiation. A planned dinner followed the ceremony to celebrate the new initiates and their families and friends.

**Evaluation/Reflection**

We have collaborated with the Leadership Series Events (events hosted by student council and Phi Lambda Sigma) to further students' education beyond the classroom experience, while creating a stronger presence in school. Next academic year, we hope that Rho Chi Society – Phi Chapter will instill a stronger presence at UIC academically throughout the year, instead of just sporadically. This idea mentioned and shared during the transition meeting with the new executive board members, who agreed. This goal could be achieved with an organized tutoring system that lasts throughout the semester. Although our chapter advertised tutoring, it was not implemented well. The next executive board noticed the need for improvement and will be making it as one of their goals. The attendance at these leadership events varied from a few students to many students. Although these events are completely voluntary, the chapter could help advertise them through various social media sites to encourage attendance. In regards to our fundraising events, the churro sale was very successful. Students and faculty both requested for more churro sales so next year, they can be implemented more than once. In addition, both Initiation and The Albert Ebert Lecture were successful. However, one thing our board agreed on was updating the supplies (table cloth, candle) for next year if the budget allows it. Our Albert Ebert Speaker was phenomenal. Mr. Fotis's speech was a perfect lecture that challenged students and faculty about how individuals in the field can further the field of pharmacy. This event was held at the College of Pharmacy, but open to all health colleges in UIC. It was a huge turnout in terms of attendance, and it was great to see members from other colleges.

**Other Information**

UIC College of Pharmacy has two campuses, one in Chicago and one in Rockford. Therefore, when we mention above that we have 6 executive board members, it is because we have a Rockford Liaison that helps bridge the communication between the two campuses regarding Phi Chapter's activities.