

## **Executive Summary**

**Background:** Several studies have researched student performance and satisfaction while being enrolled in a dual PharmD program. It was found that there is often disconnect between pharmacy and graduate schools regarding communication and advising. Students enrolled in a current dual PharmD program could benefit from added mentoring/advising services.

**Current Business:** Currently, SIUE SOP offers four dual degree programs that are offered in coordination with the pharmacy school. Services currently being offered include academic advising for pharmacy curriculum and master's program advising. Students are given one pharmacy advisor and one graduate advisor. There is no program coordinator who acts as a liaison between the different schools.

**Operational Plan:** This position would not add additional personnel to the SOP, instead it will add job duties and responsibilities to a current pharmacy academic advisor within the SOP. The position will be part-time during registration and enrollment and will make up an additional 15% of the current staff's position. No funding for a new location will be necessary and basic office equipment will be needed. Experience with academic advising, registration, and enrollment is preferred when selecting a possible candidate.

**Promotional Strategies:** The program coordinator will promote their position and job by forms of electronic communication such as email, SOP website, and blackboard. The employee will also host informational sessions during common hour at SOP and open-door hours in their office to engage current and future students.

**Financial Analysis:** Based on cost-of-living increase and additional duties added to the employee a salary of \$53,347.51 or higher would be appropriate. Additional expenses include office supplies, technology upgrades, and possible changes in office space to accommodate for the new position.

**Implementation:** This position would be implemented in Fall of 2023 with week 1 of the plan initiating June 1<sup>st</sup>, 2023. This timeline allows the employee to become trained in current academic schedules for dual degrees while also giving them time to set up online information about their new position.

**Exit Strategy:** If the service is abandoned, the employee filling the position will resume their previous job duties prior to taking on the extra program coordinator duties. Office supplies, computer, and office space will remain with the employee as they transition back to their previous role.

**Conclusion:** This business plan should be implemented in Fall of 2023. By creating this position within the SOP it will improve communication and streamline the departments in the school so that it will benefit all students enrolled in the dual PharmD program.