

Continuing Professional Education (CPE) Section Business Meeting
Lonestar Ballroom Salon E, Grand Hyatt, San Antonio, TX
Presiding: Chair Carriann Richey-Smith, PharmD; Butler University
July 10, 2011
2:45PM

30 members needed for a quorum; quorum not met (20 members present).
No action items could be voted on.

1. Approval of minutes
 - a. Changed spelling of name → DiSimone → DeSimone
 - b. Minutes could not be approved because quorum not present
2. Introduction of members
 - a. Members introduced themselves and shared where they practiced.
3. Reports from officers and committees
 - a. Members were given an opportunity to review committee reports and discuss
 - b. Future planning committee
 - i. Presented by Carriann Richey-Smith
 - ii. Strategic plan
 1. Developed because other sections had strategic plans; CPE section did not
 2. Tied into AACP strategic plan
 3. AACP had asked our section if we would be willing to review CE proposals – not comfortable with this yet
 4. Timelines not in the draft strategic plan
 - iii. Section name
 1. Current: Continuing Professional Education
 2. Proposed
 - a. continuing pharmacy education
 - b. continuing professional development
 3. 48% of members in a survey chose CPD – not overwhelming enough to change name at this point
 - iv. Review of strategic plan
 1. Carriann Richey-Smith reviewed mission and first page of plan and asked for questions
 2. Question was asked about the name of the section – Carriann reviewed choices but reminded the members that we did not have a quorum to vote on it
 3. Kathleen McCartney (Action plan 3) asked about sharing CPD plans with stakeholders – who are the stakeholders? Not defined yet. Members who wrote this action plan are not present:
 - a. Options include changing it to “encourage”
 - b. Add the word “voluntarily”
 4. Kristin Janke proposed to add action plan 5 – work with CPD task force within AACP since our mission is the same

5. Goal 2.3: Identify opportunities to collaborate with other sections/sigs to proactively provide CE in up and coming areas --- proposed by Ed DeSimone ---add an action plan 4
 6. Kathleen McCartney: brought up goal 3.1 → what are “opportunities”? change the title about “needs assessment” instead of opportunities
 7. There was debate about general strategic plan vs. whether an operational plan needed. Carriann reminded members that this was meant to be more of a visionary plan to communicate with AACCP. Future chairs/committees will need to implement the plan and add more details such as timelines, etc.
 8. A question arose about attendance to meetings → how do we increase attendance?
 9. It was suggested that current committees should take on the work of the strategic plan: include party responsible, timelines, etc. Kathleen McCartney commented that she agreed this was a start but that this year we can make it more specific this year.
 10. It was suggested too add “increase attendance” to the plan.
 11. Nancy Fjortoft suggested exploring different meeting opportunities where there are critical masses of CPE section members → e.g., ACPE, ASHP meetings, etc.
- v. Review of Standing Rules – presented by Jill Fitzgerald
1. Jill thanked members of committee and explained process.
 2. The committee cleared up language that was unnecessary/inaccurate/outdated in the rules.
 3. One major change included the addition of a Communications Committee.
 4. Reviewed 8.1 – amendments of rules of the section
 - a. 2/3 active members must vote on something for it to pass
 - b. 10% of active membership constitutes a quorum
 - c. The section cannot change the bylaws because a quorum is not present at today’s meeting.
 5. Under the committees listed in 3.6 – the committee changed the wording of some of the committee descriptions to allow for more than two appointed members, so that committee membership could be expanded to additional interested members.
 6. It was recommended to make 8.1B clearer by adding “*Provided a quorum is present*, an affirmative vote of two-thirds of the active members present and voting on the issue is required to effect an amendment of these Standing Rules of Procedure.”
 7. A member suggested that during registration an AACCP staff member could ask CPE members which business meeting they plan to attend (to get a clearer idea of whether quorum will be met at the CPE business meeting).
 8. Some suggestions will be made to the Council of Sections.

4. Other Reports

- a. Council of Sections – Carriann Richey-Smith
 - i. “Works in progress” will no longer be accepted for AACCP poster sessions.
 - ii. CoraLynn Trewet won the new investigator award. Members present congratulated her.
 - iii. There was a discussion of the differences between sections and SIGs.
- b. Association Strategic Plan – Carriann Richey-Smith
 - i. There are tools online from the Association strategic plan.
- c. ACPE Update
 - i. No ACPE staff member available at CPE section meeting.
 - ii. The new CPE Monitor program will be implemented late 2011/early 2012.
5. Old business
 - a. None
6. Comments from candidates for chair elect
 - a. Jacob Gettig and Jill Fitzgerald made comments regarding their candidacy for chair elect.
7. Report from ACPE Commission on CPE
 - a. Kristin Janke sent regards from ACPE in her role as a member of the CPE Commission and made the following announcements.
 - b. Thanked field reviewers – urged people to sign up.
 - c. ACPE is moving at the beginning of August 2011 to a new location.
 - d. The biannual ACPE CPE meeting in Cambridge, MA in September 2011.
 - e. Look for communications from ACPE regarding CPE Monitor.
 - f. CPE section members might see more invitations to get involved with the Alliance for CME.
 - g. ACPE CPD taskforce – some members of CPE section are part of this taskforce
 - h. Reminded members that Wednesday morning at 8AM there will be a session about getting students involved in CPD
 - i. Webpage on ACPE website about CPD has many resources for CPE providers (link added: <http://www.acpe-accredit.org/ceproviders/CPD.asp>).
 - j. A member had a question regarding the need for entering a social security number when signing up for CPE Monitor – is it secure? NABP is responsible for making sure their servers are secure and they assure SSNs are protected. There is a discussion on the ACPE website about the security of this site to which you can direct people with questions.
 - k. Right now CPE Monitor is just designed to track ACPE approved CE – not CME or state approved CE at this point.
8. Installation of new officers
 - a. Carriann installed Kathleen McCartney and Ed DeSimone into the offices of Chair and Chair-Elect, respectively.
 - b. Kathleen McCartney presented a plaque to Carriann Richey-Smith for her service to the CPE section as Chair.
9. Announcements – Carriann Richey-Smith solicited for announcements via email 7/29/11.
 - a. Thank you to Bob Bennett (Purdue University) and Steve Caiola (University of North Carolina) for their many years of service to the CPE section.
 - b. Jason Noel, PharmD, BCPP was promoted to Associate Professor at the University of Maryland School of Pharmacy (submitted 7/29/11 via email).

- c. CoraLynn Trewet, MS, PharmD, BCPS, CDE was promoted to Associate Professor (Clinical) at the University of Iowa and had her second child, Charles (Charlie) Mitchell (submitted 7/29/11 via email).
 - d. Renee Bellanger, PharmD, BCNSP was promoted to Associate Professor with tenure at the University of the Incarnate Word (submitted via email 7/29/11).
 - e. As of July 1, 2011, Marleen Heeg is the new Managing Director of Continuing Education and Professional Development at Purdue University (submitted 8/4/11 via email).
 - f. Cynthia Koh-Knox's title changed to Pharmacy Practice Faculty Liaison to the Office of Continuing Education and Professional Development at Purdue University (submitted 8/4/11 via email).
 - g. Carriann Richey-Smith, PharmD was promoted to Associate Professor with tenure at Butler University (submitted 8/15/11 via email).
10. The CPE section business meeting adjourned at 4:11PM.

Attendees

1. Sean Bates – Virginia Commonwealth University
2. Jennifer Bosworth – The University of Texas at Austin
3. Dean Collier – University of Nebraska Medical Center
4. Edward DeSimone – Creighton University
5. Jill Fitzgerald – University of Connecticut
6. Nancy Fjortoft – Midwestern University – Chicago
7. David Fuentes – Roosevelt University
8. Jacob Gettig – Midwestern University – Chicago
9. Jan Hastings – University of Arkansas for Medical Sciences
10. Kristin Janke – University of Minnesota
11. Barbara Jolly – Sullivan University
12. Michael Kendrach – Samford University
13. Tina Christi Lopez – University of the Incarnate Word
14. Kathleen McCartney – University of Colorado
15. Elizabeth Pitman – University of Houston
16. Carriann Richey – Butler University
17. Virginia Scott – West Virginia University
18. CoraLynn Trewet – The University of Iowa
19. Trina von Waldner – The University of Georgia
20. Art Wharton – University of Florida