American Association of Colleges of Pharmacy  
Annual Meeting 2013  
Continuing Professional Education Section  

Business Meeting  
Sunday, July 14, 2013  
2:45 pm – 4:15 pm  
East Tower: Columbus Hall I-L, Gold Level

28 members present (4 did not sign attendance sheet); 35 needed for quorum; quorum not met

1. Call to order – Ed DeSimone, Chair, called the meeting to order.

2. Approval of minutes – Minutes from the 2012 Annual Meeting could not be approved due to lack of quorum. The draft of the 2012 CPE Section business meeting minutes is currently posted on the AACP website for review.

3. Remarks and recommendations of the Chair, Ed DeSimone – Ed DeSimone commented that there were 7 committees with 36 volunteers working on different charges. He discussed membership within the section and the misunderstanding that members may have when they sign up to the Section. The large membership stifles the ability of the Section to operate because many of the members are not present for meetings to make quorum. Committee reports are due to the Secretary July 31, 2013.

4. Report of the Secretary, Jacob Gettig – Jacob Gettig reported that membership increased from 232 in 2012 to 359 members in 2013. He reported that a draft of the 2012 meeting minutes is available on the AACP website for review.

5. Committee reports  
   a. Program Committee, Jill Fitzgerald, Chair – Jill Fitzgerald reported that two programs were planned for the 2013 AACP Annual Meeting. One program was adopted as a special session that had been submitted to AACP, and the other was an idea developed by members of the Program Committee. Jill thanked the committee members for their service and reminded everyone that the next educational session sponsored by the Section will be tomorrow (July 14, 2013) at 8AM.
   b. Awards Committee, Sean Bates, Chair – Sean Bates reported that the Awards Committee would like the Section to consider two additional awards. The two awards would be the “Innovations in CPE” award and the “Scholarship in CPE” award. Sean asked the members to vote in favor of moving forward with the proposed awards, so the committee can continue to write selection criteria for the awards. Due to lack of quorum, no vote could be taken at the meeting. Sean reported that no Blockstein Award was awarded this year.
   c. Scholarship Committee, Nancy Fjortoft, Chair – Nancy Fjortoft first thanked her committee members for their services. She reported that the committee had two charges. There was no action on first charge because no new investigator award proposals were submitted to the CPE Section this year. Regarding the second charge, the committee reviewed a total 16 abstracts through the use of two teams of reviewers
(3 members on each team). Fourteen of the 16 abstracts were accepted for presentation at the 2013 Annual Meeting. Nancy submitted a hardcopy of her report to the Secretary.

d. Membership Committee, Cindi Koh-Knox, Chair – Cindi Koh-Knox reported that she submitted her report to the Secretary in September 2012. She was charged with reviewing the membership of the Section and the strategic plan to see if they could investigate membership. AACP membership does not distinguish primary from secondary section selections, which may help address issues with meeting quorum. Cindi suggested surveying other sections to determine how they are dealing with dual section memberships affecting quorum. One member asked whether AACP can give us a list of primary and secondary membership and perhaps we revise our standing rules to only include primary section membership as counting toward quorum. Another member suggested we may want to pursue guidance from the Council of Sections.

e. Strategic Planning Committee, Ginger Scott, Chair – Ed DeSimone presented on behalf of Ginger Scott. The strategic plan includes 26 action plans under 3 overarching goals. One of the critical issues the committee still needs to discuss is a possible name change for the Section, which will be discussed further today.

f. Nominating Committee, Kathy McCartney, Chair - Kathy McCartney thanked her committee members for their service. She reported that last year, the Section had two candidates for the next Chair: Coralynn Trewet and Jacob Gettig. Coralynn won the election in the fall, but since has left academia. After she confirmed Jacob was still interested in the position, a special election was held and Jacob won the position of Chair. There are two candidates for this year’s election for Chair: Trina van Walder and Tim Welty. There will be no election for Secretary in 2013.

g. Resolutions/Standing Rules Committee, Jacob Gettig, Chair – Jacob Gettig thanked his committee members for their service. The committee met and discussed a contingency plan for chair elect designate to be added to the standing rules. The proposed addition to the standing rules states that if the chair-elect designate resigns, the Nominations Committee will seek at least two candidates for a special election to replace the chair-elect designate. Some members discussed about whether the chair-elect designate position should be offered to the previous contestant first, and if the contestant agreed, then no election would be held. However, if the contestant did not agree to run, then a special election would be held for chair-elect designate. Jacob commented that we will need to crosscheck this with Council of Sections bylaws to make sure a special election does not need to be held. Suggestions for revising the standing rules will be sent back to 2013-2014 Resolutions and Standing Rules committee for possible draft revisions, which will need be voted on by committee and eventually the membership of the Section. Jacob reported that the committee also re-added description of the Scholarship Committee and added the Communications Committee to the standing rules. The committee also voted to remove the slash (/) from name of the committee, so the name of the committee would be the Resolutions and Standing Rules Committee.

6. Receipt of resolutions and amendments from the floor
   a. A recommendation was submitted by the Awards Committee to add two new awards into Awards Committee description in the Standing Rules.

7. Update from ACPE – Jennifer Baumgartner – Jennifer Baumgartner thanked the Section for the opportunity to provide an update on behalf of ACPE. ACPE currently has 350 accredited
providers of CE. It gets about 3-7 applications to be providers for each cycle. There is a 20% split between colleges, health systems, medical education companies, professional organizations and publishers/governmental agencies. She reviewed numbers from last accreditation cycle. ACPE has an assessment group that is looking at how providers are performing with accreditation. About 15% of providers get 6 year accreditation terms with no reporting, 50% get 6 year terms with reporting and about one third get one year terms. The team is trying to look at ways to decrease the number of one year accreditation cycles granted.

There are currently 9 jointly accredited providers. Joint accreditation requires accreditation with pharmacy and medicine or nursing. Activities should be planned to provide interprofessional learning. There has been an increase in the number of joint accreditation applications: there were 5 applications this fall and 4 planned for next spring.

ACPE is also working on CPE Monitor issues. Use of CPE monitor has been required since January 2013. 250,000 pharmacists have registered for myCPE, so there are approximately 50,000 pharmacists who have not registered for myCPE yet. ACPE has had to reach out to about 40% of providers because no information had been uploaded to CPE monitor. ACPE is encouraging providers to tell participants when they should expect their statements of credit in CPE monitor. ACPE gives providers 60 days to upload the spreadsheet with program information to CPE monitor. The 60 days is a soft deadline at this point, but providers would still have access to submit information past 60 days. There was some discussion about the 60 day limit – Jennifer clarified that it’s 60 days from the date of the activity when the CPE upload is required.

The CPE Commission (CPEC) has been discussing looking at standards, length of terms, and accreditation with commendation (like medicine). There are four new members including two members who were present at the business meeting, Anita Young and Kathy McCartney. Tim Welty, who was also present, is the chair of the CPE Commission. Kristen Janke will be leaving the Commission. Tim Welty mentioned that CPEC is looking at the possibility of scheduling CE accreditation standards revisions and holding a stakeholders conference. CPEC has been working with the Alliance to draft recommended competencies for CE administrators. These will be rolled out by ACPE once they are determined by Alliance, probably within the next year.

Jennifer also reminded members that the biannual ACPE CE conference will be October 1-4 in Minneapolis, MN. There will be two pre-conference sessions: one is an Administrators Workshop, the other is a CPD workshop. The agenda for the meeting is available online. This will likely be the last live ACPE CE standalone conference. She continued to remind members that Administrator Workshops are available throughout the year. In addition, there are 8 webinars related to standards and one on Policies and Procedures. The cost for most modules is $50 and $100 for 2 of the modules. ACPE is also seeking field reviewers and members interested in participating in the CPD taskforce. ACPE is at Booth 221 in the exhibit hall at this meeting.

8. Other
   a. Ed DeSimone commented that having joint accreditation has expanded interest in CE programs. Participation from health systems has multiplied and Creighton has made more revenue.
9. Announcements
   a. Ed DeSimone mentioned that the rigor of abstract review was discussed at Council of Sections.
   b. Cindi Koh-Knox mentioned that she was on the Council of Sections Programming Committee and reminded members that there are now mini-sessions and different schedules for roundtables that may be of interest. CPE Section posters will be presented during the Monday 9AM poster session.
   c. Jill Fitzgerald mentioned that there will be an international CE conference in Florida in June 2014. She distributed out a postcard with more information.
   d. Kathy McCartney distributed information about a research project she’s conducting and asked for assistance from members.

10. New business
    a. Kathy McCartney presented the slate of candidates for Chair-elect. There were no nominees from the floor. Trina van Walder and Tim Welty both gave statements about their candidacy for Chair-elect. There will be no election for Secretary this year.
    b. Installation of new officers – Kathy McCartney installed Jill Fitzgerald as Chair, Jacob Gettig as Chair-elect and Ruth Bruskiewitz as Secretary of the CPE Section.
    c. Kathy McCartney presented Ed DeSimone a plaque for his service as Chair of the Section.

11. Statement from incoming Chair, Jill Fitzgerald – Jill Fitzgerald thanked Section members and expressed excitement about working with everyone in the upcoming year. She reminded members that she emailed them to ask for volunteers for committees. She has put together an initial list of committee members but distributed the list to members present at the meeting to solicit additional members, if interested.

12. Adjournment – Jill Fitzgerald adjourned the meeting.
Attendees

1. Sean Bates – Virginia Commonwealth University
2. Glen Baumgart – The University of Texas at Austin
3. Jennifer Baumgartner – ACPE
4. Ruth Bruskiewitz – University of Wisconsin-Madison
5. Edward DeSimone – Creighton University
6. Jill Fitzgerald – University of Connecticut
7. Nancy Fjortoft – Midwestern University/Downers Grove
8. Jacob Gettig – Midwestern University/Downers Grove
9. Marlene Heeg – Purdue University
10. Kristen Helms – Auburn University
11. Tracy S. Hunter – Wingate University School of Pharmacy
12. Erika Kleppinger – Auburn University
13. Cynthia Koh-Knox – Purdue University
14. Kathleen McCartney – University of Colorado
15. Amanda Perry – University of Arkansas for Medical Sciences
16. Elizabeth Pitman – University of Houston
17. Carriann Richey-Smith – Butler University
18. Kathy Schott – Drake University
19. Virginia Scott – West Virginia University
20. Hoai-An Truong – University of Maryland – Eastern Shore
21. Trina von Waldner – The University of Georgia
22. Tim Welty – Drake University
23. Kate Wheeler – University of Connecticut
24. Anita Young – Northeastern University