American Association of Colleges of Pharmacy

Minutes of Student Services Personnel Special Interest Group (SIG) Meeting

Monday, July 13, 2015

National Harbor, Maryland

In attendance: Wendy Cox, Heather Petrelli, Susan Gardner, Josh Spooner, Jeremy Hughes, Cindy Watchmaker, Jennifer Williams, Susan Grace, Kelly Shields, Karen Kopacek, Cherokee Layson-Wolf, Michael Lee, Randall Schexnayder, Steve Ellis, Katie McClendon, Jonathan Parker, Renae Chesnut, Janene Winnike, Nancy Clintron, Joe Bonnarens, Krystal McCutchen, Donald Godwin, Nicole Keenan, Stacy Taylor, Susan Grace, Brad Wingo, Tom Robertson, Jordana Berry, Michael Lee, Laura Ward, Catherine Jarvis.

I. Call to order

The meeting was called to order at 5:20 pm by Wendy Cox, Chair.

II. Approval of Past Meeting Minutes

The minutes of the July 29, 2014 were approved without revision.

III. Remarks and recommendations of the Chair

Wendy welcomed the membership to the meeting. Wendy noted that this year was a planning year for the SIG.

IV. Old Business

a. SIG Bylaws

Wendy noted that this SIG did not have any bylaws or standard operating procedures. Jonathan Parker, Susan Gardner, Nazach Rodriguez-Snapp, and Renee DeHart worked with Heather Petrelli and Wendy on the development of draft bylaws. Attendees broke into teams of five for 15 minutes in order to review the draft bylaws and reviewed the draft bylaws. Wendy asked for the comments from the groups to be e-mailed to her; the comments would be compiled and sent out to the SIG for additional comments and further revision. Wendy and Heather facilitated discussion amongst the groups and answered questions during this 15 minute period.

V. New Business

Heather spoke to the attendees about the ongoing efforts on collaborative admissions. She encouraged membership to attend tomorrow’s programming to provide feedback upon the proposed collaborative admissions recommendations. Renae Chesnut asked if the Department of Education might get involved in response to applicant complaints if the association failed to do anything; Heather noted that she did not recall that being a consideration. Renae shared that she believed that the association runs a risk if it failed to act. Heather asked for the members of the taskforce on admissions to identify themselves. Janeen Winnike shared that some of the data to be shared at tomorrow’s programming indicate that the dollar value of the deposit amount does not seem to influence the number of individuals walking away from the deposit.

Cynthia Watchmaker reminded the attendees that the purpose of the white paper was to provide broad strokes on admissions practices.

Renae provided an update on the Section on Administrative Services, providing a review of the impetus for forming the new section and the steps taken at the association for the approval of a new section. The
section has been in operation for one year, with new officers elected and programming held at the current meeting (with posters peer-reviewed by section membership for the first time). Renae noted that there are currently 179 members in the section, and that work continues with the meeting schedulers to attempt to prevent timing conflicts between the section and the several SIGs who have large number of members in the section. She thanked the members who attended yesterday’s section business meeting.

VI. Call for Committee Volunteers

Wendy noted that the bylaws needed to be approved before committee membership could be filled. A request for volunteers to serve upon the three committees (program, nominations, communications) was distributed to attendees; those with interest in more than two committees were asked to rank-order their interest. These forms were collected at the close of the business meeting.

VII. Instillation of New Officers

The SIG Officers for 2015-2016 were installed by outgoing Immediate Past Chair Josh Spooner
- Chair-Elect: Susan Gardner
- Chair: Heather Petrelli
- Immediate Past Chair: Wendy Cox

Wendy received a framed plaque in recognition of her service to the SIG.

VIII. Comments of the Incoming Chair

Noting the wealth of professional development opportunities available, Heather made a request to attendees for ideas for the SIG to consider working on for upcoming year. Heather stated that there would be continued development of the SIGs bylaws and operating procedures.

Heather noted that this SIG has 389 members listed within the AACP roster, but only 28 members (7%) were currently in attendance. She spoke about AACP Board of Directors concerns about the number of SIGs in operation, and wondered if one or more SIGs might be dissolved in the future. While this SIG has robust membership numbers, the SIG needs to be active over the upcoming year. A variety of ideas were discussed, including (a) the listserv should be utilized for things other than seeking assistance during crises; (b) Student affairs is a discipline; we need to help our administrators and faculty understand what we do, and a White Paper on Student Affairs may be of benefit; (c) webinars (two per semester) could utilize the wealth of knowledge within the SIG; (d) virtual SIG meetings can be held during the semesters- we need not wait until the Annual Meeting for formal meetings or interim meetings for informal ones.

A Qualtrics survey will be going out to membership within next two weeks.

IX. Closing Remarks and Adjournment

A request was made from Randall Schexnayder for the SIG to consider collaborating with leadership SIG, noting the synergy and collaborative opportunities between these two SIGs. Several attendees endorsed this idea.

Meeting adjourned at 6:15pm.