

ACCP Laboratory SIG Business Meeting Minutes
Monday July 11, 2011

The LabSIG Business meeting was held on Monday, July 11, 2011 in San Antonio, TX with 61 members present. The meeting was called to order by Chair Jeff Reist at 5:15pm.

- I. Dana Hammer requested participation in completion of a survey regarding staffing and workloads for lab teaching. She will be sharing aggregate, de-identified results with the LabSIG after data collection is complete.
- II. The minutes from the 2010 LabSIG Business Meeting were presented and approved as posted on the ACCP LabSIG website.
- III. Standing and Ad Hoc Committee Reports
 - a. Programming Committee (Jeanne Frenzel)
 - i. LabSIG programming ideas for the 2011 Annual Meeting were solicited in January 2011 via Survey Monkey tool and members voted on topics of interest
 - ii. Educational activities for 2011 were introduced (roundtables immediately following business meeting on 7/11; LabSIG Special Session "Innovations in the Pharmacy Skills Laboratory" on 7/12 at 8:00am)
 - iii. Members should submit programming topics of interest for the 2012 Annual Meeting to the incoming Chair-Elect (Michael Neville; mneville@rx.uga.edu) throughout the year
 - b. Nominations Committee (Karen Kopacek)
 - i. In June 2011, nominations were solicited for offices of LabSIG Chair-Elect and Secretary. The bios of four candidates for Chair-Elect and one candidate for Secretary were presented to the SIG via listserv prior to the Annual Meeting.
 - ii. Election of officers: Members voted to elect officers of the LabSIG *electronically* in the spring of each year, prior to future Annual Meetings.

Changes to nominations and balloting procedures are as follows:

Nominations:

"Prior to publication of the spring newsletter, the Chair of the Nominations Committee shall submit to the LabSIG Chair the names of at least one candidate for each open office. A biographical sketch of each candidate will be sent via email to members of the LabSIG prior to the annual meeting."

Balloting:

"Balloting will be conducted in the spring of each year. Ballots with voting instructions will be sent via email to members of the LabSIG. Votes shall be returned to the Chair of the Nominations Committee.

A simple majority of the ballots cast is required for election. Election results shall be forwarded to the LabSIG Chair and ACCP by the Chair of the Nominations Committee. The LabSIG Chair shall communicate to each candidate the results of the election.

New officers will be duly installed by the outgoing Chair at the annual business meeting of the LabSIG.”

- c. Membership Committee (Lisa Dinkins)
 - i. No new business
- IV. Unfinished Business
- a. Proposal to request change in Laboratory Instructors SIG to Academic Section (Karen Kopacek)
 - i. Two-page handout provided to members present, outlining a proposal for action and anticipated pro's and con's of changing the LabSIG to a Section
 - ii. Con's discussed by members included:
 - 1. Members of AACP can actively participate and vote in a maximum of 2 Sections. Participation and voting in SIG's is unlimited.
 - 2. Section business meetings and special interest sessions are often scheduled at overlapping times at the Annual Meeting, which may limit participation in Laboratory Instructors activities as many LabSIG members are currently participating in at least one Section.
 - iii. Pro's discussed by members included:
 - 1. Increased opportunities for advocacy via participation in Council of Sections and working with AACP "thought leaders"
 - 2. Increased programming opportunities at Annual Meetings
 - iv. Members voted to move forward with an application to become an Academic Section, based on increased opportunities for advocacy/ representation in the Council of Sections
 - 1. Ad Hoc committee will be formed to update and elaborate on Laboratory Instructors mission statement to better represent the purpose, scope, and diversity of our group of educators. Committee will also consider re-naming the group to focus more on *what* is being taught, rather than *who* is teaching it. Committee will present materials to LabSIG members for a vote via email.
 - 2. Application for change to Academic Section will be submitted to Board of Directors by October 1, 2011 for discussion during Fall 2011 BOD meeting.
 - b. Use of simulation in lab counting as IPPE
 - i. Members voiced that this is no longer a topic of interest for future educational sessions.
 - c. Promotion/ mentoring as a future program or panel
 - i. Members stated that this is still a topic of interest for future educational sessions.
- V. New Business
- a. Nominations and election of new officers (Karen Kopacek)
 - i. Chair Elect (one year term)
 - 1. Candidates
 - a. Jeannine Conway (University of Minnesota)
 - b. Erika Kleppinger (Auburn University)
 - c. Mikael Jones (University of Kentucky)
 - d. Michael Neville (University of Georgia)
 - ii. Secretary (two year term)

1. Candidate: Deborah Sturpe (University of Maryland)
 - b. Solicitation of educational programming ideas for 2012 Annual Meeting (Jeff Reist)
 - i. Programming targeted toward new laboratory instructors
 - ii. Student assessment
- VI. Installation of officers (Jeff Reist)
 - a. Michael Neville, Chair-Elect
 - b. Jeanne Frenzel, Chair
 - c. Deborah Sturpe, Secretary
- VII. Roundtable Discussions
 - a. Contract Grading (Jeannine Conway)
 - b. Supportive Personnel (Jane Krause and Christine R. Birnie)
 - c. Student Remediation (Erika Kleppinger and Elizabeth Skoy)
 - d. Innovative Teaching and Learning Strategies for the Top 200 Medications (Krista Salazar and Michelle L. Hilaire)
- VIII. Meeting was adjourned by Chair Jeanne Frenzel at 6:30 pm