

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
2007 COUNCIL OF FACULTIES ADMINISTRATIVE BOARD/ASCC MEETING
Lake Buena Vista, Florida
July 14, 2007**

Call to Order

Chair Kenneth Skau (Cincinnati) called the joint Council of Faculties (COF) Administrative Board and Academic Sections Coordinating Committee (ASCC) meeting to order at 3:30 pm in Asbury C of Disney's Yacht and Beach Club Resort, Lake Buena Vista, Florida, on Saturday, July 14, 2007.

Introductions and Comments

Chair Skau began by welcoming everyone and having those present introduce themselves.

Other members of the COF Administrative Board present included Brian L. Crabtree (Mississippi), Rodney A. Carter (Minnesota), Marie A. Chisholm (Arizona), Julie Szilagyi (Houston), David Zgarrick (Drake), and Virginia "Ginger" Scott (West Virginia). Members of the ASCC who were present included Elmer Gentry (Midwestern), Geraldine Wanserski (Wisconsin), Daniel Brazeau (Buffalo), Cynthia Koh-Knox (Purdue), Sharon Giovenale (Connecticut), Paul Jungnickel (Auburn), Jean Carter (Montana), Nita Pandit (Drake), and Karin Farris (Iowa). Other members included Abby Kahaleh (LECOM-Erie), John Pieper (New Mexico), and Stuart Feldman (Touro-NY). AACP staff members present were Melinda Colón, Cecilia Plaza, and Arlene Flynn.

Chair Skau reminded the group about the COF business meeting on Monday from 10:00 to 12:00, and Chairs Skau and Scott thanked the AACP staff for their support and Chair Scott thanked Chair Skau for all his efforts.

Report of the Secretary

Marie Chisholm reported that the minutes of the 2007 COF/ASCC meeting held in Arlington, Virginia on February 4, 2007 were distributed electronically and are available on the AACP website. The minutes were received and approved.

Key Outcomes from 2006-2007 COF Committees/Review of COF Business Meeting

Chair Skau briefly reviewed the charges and progress made by the key committees and task forces. These reports are posted on the AACP website and are available electronically. Many of these committees planned to report at the COF Business Meeting. Chair Skau indicated that this year we will be reordering reports for the business meeting, as incoming Chairs will report their thoughts and plans for the upcoming year. Also, all committee Chairs will be limited to 5 minutes for their report except for those reports that require an action item.

Debrief Poster Abstracts Review Process

Chair Ginger Scott reviewed the abstract review process for posters to the Annual Meeting. A handout listing the posters reviewed at the section level and ASCC level for the last four years was attached to the meeting agenda and distributed electronically. Of the 314 abstracts submitted,

262 were accepted and 47 were rejected (about 83% acceptance rate). Over the last 2-3 years, we have worked to try to better define the abstract review process and we are getting closer to addressing those goals. David Zgarrick indicated that he would review the feedback concerning the abstracts this year, seek input, and communicate this to the group. Additionally, Chair Skau suggested that each section discuss this at their meetings.

2007 Teachers Seminar Debrief

Chair Scott reported that the 2007 Teachers Seminar, which had just concluded, had 280 attendees, with 30 people registered for the seminar on site. The seminar's theme was developing and enhancing skills to optimize student learning outcomes, and the keynote speaker was Clyde Herreid. Chair Scott said that she received really good comments concerning the Teachers Seminar. This year a section for basic scientists was added and it was well received.

Both Chair Scott and Cecilia indicated that they needed to identify topics for the Teachers Seminar earlier. Chair Scott and David Zgarrick requested that sections discuss potential topics for the Teachers Seminars and provide topic suggestions to David. David discussed the process of selecting teaching topics. Chair Scott asked for feedback on the closing session of the teaching seminar which involved uniting the group back together. The group indicated that they thought the closing session was well received and suggested continuing that format in the future.

A discussion of how best to integrate the Wal-Mart scholars in the Teaching Seminar (particularly the breakout sessions) occurred.

Other Old Business

No other Old Business was reported.

New Business

- 1. Update on Proposed Governance Structure Changes.** John Pieper reported the charges of the group. The preliminary report has been disseminated. There are 3 recommendations : (1) implement a Council of Sections that will replace the ASCC; (2) change the nomenclature that we call SIG into Special Interest Learning Communities (SILCs); and (3) create a policy forum within the Council of Faculties and Council of Deans. The topic of open membership will also be introduced as a discussion. Chair Skau indicated that AACP will have its first treasurer, Keith Herist, and the first Speaker of the House position will be elected. Chair Skau encouraged the group to discuss the updated governance structure within each of the sections.
- 2. New Investigators Program.** Chair Scott asked that the new chairs start to identify people who can be reviewers for the NIP. David Zgarrick asked that we make submissions online as this could help facilitate the review process. Discussion concerning this request was presented and the possibility will be investigated.
- 3. Develop Guidelines/Criteria for the Selection of Roundtable Facilitators.** Chair Scott reported that one of the tasks for ASCC is to identify topics for the roundtable discussions. Over 125 people responded to be facilitators for about 40 roundtables. Chair Scott wanted us to consider developing criteria for selecting roundtable topics and facilitators. Additionally, Chair Scott thanked all the section chairs for their cooperation.

4. **Joint Discussion of 2007/08 COF and Section Goals.** Brian Crabtree (Mississippi), David Zgarrick (Drake), Daniel Brazeau (Buffalo), Elmer Gentry (Midwestern), Cynthia Koh-Knox (Purdue), Sharon Giovenale (Connecticut), Paul Jungnickel (Auburn), and Abby Kahaleh (LECOM-Erie) stated that their section goals will be presented at the Council meeting on Monday.
5. **Section Submission Process-** Melinda Colón stated that the special sessions will be due on December 12, 2007, and Section Programming will be due on January 16, 2008. This will give the sessions the opportunity to collaborate with special sessions submitters.

Adjournment

Chair Skau thanked everyone for their efforts during the past year and adjourned the meeting at 5:40 PM).

Respectfully submitted,
Marie Chisholm, COF Secretary