

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY  
2008 COUNCIL OF FACULTIES ADMINISTRATIVE BOARD  
Chicago, Illinois  
July 19, 2008**

**Call to Order**

Chair Brian Crabtree (Mississippi) called the Council of Faculties (COF) Administrative Board Meeting to order at 3:39 pm in the Colorado Room of the Sheraton Chicago Hotel and Towers, Chicago, Illinois, on Saturday, July 19, 2008.

**Introductions and Comments**

Chair Crabtree began by welcoming everyone and introducing other members of the COF Administrative Board including Marie Chisholm-Burns (Secretary; Arizona), Gary Matzke (Chair-elect designate; Virginia Commonwealth), Julianna Szilagy (Chair-elect; Houston), and Kenneth Skau (Immediate Past Chair; Cincinnati). The AACP staff member present was Cecilia Plaza.

Chair Crabtree stated that all Task Forces and Committees except one have presented interim progress reports and that the reports will be presented at the COF Business Meeting on July 21<sup>st</sup>.

**Report of the Secretary**

Marie Chisholm-Burns reported that the minutes of the 2008 COF/ASCC Administrative Board Meeting held in Arlington, Virginia on February 3, 2008 were distributed electronically and are available on the AACP website. The minutes were received and approved.

**Key Outcomes from 2007-08 COF Committees/Review of COF Business Meeting**

Chair Crabtree reported key findings from reports which are going to be presented at the Business Meeting including:

A. Report of the Resolutions and Standing Rules Committee: Before reviewing the report, Chair Crabtree requested policy clarification as to whether we require COF approval or House of Delegates approval concerning bylaw issues. He also stated that if COF vote is needed, we will need to have a two-thirds approval, and requested that the Administrative Board consider the following: if it is clear that a 'voice' vote of "yea" is sufficient, then an actual count need not be required – however, if there is a substantial "nay" vote, then an actual vote should occur. Everyone agreed. Chair Crabtree indicated that the COF Chair (on behalf of the COF Board) should offer suggestions to the AACP President-Elect about membership on standing committees. It was suggested that Chair-elect Szilagy establish a relationship with the President-elect regarding this. Discussion around this topic occurred, and Dr. Plaza indicated that many things are considered when selecting committee members, including diversity of geography, mission, and discipline.

Highlights of this committee: (a) concerning the resolution to suspend the IPPE time requirement for IPPE - this resolution was passed by COF and COD, and Executive Vice President Maine sent

a letter to ACPE; and (b) to stimulate resolutions, it will be suggested that twice a year an email should be sent out to the COF.

B. Report of the Task Force on Healthy Students Program: (a) a toolkit was compiled for teaching, learning, and assessment in public health, disease prevention, and health promotion (a beta-test to make sure the website is working should occur); (b) the AACP Program Committee has selected public health, wellness, and prevention as the school poster theme for the 2008 Annual Meeting; and (c) the Task Force is presenting a special session, *Providing Public Health Education on Campus: Opportunities for Pharmacy*, at the 2008 Annual Meeting.

C. Report of the Task Force on Interprofessional Education: Charges of the Task Force are fulfilled except for completing a White Paper. Work on the White Paper is ongoing.

D. Report of the Task Force on National Patient Safety Goals (Medication Safety): The Task Force has focused on 3 areas – scholarship of medication safety, curricular content in medication safety, and medication safety awareness.

E. Report of the Task Force on Pharmaceutical Science and Research Education: This Task Force will continue, and specific expectations of the Task Force should be discussed with the Task Force co-chairs.

F. Report of the Nominations Committee: Skau stated that he would like to see more nominations for Secretary and Chair, and indicated that the following individuals are the nominees for the 3-year position of Chair-Elect, Chair, Immediate Past Chair beginning at the end of the 2009 AACP Annual Meeting: John Bosso, PharmD (South Carolina College of Pharmacy), and Robert Thomas, PharmD (Florida A&M University). Skau also reported that the following individuals are the nominees for the 3-year position of Secretary beginning at the end of the 2009 AACP Annual Meeting: Dana Hammer, PhD (University of Washington), and Steven Scott, PharmD (Purdue University).

G. Report of the Faculty Affairs Committee: This is a standing committee that is COF only and not a joint committee with COD. Three emerging issues were identified that are most likely to impact Schools/Colleges of Pharmacy – faculty salaries, availability of experiential sites, and impact of accreditation standards.

H. The COD/COF Task Force on Faculty Workforce did not submit a report.

### **Other Old Business**

None.

### **New Business**

A. Discussion Topics of 2008/09 COF Goals. Chair-elect Szilagyi reported that she will reintroduce the role of committees and their purpose/charges. A few key issues for Chair-elect Szilagyi include: (1) identifying Faculty Affairs Committee recommendations for solutions to the three issues identified in the preceding section; (2) regarding the Task Force on Pharmaceutical Science and Research Education, it is essential to prioritize key issues of the Task Force and request more concrete recommendations from the Task Force (e.g., specific recommendations as to how to get students more involved in research); (3) revisiting the COD/COF Task Force on Faculty Workforce;

(4) establishing a task force for recognizing/rewarding excellence in teaching that will possibly create a toolkit – specifically, this committee will identify faculty development resources for the scholarship of assessment, learning, and teaching (SALT); and (5) discussing a timeline.

B. Other New Business. None.

The Board recognized the outstanding job that Brian Crabtree has done as Chair.

### **Adjournment**

Chair Crabtree thanked everyone for their efforts during the past year and adjourned the meeting at 5:09 PM.

Respectfully submitted,  
Marie Chisholm-Burns, COF Secretary