

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY  
2008 COUNCIL OF FACULTIES ADMINISTRATIVE BOARD  
Arlington, Virginia  
February 3, 2008**

Call to Order

Chair Crabtree (Mississippi) called the COF Administrative Board meeting to order at 7:45AM in the Manassas Room at the Crystal Gateway Marriott, Arlington, Virginia on Sunday, February 3, 2008.

Present: Brian L Crabtree, Julianna E. Szilagyi (Chair-Elect; Houston), Kenneth Skau (Immediate Past Chair; Cincinnati), Marie Chisholm (Secretary; Arizona), and Cecilia M. Plaza (AACP)

Chair Crabtree indicated that the purposes of meeting were to: (1) brainstorm different ideas for the group; (2) help him with his remaining time as Chair; and (3) help Chair-Elect Szilagyi develop a plan for her tenure as Chair.

Chair Crabtree indicated that Immediate Past Chair Skau counseled him regarding the stamp he wanted to have on the Council as Chair and how to let that stamp be a guiding principle for plans for the Council (keeping in mind that plans should be consistent with the strategic plan of the organization). Chair Crabtree also indicated that the strategic planning meeting was the one meeting that most informed the development of his plans for the Council. Some issues that are currently being discussed include:

- 1) Needs assessment for criminal background checks for students, when to do them, etc.
- 2) Getting members on the COF listserv and making sure members understand that they must opt-in to be on the listserv.
- 3) Development of a Department Chair's manual – Chair Crabtree has a multidisciplinary editorial board working on this which includes Marie Smith (Connecticut), Ralph Altieri (Colorado), and Nick Popovich (UIC). Chair Crabtree is working to develop a sample chapter and to get feedback on that chapter from the editors. He will send out a call for suggested chapters.
- 4) Wal-Mart Scholars reception – this is a COF initiative.
- 5) There are currently 3 or 4 standing committees and a couple of ad-hoc task forces. Chair Crabtree described his leadership style with the committees including creating and articulating a vision at the beginning of the year, soliciting volunteers, appointing committee members, initiating charges in August, getting mid-point reports, etc.

Chair Crabtree elicited feedback as to the appropriate role of the Chair in making sure the committees/task forces set timetables and meets their charges, have periodic checkpoints, and submit interim reports to be reviewed by the Administrative Board at the Interim Meeting (the Administrative Board will then provide feedback to the committee/task force).

Chair-Elect Szilagyi briefly discussed some of her preliminary plans and asked for suggestions. She indicated that she would like to keep the pharmaceutical science and research education committee going.

Chair Crabtree briefly described the current work of some of the key existing committees and task forces. It was suggested that committees and task forces make suggestions of charges or items for future work of that committee/task force.

We concluded the meeting with a brief brainstorming discussion about possible items that Chair-Elect Szilagyi may want to consider during her tenure as Chair including: (1) teaching and service are not given the same weight as scholarship/research in reward systems (Chair Crabtree referred the group to his Viewpoint in AJPE); and (2) metrics of good teaching.

It was suggested that we have regular COF Administrative Board meetings.

Meeting was adjourned at 8:25am.