

**AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
2011 COUNCIL OF FACULTIES BUSINESS MEETING**

Lone Star Ballroom, Salons A/B, Second Floor
Grand Hyatt San Antonio ~ San Antonio, TX

Monday, July 11, 2011

1:30 p.m. – 3:15 p.m.

MINUTES

Call to Order

Chair John Bosso (South Carolina-MUSC) called the Council of Faculties (COF) Business Meeting to order at 1:30 pm in the Lone Star Ballrooms A/B, Second Floor, Grand Hyatt, San Antonio, TX, Monday, July 11, 2011.

Introductions and Comments

Chair Bosso began by welcoming everyone and introducing himself. Vincent Lau, new AACP Chief Science Officer (CSO) introduced himself and thanked AACP staff Rosalie Sagraves and former AACP staff Ken Miller for their previous work in the area of Research and Graduate Affairs. In his capacity as CSO he will guide the development of programs in the areas of Research and Graduate Affairs for all disciplines – his charge is very broad. He noted that the major threat to the academy is lack of resources – human and fiscal. How do we meet this challenge and maintain high quality? His theme is “reach up” – to help us achieve our potential. He wants to develop a portal system to increase networking among members and sharing of ideas. Networking may help new faculty to be more successful. He would like to develop a cadre of mentors to facilitate the networking. The network could become international in scope. He would also like to create a research fellowship for faculty.

Chair Report

Chair Bosso noted that his report is really the reports of the committees – their work reflects the goals and objectives that he set forth at the beginning of his term.

Quorum Committee Report (Margarita DiVall - Northeastern, Alok Bhushan – Idaho State, Steve Cutler - Mississippi, and Sue Winkler – Midwestern-Chicago)

Quorum committee reported a quorum at 1:46pm. There were 108 members representing 74 schools.

Report of the Secretary

Dana Hammer reported that the minutes of the 2010 COF Business Meeting held February 28, 2011 in Savannah, GA, were in the process of being uploaded to the AACP website. An email notification will be sent to members with a link to the minutes as soon as they are posted.

AACP Board of Directors Report

Immediate Past Chair Matzke reported the highlights of the AACP Board of Directors meeting during this year.

- **Finances.** AACP is doing well fiscally. PharmCAS has helped with this, along with some other expenses. Last year profit and expenses were roughly \$12M. More detail will be posted on the association website soon.
- **Strategic planning** occurred last fall. Focused on portfolio review, emerging opportunities for membership, new products and services, and making sure all of these are linked to the strategic plan.
- **New Investigator Award.** The BOD approved an increase in funding for the new pharmacy faculty research award program (formerly New Investigators Program). There will now be 18 awards available.
- **PharmCAS** – There are 105 participating institutions. Plagiarism software was improved and the drug testing option has been enhanced.
- **AACP member representation to ACPE Board** – interested members should talk with President-elect Brian Crabtree or President Rod Carter
- **AJPE** – celebration occurred on Saturday night's opening reception for the 75th anniversary of the journal. Editor Joe DiPiro gave a presentation. New AJPE website to be launched soon.
- **ACPE report.** There are now 125 schools/colleges of pharmacy: 5 precandidate, 17 candidate, and 103 fully accredited programs.
- **AAMS** – The Assessment and Accreditation Management System is joint project of AACP and ACPE. Multiple training sessions have been conducted and many have expressed how very useful this tool which can be accessed from the AACP website is.

Committee Updates (final reports posted at

<http://www.aacp.org/governance/councilfaculties/Pages/CouncilofFacultiesCommitteeReport.aspx>)

1. Final quorum committee report – no updates.
2. Faculty Affairs committee – Terry Schwinghammer (Chair, West Virginia) He thanked his committee members. The primary mission of this committee was to explore concerns and facilitate problem solving about faculty – related issues.

Charge 1. Identify needs of department chairs for development. Committee administered a survey to dept chairs. Received 45% response rate and will publish results in AJPE. They used these results to help with Charge 2.

Charge 2. Develop programming for dept chairs at Annual and Interim Meetings.

- **Interim meeting.** The committee worked with the Academy for Academic Leadership for 1 program during the Interim meeting in Savannah. This program focused on working with conflict, worklife balance, and managing up. The other program at the Interim meeting was a four-hour program on the theme of Faculty Recruitment, Retention, and Development. Speakers included Cynthia L. Raehl (Recruitment Strategies to Attract the Best Faculty), Shane Desselle (Faculty Advising, Coaching, and Development), and Chris Surratt (Annual Performance Reviews: Steps Toward Promotion and Tenure). Greater than 90% of the evaluations rated both programs good to excellent.
- **Annual meeting.** There will be a session for dept chairs Tuesday morning titled: **Developing the Academic Department as a Team.** Bernard Sorofman (Iowa) will

provide the overview and background, and Steve Cutler (Mississippi) will talk about the chair's role in team building.

Charge 3. What resources are available for dept chairs? Bernard Sorofman chaired this subcommittee. The subcommittee did an environmental scan and developed a thorough 10 page report of resources for dept chairs. This list has been posted to the AACP website – http://www.aacp.org/governance/councilfaculties/Documents/Resources%20for%20Dept%20Chairs_COF%202011.pdf

The report was accepted.

3. Resolutions and Standing Rules Committee – Joe Guglielmo (Chair, UCSF)
He began by thanking his committee members for their hard work.

Charge 1. The committee worked on an informational piece to help educate COF members about the resolutions process. This will be posted in the COF section on the AACP website.

Charge 2. Revise wording regarding COF financial relationship to AACP in Standing Rules of Procedure. Wording was changed from “This Council shall receive annually a portion of dues collected by the Association to defray expenses of this Council incidental to its annual meeting and its activities during the year, as approved by the AACP Finance Committee.” TO “Councils shall not assess or collect dues from their members. An annual budget for each Council will be prepared by the Executive Vice President, as part of the Association's annual budget, at the request of and in cooperation with the Chair and/or Chair-elect of the Council. Disbursements for approved expenditures incurred by each of the Councils shall be made by the Executive Vice President upon receipt of vouchers that conform to budgets and guidelines established for each Council. A financial report for each Council shall be made annually by the Executive Vice President to each Council and to the House of Delegates.”

Charge 3. Appointment of COF Board member to R&R Committee (relevant recommendation) – committee is not recommending this, however suggests meeting with one of the COF admin board members at the RR committee's first meeting. This member would likely be the chair.

Charge 4. Redefinition of quorum. Worked with the Quorum Committee, and is recommending that the definition of quorum be revised to “Representation from not less than 20% of full-member colleges/schools of the Association shall constitute a quorum for the transaction of business. Individuals voting must be active members of the Association.” Current requirements for quorum are “twenty-five (25) individual, active members representing no fewer than fifteen (15) regular institutional members of the Association”). According to the committee twenty percent has been achieved for the last 4 yrs of interim and annual meetings. The COF Board proposed a “friendly amendment” and recommend a higher number, one third (33%) of REGULAR member institutions. (fully accredited and candidate schools). Question was asked could electronic communication be employed so that non-present faculty could call in for a meeting? Cecilia Plaza noted that electronic voting is not currently in the standing rules, and might also be quite expensive in hotels like this. Chair Bosso noted that other forms of electronic communication were discussed via Pharmacy Practice Section on Sunday, and will likely be further explored. Joe Guglielmo noted that the RR and Quorum committees would accept this “friendly amendment.”

- **New standing committee on programming** – committee recommends not establishing a new committee to oversee COF programming. COF programming (this year conducted by the faculty affairs committee) has planned the chairs’ development sessions at the interim meeting, as well as chairs’ program at the annual meeting. The committee concluded that the COF board and Faculty Affairs Committee are doing fine with responsibility for programming.
- **Reviewed Standing Rules of Procedures** – these were reviewed for consistency with association rules. There were several inconsistencies. John Bosso posted this information (including recommended changes) on the AACP website several weeks ago.
- Based on their work described above, the committee proposed several changes to the standing rules..

Report was accepted.

Brian Crabtree (AACP President-elect – Mississippi) noted that COD does programming on behalf of its membership. He would like to see something about COF programming in the standing rules, and a programming committee could be useful in this regard.

Bob Talbert (UT-San Antonio) asked if there was a standard policy about quorum across the association. Cecilia Plaza noted that there are some very small sections that would have difficulty making quorum based on a standard number/percentage for all AACP subunits. This is the primary reason for the variability.

Motion was made and approved to accept the committee’s recommendations.

4. Nominations Committee – Gary Matzke (Chair - VCU) recognized his fellow committee members who were charged to recruit, recommend and evaluate nominees for chair -elect. There were 4 nominations of qualified individuals. The two candidates for Chair-Elect are Sudip Das (Butler) and Robin Zavod (Mid-Western University - Chicago). Report accepted.
5. Task Force on Preparation of Pharmacy Faculty and Students to be Citizen Leaders and Pharmacy Advocates – Chair Bosso reported on the behalf of co-chairs Leigh Ann Ross (Mississippi) and Kristin Janke (Minnesota). The committee is in the process of writing a paper (from their work continued from last year) – they hope to submit a draft this spring.
6. Council of Faculties/Council of Deans Joint Task Force on Advocacy
This is a recently formed group that met in the latter half of this academic year. Chaired by Gary Matzke and Wendy Duncan (Saint Louis College of Pharmacy) He thanked his fellow committee members. The committee’s charges were to:
 - Review and assess advocacy information/tools on the AACP website.
 - Provide feedback on ways to optimize/improve information and tools on the website.
 - Work with the Association’s Vice President for Policy and Advocacy, Will Lang, to attempt to determine why there is an apparent low level of recognition of existing resources and provide suggestions regarding ways to better publicize the availability of current and future advocacy information and tools to the members.
 - Suggest ways to increase member awareness and use of the “Advocacy in Action” resource on the website.
 - Suggest alternate/additional means to deliver “call to action” messages from the Association to the members.

The committee recommends that:

- The AACP advocacy website should 1) educate visitors about advocacy; 2) motivate them to participate in advocacy; 3) provide them with advocacy tools; 4) teach them how to use the tools, and; 5) enable users to automate the procedures so that they can plan and schedule advocacy activities.
- The links on the site should be clearly defined so when one follows a link there is an explanation on the linked page that makes it clear what one will find there.
- For each issue, AACP should describe and justify the rationale for inclusion in the advocacy agenda and describe and/or provide links to the actions AACP has taken in moving this agenda forward. These actions include, but are not limited to letters, position papers, testimonies, etc.
- “Tell us your story” is a great way – to allow members to share their stories of grassroots advocacy efforts.
- Partners and affiliates should be clearly listed with direct linkage to the relevant portion of their website. There should be some statement of the value of the partnership and why AACP has participated with the given group or entity.
- There needs to be a “dashboard” that indicates the response to calls to action and progress toward goals of collaboration on other issues.
- Encourage each School/College of Pharmacy to establish a **Liaison to AACP for Advocacy**.
- AACP should consider **conducting quarterly teleconferences** with these school/college Liaisons.
- AACP should consider **publishing Case Study examples** on the AACP Website of initiatives at the college/school level that have lead to advancement of the AACP advocacy positions.
- AACP Standing Committee on Advocacy should **develop a resource kit** that can be used by the school/college Liaison to promote awareness of the issues and methodologies to advance advocacy initiatives. This could be assisted by Webinars focused on use of these resources.

The full report will be posted on the website soon. Report was accepted.

Chair. Bosso concluded his “report” by acknowledging those members who had received research awards through the New Pharmacy Faculty Research Award Program (formerly NIP). He thanked his fellow board members, as well as those who chaired and served on committees. He thanked in particular Cecilia Plaza, our AACP staff person, for her guidance and help. Chair Bosso also thanked Buzz Kerr (AACP staff) for his support – he was instrumental in facilitating development of the chair development programming with the Faculty Affairs Committee.

Remarks of the Chair-elect

Chair-elect Scott thanked Chair Bosso and this year’s COF Faculty Affairs Committee for their work. Her theme for 2011-12 year is quality of faculty worklife. Her vision is to expand upon the work already done by the academy since 2007 in the areas of workforce and worklife issues. This issue will be addressed by the AACP COF Standing Faculty Affairs Committee. Their charge is to 1) conduct an environmental scan to identify the core factors for quality of faculty worklife to include other disciplines within the university and health sciences and 2) recommend ways to operationalize the core factors for quality of faculty worklife within the Academy. Bernard Sorofman (Iowa) will chair this committee.

The AACP COF Standing Committee on Rules and Resolutions will be chaired by Susan Winkler. Committee charges are to 1) solicit and review all resolutions submitted to the COF, 2) encourage

individuals or sections/SIGS to submit a resolution and 3) submit at least one resolution to COF for the 2012 Annual Meeting.

Past-Chair Bosso will chair the AACP COF Standing Committee on Nominations . This committee charges are to identify and select two COF members to be slated for both Chair and Secretary in the 2012 election with terms to start in July 2013.

A COD/COF Joint Task Force on Professionalism will be created. Their charge is to identify institutional and leadership changes necessary within Colleges/Schools of Pharmacy to enhance the cognitive morale development of our student pharmacists and faculty. The task force will be co-chaired by Bob Soltis (Drake – COF) and Dean Wendy Duncan (STLCOP – COD).

Incoming Chair Scott thanked COF members for giving her the opportunity to serve as Chair. She encouraged members to give her their business cards prior to leaving if they would like to volunteer for a committee. Volunteers were asked to note which committee they would like to serve on, , their discipline and number of years in academia.

New Business (Old Business was postponed until Will Lang was available)

- **Installation of officers**

The 2011-12 COF Administrative Board officers were installed: Virginia (Ginger) Scott (Chair, West Virginia), David Zgarrick (Chair elect, Northeastern), John Bosso (Immediate Past Chair, South Carolina-MUSC), and Dana Hammer (Secretary, Washington).

- **Staff Update**

Cecilia Plaza noted that Vincent Lau is new CSO. Another “new” member (her tenure began after last year’s annual meeting) is Lynnette Baker-Bradley, Director of Professional Alliance Development. Her background is as an academician at the University of Maryland and as regional manager for CVS.

Buzz Kerr (AACP VP Academic Affairs) encouraged members to apply for the Donald C Brodie Academic Scholar in Residence program. (information is posted on the AACP website). Deadline for applications is December 1. Applicants need to submit a project proposal and also have support from their dean. Support is provided for relocation as well as the project. Two recent successful scholars are Peggy Piascik (Kentucky) and Dennis Thompson (Southwestern Oklahoma).

- **President’s report**

Brian Crabtree reported on behalf of Rod Carter. AACP is looking for one COF member to replace one of AACP’s representatives, Dr. Heidi Anderson, on the ACPE Board. This person would serve along with other AACP member Dr. Bob Beardsley and Dean Stephanie Gardner. Members serve a 6-year term. Call for nominations was sent via e-lert recently. You can also contact Dr. Cecilia Plaza. The deadline for applications is September 1. Selections will be made by a subcommittee of the AACP Board of Directors.

Old Business

- **Legislative Update**

William (Will) G. Lang, AACP VP for Policy and Advocacy, noted that Congress is stymied by the deficit. Agreement needs to be made by Aug 2 so that US does not default financially.

Legislation has been introduced to cap federal spending to 18% of GDP. The last time this happened was in 1999. As an example of pertinent consequences, NIH funding would be reduced significantly.

He works closely with other health professions education associations working on budget issues. Increasingly he is asked about participating in issues important to the profession, further removed from academic pharmacy, such as medical home model. He is somewhat divided so he asked what we thought was more important for him to focus on – the majority vote was to focus on practice issues.

He works with the dept of education about financial aid and other issues. The dept has published the “gainful employment rule.” Schools could lose fed funds (supported by title 4, Perkins loan, etc) if in noncompliance. He recommended that schools touch base with their financial aid officers who should be familiar with this rule.

Two other proposals from the Department of Education – there would need to be state authorization to review schools’ distance education programs. 2) definition of e credit hour – if there is inconsistency in how you define it differently than the DOE. Virginia Foxx from NC is an advocate for us and has introduced legislation that would repeal these rules if they are finalized.

SB 48 – pharmacy student loan repayment program. No co-sponsors at this time because of the focus on the federal deficit. Report language has been developed that could put this into an appropriations bill instead. AACP has asked HRSA what the manpower needs are of federal patient care sites. HRSA could not respond because it had to come thru a Congress procedure first. HRSA – Clinical pharmacy patient safety collaborative – if you are involved in this ask your site if they would like a full time pharmacist on staff. Will needs numbers.

Open Forum

An open forum was not held due to time constraints. Members were encouraged to forward any issues of concern to Chair Scott, COF Board Members, or Dr. Plaza.

Adjournment

Meeting was adjourned at 3:19 p.m. by Chair Scott.

Respectfully submitted,

Dana Hammer, COF Secretary