AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

2013-2014 COUNCIL OF SECTIONS

FINAL REPORT, JULY 2014
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STAFF
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This was another strong and active year of growth for the Council of Sections. One of the themes for this year was leadership/strategic planning. Individual Sections were active in writing or updating their respective strategic plans, and the COS undertook a writing process to develop a COS-specific strategic plan (Appendix A). It is anticipated that this plan will help to guide the COS for the next five years. Sections also undertook efforts to engage our learners in more substantive ways earlier to their academic progression in order to demonstrate the opportunities and value in academic pharmacy. Efforts to recognize excellence in teaching among our peers were increased across all Sections.

On an administrative level, this past year marked an addition to the COS, with the Administrative Services Section. In building for the future, position descriptions for COS leadership positions was approved, and is attached as Appendix B. An update to the COS Standing Rules of Procedure has been accomplished and approved at the March Leadership retreat (Appendix C). Further, as the following document indicates, over 200 individuals were recognized, with untold more Section members, for their volunteer efforts on committees and task forces.

Many thanks to everyone for their dedicated time and hard work in the ongoing growth of the COS and the Association.

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COS TASK FORCES/COMMITTEES

Themes, 2013 - 2014

1. Valuing development of leaders/strategic planning across the COS (i.e., both Section and COS leadership roles)
2. Recognizing excellence in teaching and learning in each Section
3. Enhancing student growth in leadership through involvement in the activities (e.g., committees, task forces) of each Section

Task Forces:

Student Involvement Task Force

(Lori Duke, Chair)

Members: Members: Lori Duke (Georgia), Gary DeLander (Oregon State), Schwanda Flowers (Arkansas), June Johnson (Drake), Kim Plake (Purdue), David George (Oklahoma), Robin Parker (Mississippi), Benjamin Aronson (Minnesota), Molly Curran (Texas), Beth Cady (Drake)

Charges:

1. Assess the best practices of the Sections to incorporate student involvement.

E-mails were sent to all Immediate Past Chairs to identify successful efforts the various sections had made to incorporate student involvement. Currently, the only identified efforts were as follows:

- Experiential Education: Engagement Committee Created (2013-2014)
- Social and Administrative Sciences: Introduce at Annual Business Meetings, encourage students to attend the Saturday student session at the Annual Meeting (open to all students)

Since not all immediate past chairs participated in the initial email request, a request will be sent out to the current section chairs the week of January 6th to help fill in any missing gaps.
2. Develop strategies to enhance further student involvement in each Section.

Charge # 1: Assess the best practices of the sections to incorporate student involvement. (Status – Ongoing)

Within AACP student membership status includes professional students, pharmacy residents, and graduate students. To date, two sections have developed committees designed to look at the issue of student engagement. Pharmacy Practice has had a committee for the past 4 years while Experiential Education developed their committee this past year.

- Pharmacy Practice Student Engagement /Involvement Committee:
  Efforts have focused on creating minimum criteria for teaching certificate programs and developing a template for P4 academic advanced practice experiences as a means of planting seeds for the future.

- Experiential Education Engagement Committee:
  Initial efforts were aimed at exploring potential opportunities to engage EE members and students in the section. Informal methods that sections have employed to involve students include recognition of student members at the section business meetings.

At the association level, the Walmart Scholars program is designed to engage students within the organization through participation in activities primarily occurring at the Annual Meeting. Efforts to help scholars remain connected to AACP upon conclusion of the program and also track their longevity with the organization are unknown. This would be an important to explore. There is also a pre-Annual Meeting graduate student program designed to address various academic career and teaching topics. Consideration may want to be given to renaming the series so that more general student membership interest may be generated.

Charge # 2: Develop strategies to enhance further student involvement for each section (Status – Ongoing)

An evaluation of the other academic health care organizations has been completed to identify best practices for incorporating student groups within these organizations. Of AAMC, AACN, and ADEA, only AAMC has well-developed processes through their “Organization of Student Representatives” and “Organization of Resident Representatives.” More information about these programs is available at the following web links:

- AAMC Organization of Student Representatives: https://www.aamc.org/members/osr/
- AAMC Organization of Resident Representatives: https://www.aamc.org/members/orr/

In addition to allowing for organizational involvement, the AAMC model also facilitates leadership opportunities for the student members.

Before exploring interest to create a more formalized student membership arm, taskforce members feel that it is essential to have discussions with the AACP Board of Directors to determine the level of support from the organization in this area. Preliminary discussions between taskforce members as well as section committee members indicate there is concern with adding additional student organizations with the college structure given the associated infrastructure that goes along with this option. If the AACP Board of Directors indicates that this is something they desire to be explored, we would need to survey both schools and current student members to determine the appropriate structure and involvement that is optimal for AACP.

If it is decided that it is not advantageous to pursue an option such as the AAMC model, sections could engage students more through structured programming (e.g., attaining faculty positions, networking 101, and residency teaching certificate programs) and through committee involvement.
Strategic Planning Task Force
(Steve Stoner, Chair)

Charges:
1. Based upon the recent survey, assess the level of strategic planning in each Section, and facilitate sharing of the established strategic plans with others who are formulating/writing one.
2. Develop a process for writing, and begin the writing of a strategic plan for the COS that will guide it for the next three to five year period.

A draft of the COS Strategic Plan is attached as Appendix A. For recall, goal statements were developed as follows:

Goal 1: Provide interdisciplinary support to schools and colleges of pharmacy by identifying and providing resources that assist members in attracting, motivating, developing, and retaining the highest quality and most diverse faculty, students, administrators, and professional staff.

Goal 2: Provide interdisciplinary support to the schools and colleges of pharmacy in supporting their institutional missions and ensure the delivery and assessment of the highest quality pharmacy education programs.

Goal 3: Provide interdisciplinary support to colleges and schools of pharmacy that enhances patient care provided by pharmacists in the changing healthcare environment.

Goal 4: Consistently facilitate and maximize the nature and extent to which colleges and schools of pharmacy promote the needs and impactful achievements of the different pharmacy disciplines to local, national, and international stakeholders.

Goal 5: Provide resources to colleges and schools of pharmacy to obtain the needed research infrastructure and tools to build more successful pharmacy research within pharmacy education and amongst section members.

Goal 6: Assist with the identification of revenue generating resources to support the financial sustainability of the academy.

Scholarly Teaching Task Force
(Tom Cook, Chair)

Members: Patrice Jackson-Ayotude (Maryland-Eastern Shore), Daniel R. Kennedy (Western New England University), Marcos Oliveira (Incarnate Word), Michael J. Peeters (University of Toledo), Nate Rickles (Northeastern), Chair – Thomas Cook (Touro – New York)

Charges:
1. Guided by the report of the 2011-2012 Academic Affairs Standing Committee, The Evolving Role of Scholarly Teaching in Teaching Excellence for Current and Future Faculty, assess each Section’s current level of planning for, or implementation of faculty development programs, with respect to scholarly teaching.
2. Assess the best practices of faculty/colleges in each discipline, as represented by Sections, with respect to enacting mentoring programs dedicated to helping new faculty with scholarly teaching.
3. Outline a process for dissemination of these best practices to curriculum committees/department chairs for their use.
Activities to date:

• The Task Force held teleconferences (April 22, 2014; May 8, 2014) to make changes to the draft rubric for evaluating institutional activity on promoting scholarly teaching.

• Continued using Google Drive to facilitate collaborative work on documents. The Task Force edited a rubric that would serve as a basis for a survey for Schools and Colleges to use for a self-evaluation. The rubric is based on the suggestions from the final report of the 2011-2012 Academic Affairs Standing Committee: The Evolving Role of Scholarly Teaching in Teaching Excellence for Current and Future Faculty.

• The updated rubric has eight criteria for evaluation with a four point rating scale. The criteria are:
  o School suggests/requires new faculty to participate in an introductory teaching/pedagogy training program
  o School requires 3+ hours of faculty professional development for teaching, annually (e.g., AACP Teaching Seminar)
  o Use the 6 Standards of Scholarly Teaching* in each faculty member's annual review
  o School desires faculty to document their scholarly teaching with the 6 Standards for Scholarly Teaching*
  o School discusses scholarly learning and studying habits with their students (including habits of mind)
  o School creates a space for faculty colleagues to discuss issues within their teaching, including new pedagogical ideas
  o School uses the definition of Scholarly Teaching & its Standards* in their teaching award criteria
  o School employs a mentoring program with faculty for scholarly teaching.

Remaining work to be completed for this year:

• Finalize the rubric – Completed
• Confer with AACP staff for feedback – Conferred and staff suggested contacting members of SAS
• Create survey from the rubric – In process – To be completed
• Members of Task Force to use survey at their institution – To be completed
• Organize a session at the AACP Annual Meeting to present the rubric – To be completed
• Incorporate feedback from session into survey and rubric – To be completed
• Solicit information from Schools and Colleges (with consultation with AACP staff) – To be completed
• Those Schools and Colleges with the best overall implementation of scholarly teaching would be highlighted for best practices – To be completed

Pharmaceutical Sciences Task Force

Representatives: Biological Sciences: Marcos Oliviera (Incarnate Word), Arbi Nazarian (Western); Chemistry: Marc Herrold (Duquesne), Robin Zavod (Midwestern); Pharmaceutics: Cary Mobley (Florida), Cathy White (Georgia); AACP Liaison: Jen Adams; COS: Timothy Ives (UNC-Chapel Hill)

The task force is currently updating, clarifying, and expanding, where appropriate, the 2007 Supplemental Educational Outcomes Statements, for inclusion into the 2013 CAPE Outcomes report. This task force, comprised of representatives of the pharmaceutical sciences sections, has started to write a white paper on the pharmaceutical sciences and their role in pharmacy education and practice. When completed, an up-to-date definition of each of the specific bodies of study within all of the pharmaceutical sciences, and their defined role in education and practice, will be presented.
Standing Rules and Resolutions Committee
(Craig D. Cox, Chair)

Progress of Committee: The committee has reviewed in detail both the AACP Organization Bylaws and AACP Council of Sections Bylaws. Considering the AACP Organization Bylaws had significant changes approved at the AACP Annual Meeting in July 2013, the committee determined what changes were needed to the Council of Sections Bylaws to determine if it is still consistent with the bylaws of the Association. Six areas were identified where modifications needed to be made. This draft revision was presented at the Annual Leadership Retreat in March 2014, and was approved.

Remaining Work: The committee has also had preliminary discussion on the process currently utilized by individual Sections to submit resolutions to the Council of Sections. No firm recommendations can be made at this time, but the committee will continue to look into this process and will be ready to provide a report to Section members at the AACP Annual Meeting in July.
SECTION REPORTS

Administrative Services Section
(Renae Chesnut, Chair)

The Board’s approval of the Administrative Services Section occurred in February 2014. Since then, the Chair (Renae Chesnut) and Chair-elect (Jim Bono) attended the Leadership Retreat in March and began planning for the implementation of the Section activities.

The following has been accomplished:
• The AACP web site for the Section has been created.
• A call has been sent out to those who expressed interest in the section encouraging them to sign on to their AACP profile and join the section. Current membership is at 60.
• A program on Crisis Management is planned for the Annual Meeting (prior to the Section’s Business Meeting).
• The Business Meeting will include a planning session as the section begins the strategic planning process.

Remaining work that will begin at the business meeting held during the Annual Meeting includes:
• Additional officers and committee chairs/members need to be appointed.
• Strategic planning for the section.
• Webinars and future Annual Meeting programming will be planned.

Of note, Jim Bono resigned from his position as chair-elect in May since he accepted a position at the University of Illinois outside the College of Pharmacy. Eric Johnson, MBA, MS, CPA has stepped in as his replacement as chair-elect. Eric is the Associate Dean for Administration & Finance at the College of Pharmacy - Oklahoma University Health Sciences Center, Eric-Johnson@ouhsc.edu and we look forward to having him step into this role within the Section.

Biological Sciences Section
(Marcos Oliveira, Chair)

Programming Committee
Chair: Arbi Nazarian, in consultation with the Chair and Immediate Past Chair.
The Biological Sciences section will be holding two programming sessions. The first will be on active learning. Two speakers will take part in this section: Dr. Melissa Medina will introduce active learning and focus on higher order methods, and assessments, while Dr. Dan Berlau will specifically focus on team-based learning. The second programming will be a joint session with the Pharmacy Practice section. The joint session program will be on the role of basic sciences in effective clinical decision making. We are currently in the process of identifying speakers for this program. We are certain that speakers will be identified on-time to meet our deadlines. We look forward in providing this programming to our section members and the organization at the Annual Meeting.

Nominating Committee
Chair: Eric Hanson: Has finished their activity

New Investigator Award Committee
Chair: Eric Hanson: Has finished their activity
Strategic Plan Task Force
Chair: Lila Lagrange

November 5th – 1st conference call (all members were on the call). The initial intention of this meeting was to discuss the Biological Sciences Section Strategic Plan and develop a timeline for review of the plan and writing of recommendation to Marcos Oliveira to present to the membership at the 2014 AACP meeting. This goal was moved to January 2014 in order to first give input to the COS Strategic Plan Task Force. The outcome of the November 5th meeting was placement of teams to review the 6 AACP Strategic Initiatives and write Goals for each of the 6 that would be specific to Biological Sciences Section.

Team: Bob Soltis and Joe Deweese - review AACP Strategic Initiatives 1 and 2 and write Goals for each
Team: Steve O’Barr and Dan Berlau - review AACP Strategic Initiatives 3 and 4 and write Goals for each
Team: Dan Brazeau and Lila LaGrange - review AACP Strategic Initiatives 5 and 6 and write Goals for each

November 15th – The 2nd conference focused on discussion of the Goals written by each team. One document was drafted after discussion and those goals were submitted to the COS Strategic Plan Task Force.

Conference Call:
Bob Soltis and (Joe Deweese conflict)
(Steve O’Barr conflict) and Dan Berlau
Dan Brazeau and Lila LaGrange

January 30, 2014 – Scheduled conference call to initiate the review of the Biological Sciences Strategic Plan. The Goal is to have a recommendation to Marcos Oliveira by May 1, 2014. All members will be in attendance.

Teaching Learning and Scholarship of Teaching Task Force
Chair: Dan Kennedy

The committee has met in and has developed a survey that has been distributed to the Biological Sciences membership to assess challenges of the membership in the area of teaching.

Chemistry Section
(James Knittel, Chair)

Awards Committee
The 2013-14 Chemistry Section Awards Committee was comprised of Victoria Roche (Creighton University, Chair), Arthur Cox (South University) and Sandy Zito (St. John’s University).

Led the nomination of Dr. John Pezzuto for the AACP Volwiler Award (successful).
Led the nomination of Dr. Marc Harrold for the AACP Chalmers Award (unsuccessful).
Developed a Section Award in memory of Dr. James E. Wynn (Chemistry Section leader), complete with rationale, criteria, evaluation rubric, and recipient selection timeline. Nominations were solicited for the Dr. James E. Wynn Memorial Award and the inaugural recipient was selected (Dr. Andrew Coop, University of Maryland). The award will be presented at the Business Meeting of the Chemistry Section at the National Meeting in July.

The Committee accomplished all of the charges for 2013-14. Next year’s Committee should advertise the Dr. James E. Wynn Memorial Award to the Section membership in August so that the recipient selection timeline follows the guidelines specified in the Award documentation. This year’s Committee would be glad to consult with next year’s on the approach taken to shepherd the nomination of Section members for Association Awards.
**Resolutions Committee**
Members: Michael Adams (Campbell University, Chair), Robert Chapman (Midwestern University Chicago) and Mudit Mudit (D’Youngville College)

The committee was charged with developing resolutions for section consideration during the AACP 2014 Annual Meeting related to the upcoming revision to ACPE standards or for the purpose of studying recommendations presented in the various reports. This year the resolutions committee did not identify any developments in proposed ACPE accreditation standards or reports that warranted the preparation of a resolution. Next year the committee should continue to monitor developments and publications related to the ACPE accreditation standards.

**Nominating Committee**
Members: Shridhar Andurkar, (Midwestern University, Chair), Daniel Canney, (Temple University), and Patrice L. Jackson- Ayotunde, (University of Maryland Eastern Shore)

The charge to the Committee was to prepare and present a slate of nominees for Chair-Elect of the Chemistry Section for the business meeting at the AACP 2014 Annual Meeting.

The committee received two nominations for Chair-Elect. These Candidates will be presented to the section membership during the Chemistry section business meeting at the 2014 Annual Meeting in Grapvine, TX.

**Programming Committee**
Members: David A. Colby, (Purdue University, Chair), Vicky Mody (South University), Ashok E. Philip, (Union University) and Srikanth Kolluru, (Texas A&M University, Ex-officio as section secretary).

The committee was charged with planning and scheduling Chemistry Section programming for the national meeting in July. The committee decided on topics to be presented at the Annual Meeting. Two sessions will take place: the first is a mini-symposium for NIA award winners in the section (three Chemistry Section winners in 2013) to present updates on their research projects. The second will be a session to demonstrate the use of 3D printing in the pharmacy curriculum. Bongsup Cho (University of Rhode Island) will be presenting this topic. Arrangements are being made to present CE credit for this session.

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**Continuing Professional Education**
(Jill Fitzgerald, Chair)

**Program Committee**
Chair: Jacob Gettig: jgetti@midwestern.edu

Charge 1: Plan one or two programs to be held during the Annual Meeting. – The committee discussed ideas for programming for the 2014 AACP Annual Meeting and decided to:

1) Adopt a special session that had been submitted by Dr. Fuentes and colleagues from Manchester University. This session will be on Sunday July 28, prior to the CPE Section business meeting.

2) Create a session that focuses on how to successfully conduct educational research. The session is scheduled for the morning of Monday July 29. Dr. Cynthia Koh-Knox from Purdue University will facilitate this session. Budgets were submitted for both programs.

Charge 2: Recommend webinar program(s) to be held prior to the Annual Meeting. – no progress was made
**Nominating Committee**
Chair: Ed DeSimone II (Chair):  edesimon@creighton.edu
Charge 1: The Committee will prepare and present a slate of nominees at the annual business meeting of the Section in accordance with Section 4.2 of the Section Standing Rules. – no report submitted to date.

**Resolutions/Standing Rules Committee:**
Chair: Elizabeth Pitman: ppitman@uh.edu
Charge 1: Study and make recommendations on changes to the quorum requirement for the annual business meeting.

The Resolutions and Standing Rules Committee has endorsed a change to the quorum for the CPE Section business meetings as follows: >5% of the membership of the CPE section with >15 schools represented. The change was put to an electronic vote of the section in early May and passed by a 62-1 vote.

Charge 2: Study recommendations presented in the various reports including the Strategic Plan and suggest changes to the standing rules of procedure. – nothing to report

Charge 3: Study recommendations presented in the various reports including the Strategic Plan and develop resolutions for consideration by the Section during the Annual Meeting.

**Awards Committee:**
Chair: Sean Bates: batessl@vcu.edu
Charge 1: Identify Blockstein award recipient(s), if appropriate. – no report
Charge 2: Develop the criteria and rubric for the proposed new awards from the 2013 annual business meeting.

The Awards Committee has endorsed the development of 2 new annual awards to be given at the July Annual Business Meeting. They are “Innovations in CPE” and “Scholarship of CPE” awards. Selection criteria will be developed and presented to the section. This was put to an electronic vote of the section and passed by a vote of 60-3. The criteria are still in progress.

**Strategic Planning Committee:**
Chair: Glen Baumgart: gbaumgart@austin.utexas.edu
Charge 1: If new name for the section is positively voted on in October 2013, complete necessary documentation for submission of name change to the council of sections.

The new name change was not addressed by the membership except to gain some information on the thoughts of member through the May survey. The results of the survey are:

- The section has been in discussion about a name change for several years. Several suggestions have been made and we would like your opinion on the following suggestions:
  - Continuing Professional Development – 24
  - Continuing Pharmacy Education and Professional Development – 25
  - No change is needed - 11

Not opposed to change to CPD but believe this would involve extensive review/change to mission and focus of section.

I think the discussion of name change is a waste of time. If we want to do something about CPD, let's do it, not just change our name.

I don’t think the name is bad; it has the advantage of everyone knowing what CPE means. It’s all just synonyms.

Charge 2: Review the Strategic Plan and organize and complete the spreadsheet template. – no progress made.
Scholarship Committee:
Chair: Nancy Fjortoft: nfjort@midwestern.edu
Charge 1: Select abstract reviewers and review abstracts submitted by section members for poster sessions at the Annual Meeting.
Two teams of reviewers were established to review abstracts for the 2014 Annual Meeting:
Team 1: J. Wolcott, S. Sirohi, H. Gogineni
Team 2: A. Shivachar, C. White, E. Kleppinger
AACP assigned specific abstracts for the teams to review. Reviews were completed on line and in time.

Communications Committee:
Chair: Ruth Bruskiewitz: rhbruskiewitz@pharmacy.wisc.edu
Charge 1: Develop a communications plan for the section
The Committee had email discussions regarding how best to keep the Section informed beyond the current list serve and website. We decided that we did not want to resurrect the Section newsletter, nor did we want to survey the Section membership regarding their communication needs. One suggestion was to utilize a user-driven approach to share information and expertise regarding continuing professional development programming issues. While a blog or a bulletin board on the AACP website would facilitate sharing, this would warrant a commitment from someone to direct traffic on the blog. A second suggestion was to provide updates and communication via a Section Facebook page. In conclusion, the Committee recommends that a CPE Section Facebook page be explored to facilitate communication. It's a format that already exists, as opposed to having to create something new on the AACP website. Everyone who "likes" the AACP CPE section group could post comments, questions, and answers to queries.

ACPE Draft Standards Review Committee – Ad hoc committee
Chair – Tim Welty
The committee has been formed and conference calls organized. They are charged to review the standards and make recommendations on changes based on CPE section issues such as lifelong learning or continuing professional development.
Remaining work that needs to be completed for this year, or may need to be continued into the next year for completion:
1. Develop criteria for the 2 new awards which were approved, publicize to the section, solicit nominations and give at least 1 award next July
2. Complete the review of the draft standards from the perspective of the CPE section
3. Decide if the section wants to continue the discussion on the name change. The information from the electronic survey will be used in the discussion.
4. Explore the CPE Section Facebook page

Experiential Education Section
(Schwanda Flowers, Chair)

Program Committee:
Chair: Lynn Stevenson
Experiential Education Section member survey was completed and programming for webinars and Annual Meeting were developed based in the results. Programming for the Annual Meeting has been finalized and submitted to AACP staff. Leadership for both the Programming and Webinar committees met quarterly to ensure programming was complementary and duplicative.

Awards Committee:
Chair: Susan Vos
The Awards committee completed their charge on time and selected recipients for the Section’s Awards as follows:
1. Award of Excellence in Experiential Education
The committee selected the following to receive the Award of Excellence in Experiential Education:
The University of the Pacific: A Model for Introductory Pharmacy Practice Experiences in Geriatric Population-Based Care Incorporating Teaching, Service and Scholarship
Rajul A. Patel, Pharm.D., Ph.D., Associate Professor; Suzanne M. Galal, Pharm.D., Assistant Professor; Joseph A. Woelfel, R.Ph., Ph.D., Associate Professor and Director of Clinics; Sian Carr-Lopez, Pharm.D., Professor and Assistant Dean, Experiential Programs

2. Award of Excellence in Scholarship in EE
The committee determined the paper authored by Conway, et.al, Introductory and Advanced Pharmacy Practice Experiences Within Campus-based Influenza Clinics, would receive the section’s Award of Excellence in Scholarship in Experiential Education. However, if the Conway paper should receive the Lyman award, then the paper authored by Shtaynberg, et.al, A Quantitative Professionalism Policy in a Community Pharmacy Introductory Pharmacy Practice Experience, would receive the award.

**Resolutions Committee:**
Chair: David Bowyer
No resolutions were brought forward from the committee this year.

**Membership Committee:**
Chair: Patricia Darbshire
The Membership committee completed an updated spreadsheet with the most recent contact information for US and Canadian schools. There are a few more international programs that do not have contact information. This information will be a charge for next year’s committee. The committee also developed a short survey to send out one month prior to the Annual Meeting, via the EE listserv, to determine member interest in participating in a working group at the Annual Meeting. The committee leader will contact those members responding as interested prior to the meeting and arrange a time and place to meet while at the Annual Meeting.

**Nominations Committee:**
Chair: Lori Duke
The committee has completed their charge and candidates have been informed. The official slate for each office will be presented during the annual business meeting in July.

Chair – Elect Candidates:
Wesley Nuffer, Pharm.D., Assistant Director for Experiential Education, University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences
Gregory Young, Pharm.D., Associate Dean for Experiential Education, Lipscomb University College of Pharmacy

Secretary Candidates:
Sheila Allen, Pharm.D., Director, Introductory Pharmacy Practice Experiences, University of Illinois College of Pharmacy
Deanna McEwen, Pharm.D., Director, Introductory Pharmacy Practice Experiences, University of Georgia College of Pharmacy

The committee has also updated and posted two documents on the section website. The first document, Leadership Position Description, is a comprehensive document that outlines the obligations (work, financial, and travel) of the following leadership positions by year: secretary, chair-elect designate, chair-elect, chair, and immediate past chair. The second document, Leadership Nomination Form, is the official nomination form for the section leadership positions.
Continuing work for the Nominations Committee:
The committee was interested in creating a ranking system for candidate nominations. Through reaching out to other sections, it was found only Pharmacy Practice had developed a process, although a formal rubric was not developed.

**Special Committees:**

**Scholarship Committee:**
Chair: Vincent Dennis
Committee members identified broad categories for types of experiential education duties, journals of focus and common search terms which could be utilized to locate related primary literature. Members reviewed/refined search terms, organized into working groups of 2 committee members and divided the time frame 1996 through April 2014. A document containing a bibliography of articles organized by year of publication within 15 categories related to experiential education was created and is available on request.

**Webinar Committee:**
Chair: Anne Policastro
The Fall Webinar was held on December 16, 2013. We were initially concerned with the late date effect on attendance; however, we broke the record for attendance with 99 total attendees including speakers and support team. Since the live webinar, there were 36 additional views of the recorded webinar. With the new ACPE standards focusing heavily on quality and quality being a topic that we often struggle with in experiential education; we would like to propose that the 2014-2015 committee use Quality as a theme for the entire year. The Fall Webinar could be focused on quality for access, process and structure. We suggest three 10-minute recorded sessions and follow that with up to 30 minutes for live question and answer. The speakers are in the process of being identified and should be confirmed by the time of the AACP Annual Meeting. Speakers could then record their sessions during the late summer or early Fall. The Spring Webinar could then focus on quality of learning outcomes and the student experience.

**Abstract Committee:**
Chair: Schwanda Flowers
Abstract Reviews completed.

**Newsletter Committee:**
Chair: Craig Cox
Progress of Committee:
The committee completed a short survey they asked committee members to list the topics they feel are most important to the Experiential Education Section. From this list we determined the “theme” of our next newsletter which will be “Quality Assurance in Experiential Education”. In this same survey, we determined the number of articles that should be included regarding the theme in each issue (2), the types of supporting information (i.e. calendar of events, trivia, committee updates, etc.), the number of issues we should put out each year (2), and the process we would following for soliciting and selecting articles for the newsletter. Total of (8) articles were submitted for consideration. After a committee peer-review, (2) articles were selected for inclusion into the newsletter. The 2nd issue of the newsletter was released in early March 2014. As the committee waits for submissions, each member has been assigned an area of supporting information to complete (This task is related to the third committee charge).

Remaining Work:
As of early June 2014, the committee is in the process of completing a couple other tasks. (a) Revise rubric used by newsletter committee to review submissions for consideration of publication (a revised rubric has been sent to committee members and is under review), (b) Identify the “themes” for the next (3) Experiential Education Newsletters – the committee felt this was important for members so they could plan ahead regarding their submissions (Topics are still being determined), and (c) a survey has been developed by the committee to send out to all Section members to get their input into the ease of access and value of the
newsletter. Survey will be released on June 16th, will close two weeks later, and data will be analyzed and presented at the Annual Meeting. These will be fully completed prior to the annual AACP meeting in July. An update will be provided at the Experiential Education Section business meeting.

Health and Wellness Committee:
Chair: Kris Harrell
The committee distributed an online survey to EE administrators with an optional submission request for exemplary health and wellness practices recognition. Subsequently, a Qualtrics survey was developed and vetted by committee members to ensure functionality prior to full distribution. The survey and exemplary practice submission request went out to all members on Friday November 7th with the deadline of Friday December 6th. A total of 58 survey responses and 8 exemplary practice submissions were received. Committee members ranked the exemplary practice submissions by email in January and the two most exemplary health and wellness programs were selected to be recognized. Detailed results from the survey and information about the two most highly ranked programs are available.

Additionally, the EE Health and Wellness Committee worked with the Newsletter Committee to secure space in an upcoming newsletter to further highlight the two best exemplary practice submissions and also plan to recognize the two programs during the business meeting at the 2014 AACP Annual Meeting.

Library and Information Science Section
(Jean Waldrop, Chair)

Awards Committee – charged with the selection and nominations of individuals qualified to receive association awards.
Committee Members: Vicki Killion (chair), Leslie Bowman, Rae Jesano
The Sewell Stipend was awarded to five new members and five returning members. The stipend pays for the Annual Meeting registration fees and depending upon the amount, can also be used to help with travel and hotel expenses.
To Do: Vicki Killion has asked to step down after chairing this committee for several years. A new chair will need to be selected.

Basic Resources Committee and Core Journal List – charged with maintaining the Basic Resource Recommendation List for AACP along with the Core Journal List.
Editors: Barbara Nanstiel, Sharon Giovenale, Bill Lundmark
The January edition of the Basic Resources for Pharmacy Education was published on January 31st, 2014, and the spring edition is in the works, so we are on track to review the entire list every 3 years. Barbara Nanstiel’s retirement this year was announced at the AACP 2013 Annual Meeting. As the Basic Resources list Co-editor appointee for this coming year, Bill Lundmark is shadowing Barbara and interacting with Sharon Giovenale, continuing Co-editor, to prepare to take on his responsibilities. Barbara’s many years of service as Co-editor of the list was praised and she was given a hearty round of applause and cheers at the Basic Resources Committee meeting.

A new category was recommended, based on the revised CAPE (Center for the Advancement of Pharmacy Education) Educational Outcomes. The new category is Cultural Sensitivity. The category E.3.0, Pharmacists’ Professional Development, title has been changed to “Personal and Professional Development” to mirror the CAPE Educational Outcomes 2013 Domain 4. The scope note has been rewritten to reflect the outcomes.
Updated versions of EndNote were acquired by the section to stay current and allow for compatibility between editors.

Rob Beckett, Editor, announced that the 5th edition of the Core Journals List for Libraries that Serve
Schools and Colleges of Pharmacy (2013) was approved by the section and was published on August 10, 2013. The list will be updated every three years. A shorter name for this list is being considered at this time.

**Communications Committee** - charged to review the website to see what changes, if any, needs to be made and to look into the use of a webinar and other social media.

Committee Members: Skye Bickett (chair), Krystal Bullers, Maggie Nunley, Hannah Rogers (ex-officio), Rachel Stark

This committee has worked together through a Google+ Community. Since January the main focus has been the PharmLibWiki - http://pharmlib.pbworks.com/w/page/16284404/FrontPage. Updates have been made on almost all pages managed by our section. Several new pages will be created on the wiki based on topics listed on the front page. These include pharmacy informatics, law and pharmacy practice, and cultural competency to name a few. Two new pages have already been created: Continuing Education Opportunities and Job Discoveries.

The committee reached out to the Medical Library Association Pharmacy and Drug Information section to see which pieces of the wiki belonged to them. Current chair, Amy Chatfield, said that PharmGuide was managed by their section. We created a Google Spreadsheet that lists all pages, who is in charge of the page, and (for AACP LIS) when the page was updated.

The website was reviewed and the main concern was that we do not have any items on the website prior to 2008, including minutes. This concern was discussed with Chair Jean Waldrop and she said an archive is wanted and needed. The committee will work to find pre-2008 documents to be added to the website. We also discussed whether we should update the committee reports page, keep these reports attached to the minutes only, or have the reports in both places. Additional discussion included having an archive for our projects, namely the basic resources and core journals lists.

**Membership Committee** - charged with identifying COPs that do not have representation within our section and then contact the librarians at these schools.

Committee Members: Jill Nissen (Chair), Melissa Hunter, Jennifer McDaniel, Rachel Stark

A list is being created of new members to our section along with a list of newer schools who might have a librarian or drug informationist who would have an interest in joining our section.

To Do: Send an email before the Annual Meeting, directed to these people, explaining the benefits of the section.

**Nominating Committee** – charged with preparing and presenting a slate of nominees at the annual business meeting in accordance with the section rules.

Committee Members: Vern Duba (Chair), Sherrill Brown, Hannah Rogers

Names will be put forth at the annual business meeting. Hannah Rogers, now serving as secretary and moving to chair-elect in July, has announced a job change so she will no longer be working with a College of Pharmacy which will make her ineligible to hold an office in this section.

**Programming Committee** – charged with organizing sessions for the Annual Meeting.

Committee Members: Christina Seeger (chair), Rob Beckett, Tim Hutcherson, Michele Whitehead

This committee has organized five sessions for the annual meeting which includes the business meeting, Basic Resources meeting, and a welcome reception for the Sewell Stipend recipients. Two of the sessions will offer CE credit: Lightning Librarians session and “The Rx for Open Access.”

**Resolutions Committee** – charged with reviewing the standing rules and procedures for the section, developing resolutions, and presenting them at the next annual business meeting.

Committee Members: Leslie Bowman (chair), Rob Beckett, Sherrill Brown
The committee will be submitting several changes that need to be made at the July annual meeting. There will be rewording for the Basic Resource committee section, inclusion of the Sewell Stipend under the Awards committee and changes to the position of Secretary for the section.

To Do: Vote on changes at the Annual Meeting.

**Mentoring Program/Guidelines Task Force** – charged with collecting ideas and suggestions from members on the development of a mentorship program within the section for new librarians and information specialists. The establishment of guidelines for a structured activity will also be developed.

Task Force Members: Skye Bickett (chair), Vern Duba, Jennifer McDaniel

A mission statement, list of goals, a to-do list, and additional questions have been created. It is the recommendation of this task force that, if approved, the mentorship program be folded into the Membership Committee. The aforementioned items are detailed below.

**Mission Statement**

The Library and Information Science (LIS) Section of AACP recognizes the importance of having a mentor in fostering new LIS members and enhancing the expertise of existing members. The goal of the LIS Mentorship Program is to establish a relationship with regular one-on-one interaction between a mentor and mentee. Mentors will help their mentee achieve goals for specific projects or overall professional goals. If a member is new, mid-career, or has shifted careers a mentor can help them create, focus, and achieve their goals. Mentors are those who are seasoned professionals with 5 or more years of experience in a pharmacy focused career. Mentors give expert advice to their mentee for professional, project, and/or personal goals.

**Guidelines**

The Mentorship Program is a formal program of the Library and Information Science Section under the Membership Committee.

Application forms for mentors and mentees will be available on the website and during the annual meeting.

A database of mentors and mentees will be available and password protected on the LIS Section website.

Areas of expertise will be included on the application form and included in the database.

Helpful tips and resources for mentors and mentees will be listed on LIS Section website.

A list of typical activities, such as pairing people at meetings, will be included on the LIS Section website.

To do:

Create an application form for mentors and mentees.

Create a list of activities for the program.

Locate tips and resources to include on the LIS Section website.

Questions:

Can AHIP points or other professional development credits be given to mentors of the Mentorship Program?

How can the Membership Committee recruit and publicize the Mentorship Program?

How will a database be created and maintained? Using an actual database or Excel?

Re-codification of AACP Cumulative Policies Task Force – charged with looking into the request from AACP create an index and storage mechanism for AACP policies and documents. They will explore the creation of an indexed digital repository for the association.

It was decided that this task would be given to the Communications Committee to get further information on the scope of the project and the requirements of AACP. Barbara Nanstiel and Jennifer McDaniel agreed to assist. This is an ongoing project.
Resolutions Committee
Christine Birnie (Chair), St. John Fisher College

Charge: formulate section strategic plan and assure alignment with the association's strategic plan (assigned 2012-2013 and carried over to 2013-2014)

Accomplishments:
Four primary summary initiatives for the strategic plan for the Pharmaceutics Section were identified. Each of these initiatives was aligned to the organization’s strategic plan.

<table>
<thead>
<tr>
<th>Pharmaceutics Section Strategic Plan</th>
<th>AACP Strategic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment of Pharmaceutics concepts with clinical aspects of the PharmD curriculum</td>
<td>Critical Issue 2: Academic Resources and Program Quality</td>
</tr>
<tr>
<td>Establish a list of essential pharmaceutical concepts and a minimum number of Pharmaceutics credits required in the PharmD curriculum</td>
<td>Critical Issue 2: Academic Resources and Program Quality</td>
</tr>
<tr>
<td>Increase involvement with AAPS to promote collaboration (consider involvement in regional meetings)</td>
<td>Critical Issue 1: Human Resources for Education, Research, Service</td>
</tr>
<tr>
<td>Increase involvement with ACPE in the development of or changes to standards</td>
<td>Critical Issue 2: Academic Resources and Program Quality</td>
</tr>
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</table>

The committee formulated potential action items associated with these initiatives and will present them to the membership at the section business meeting in July 2014 for further input and next steps.

<table>
<thead>
<tr>
<th>Pharmaceutics Section Strategic Plan</th>
<th>Proposed Tactics</th>
</tr>
</thead>
</table>
| Alignment of Pharmaceutics concepts with clinical aspects of the PharmD curriculum | - Collaborate with Pharmacy Practice Section to determine commonalities  
- Develop a plan to encourage the reinforcement of pharmaceutics concepts in the therapeutics sequence  
- Develop example cases, clinical vignettes and laboratories addressing pharmaceutics concepts.  
- Develop a model that incorporates clinical faculty in basic science classes.  
- Identify example programs that are successfully integrating pharmaceutics with clinical coursework  
- Disseminate findings through appropriate means |
| Establish a list of essential pharmaceutical concepts and a minimum number of Pharmaceutics credits required in the PharmD curriculum | - Define essential pharmaceutics concepts and establish listing of topics  
- Determine minimum number of required Pharmaceutics credits (didactic and laboratory) to comply with ACPE 2016 standards.  
- Provide justification for the importance of pharmaceutics content being taught by basic sciences trained faculty  
- Disseminate recommendations through appropriate means |
| Increase involvement with AAPS to promote collaboration (consider involvement in) | - Evaluate past/current collaborations between AACP/AAPS  
- Develop programs to involve graduate student with AACP to expand career options. |
Regional meetings)

- Identify opportunities for grant/research development
- Explore the possibility of joint regional meetings

Increase involvement with ACPE in the development of or changes to standards

- Evaluate 2016 draft standards for Pharmaceutics concepts
- Solicit input from section membership
- Provide comments to ACPE on proposed standards on behalf of the section.

**Programming Committee**
Chair: Delwar Hussain, California Health Sciences University

Charge: develop programming ideas for the AACP Annual Meeting and webinars

Accomplishments:
- The topics titles and speakers for the Annual Meeting are as follows. Both sessions were requested for CPE credits.
  - Title: “Pharmaceutics Curriculum: Contribution to the Practice of Pharmacy” Sunday, July 27, 1:00 p.m. - 2:30 p.m. Speakers: Dr. Catherine A. White, University of Georgia and Dr. William C. Mobley, University of Florida
  - Title: “Pharmaceutics Section: Strategies for success in Pharmaceutical Grants and Research: Winning Tips”, Monday, July 28, 8:00 a.m. - 9:30 a.m. Speakers: Dr. David W. Grainger, University of Utah; Dean Timothy S. Tracy, University of Kentucky; Dr. Pradeep K. Karla, Howard University
- The committee will also manage on-site programming needs for the two sessions at the AACP 2014 Annual Meeting.
- The committee would like to explore the possibilities of webinars and topics/sessions in venues other than Annual Meeting.

**Abstract Review Committee**
Laura Fox (Chair), Presbyterian College

Charge: review abstracts submitted for presentation at the AACP Annual Meeting

Accomplishments: Abstracts submitted by pharmaceutics section members were reviewed by teams of 3 abstract reviewers from the section. Each team was comprised of one experienced reviewer and two new reviewers. Data from the abstract submissions and reviews will be provided at the annual section business meeting.

**NIA Review Committee**
Melanie Jordan (Chair), Midwestern University Glendale

Charge: review proposals submitted for NIA

Accomplishments: 21 completed NIA proposals were reviewed. The proposals scoring in the top 20% (n = 4) were submitted for final review by the AACP NIA Program Committee (all Immediate Past Chairs) for voting. Following review and voting by the Committee, 2 TOPS NIA proposals were accepted for funding.

**Ad hoc Membership Committee**
Cary Mobley (Chair), University of Florida

Charge: formulate ideas for involving new AACP members and encouraging non-AACP members to
Accomplishments: The committee formulated a list of ideas for recruiting and engaging members with the section.

- **Member Recruitment**
  - Welcome new Pharmaceutics section members
    - Strategies for new faculty
      - They receive free first-year AACP membership.
      - Example: Send a "Welcome Packet" with a welcome letter written by the pharmaceutics section chair, with information about AACP that will motivate new members to participate.
        - Describe general structure and function of AACP
        - List benefits of membership in AACP
        - List types of involvement with AACP
        - Describe importance of AACP involvement to new Pharmaceutics section members
      - Encourage travel stipend for members to attend the AACP Annual Meeting
      - Explore mutually beneficial joint membership between AACP and other organizations
        - Example: Explore the possibility of joint AACP-AAPS membership - at a reduced price
      - Enhance marketing and recruitment strategies for section members at multiple levels
      - Strategies for junior, mid-career, and late-career faculty
      - Strategies for pharmaceutics graduate students
      - Create online means (e.g., Facebook) to connect prospective and current Pharmaceutics section members

- **Engagement of Pharmaceutics Section Members**
  - Identify what is most important to section members
  - Ensure that important issues are identified and prioritized
  - Stress the importance of active meaningful engagement for the future of pharmaceutics education
  - Develop mentorship opportunities
  - Develop robust information sharing and networking mechanisms
  - Provide forums for dissemination educational experiences, educational innovations, and educational publications of interest to pharmaceutics educators
  - Leverage technologies for information sharing and networking
  - Develop and utilize an AACP Pharmaceutics Section Facebook Page
  - Utilize the existing AACP Pharmaceutics Section Google Pages
    - Main Page (https://sites.google.com/site/aacppharmaceuticssection)
    - "The Pharmaceutics Curriculum" (http://sites.google.com/site/thepharmaceuticscurriculum
    - Create a Pharmaceutics section blog at the AACP website
    - Consider other technologies for idea generation and prioritization (e.g., IdeaScale and Democrasoft)
  - Inform members of changes to CAPE outcomes and their implications for Pharmaceutics education
  - Explore collaborative opportunities with other AACP sections and SIGs
  - Provide career educational development resources

**Ad hoc Bylaws Review Committee**
Scott Asbill (Chair), Presbyterian College

Charge: Review section bylaws for any necessary updates and to assure congruence with the
association's bylaws.

Accomplishments: The Ad hoc Bylaws Committee worked this past year to revise the standing rules of procedure for Pharmaceutics Section of the American Association of Colleges of Pharmacy. Proposed standing rules of procedure were submitted by the ad hoc committee to section leadership in March and were reviewed by the incoming officers at the AACP leadership retreat in March. Minor edits were suggested by section leadership and are designated as tracked changes in the proposed standing rules of procedures. The proposed standing rules of procedures were opened for comment by the section membership June 1 - 13 with intention to incorporate comments and vote on the standing rules of procedure by the end of the month so that they are in place at the annual business meeting.

**Ad hoc Awards Committee**  
Douglas Boudinot (Chair), Virginia Commonwealth University

Charge: determine if section should give member awards and if so, determine award type(s) and selection criteria

Accomplishments: The Committee reviewed awards given by AACP as well as those given by sections of the association. Discussions focused on monetary travel awards/grants for members of the Pharmaceutics Section to attend the annual AACP conference. The Committee recommends creating three competitive travel grants of $1,000 to $1,500 for AACP Teachers of Pharmaceutics Section to attend and present their work at the AACP Annual Meeting:
1. Innovation in Teaching Travel Award,
2. Excellence in Research Travel Award,
3. Promising New Faculty Travel Award.

Further definition, as well as awardee selection criteria and processes for these awards will be developed if the concept of the awards is approved.

Remaining Work for 2013-2014

- An electronic survey will be sent to section membership on June 16 (open until July 1) for membership to volunteer for committees for 2014-2015 and vote on the proposed Standing Rules of Procedure, the proposed Strategic Plan, whether or not to investigate modes of funding for the proposed awards (from the Awards Committee). The survey will also include points for discussion regarding the proposed 2016 ACPE standards.
- Committees for 2014-2015 will be assigned before the AACP Annual Meeting and committees will be encouraged to meet one another and begin their work at the conference.
- Time will be allotted during the 2014 Section Business Meeting to discuss implementation of the strategic plan, development of the Section's response to the proposed 2016 ACPE standards, and other committee recommendations.

Charges for 2014-2015

- Comments regarding the proposed 2016 ACPE standards will be compiled and submitted on behalf of the section to AACP. Individual members will be encouraged to submit comments also.
- The incoming Section Chair will provide full charges to the committees; however, several committees will receive charges based on the recommendations of this past year’s committees:
  - Programming Committee – to implement webinars and other mid-year programming in addition to the annual meeting programming
  - Ad hoc Awards Committee – to investigate funding of proposed awards, if the section votes to pursue.
- Ad hoc Strategic Planning Sub-Committee: Clinical Alignment of Pharmaceutics in the PharmD Curriculum – to implement strategies to accomplish strategic plan initiative #1, if the section votes to pursue.
- Ad hoc Strategic Planning Sub-Committee: Essential Pharmaceutical Concepts in the PharmD Curriculum – to implement strategies to accomplish strategic plan initiative #2, if the section votes to pursue.
- Ad hoc Strategic Planning Sub-Committee: AAPS Collaboration – to implement strategies to accomplish strategic plan initiative #3, if the section votes to pursue.
### AWARDS Committee

<table>
<thead>
<tr>
<th>Charge#</th>
<th>Sub-committee members</th>
<th>Progress</th>
<th>Next Steps for FY15</th>
<th>% completion for this year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Develop and implement a comprehensive plan for identification, mentoring, and nominating Section members for appropriate awards in the Association.</td>
<td>All committee members</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Solicit nominees for AACP Awards from Section members, gather the required supporting information, prepare nominations for submission and submit materials to the Section Chair prior to November 1st.</td>
<td>Jenn Trujillo, Lea Eiland, Nathan Pinner, Leslie Hamilton, David Fuentes, Abby Kahaleh</td>
<td>Completed</td>
<td>Dr. Bob Talbert will receive Chalmers Award in July 2014 at AACP Annual Meeting</td>
</tr>
<tr>
<td>3.</td>
<td>Collaborate with the Scholarship and Research Development Committee to identify exceptional and productive scholars in pharmacy practice worthy of AACP recognition.</td>
<td>Paul Belliveau</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Develop and implement, in collaboration with AACP staff, a plan for lifetime achievement award for Section members that can be awarded periodically to Section members.</td>
<td>Leslie Hamilton, Lauren Garton</td>
<td>In Progress</td>
<td>Work with AACP staff on this</td>
</tr>
<tr>
<td>5.</td>
<td>Maintain current list of past AACP award recipients, highlighting Section affiliation of previous winners, and coordinate the placement of this information on the Section web page with AACP staff and Section Secretary.</td>
<td>Leslie Hamilton, Lauren Garton, Lea Eiland, Nathan Pinner, Tonja Woods</td>
<td>Completed</td>
<td>Update again in 2015</td>
</tr>
<tr>
<td>6.</td>
<td>Submit an interim and an annual report for inclusion in the Section business meetings at the 2013 ASHP Midyear and 2014 AACP Annual Meetings, respectively.</td>
<td>Leslie Hamilton</td>
<td>Completed</td>
<td></td>
</tr>
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<tr>
<td><strong>Communications Committee</strong>&lt;br&gt;Terri Wensel, Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>Monitor Section use and value of the listserv and section web page and recommend improvements as needed.</strong>&lt;br&gt;Wensel</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td>Continual</td>
</tr>
<tr>
<td>2. <strong>Monitor Section committee communication strategies internally and recommend improvements as needed.</strong>&lt;br&gt;Wensel</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td>Continual</td>
</tr>
<tr>
<td>3. <strong>Recommend strategies to enhance networking and other forms of communications among Section members.</strong>&lt;br&gt;1. Nick Fusco&lt;br&gt;2. Jeff Lalama&lt;br&gt;3. Erika Kleppinger</td>
<td>9/23/13: Sub-committee members assigned and notified of charge&lt;br&gt;Convene workgroup and begin work on charge; provide report at next committee meeting (tent 10/24)&lt;br&gt;Nick and Jeff comm. via email, trying to gauge where we are/what has been done to promote networking. Looked at previous charges/progress notes on AACP website. Looked to be ongoing (newsletter).</td>
<td></td>
<td></td>
<td>40%</td>
</tr>
<tr>
<td>4. <strong>Develop a newsletter or other communication tool to increase awareness among the Section regarding best practices and innovative exemplars within the areas of education, clinical care, scholarship, and service.</strong>&lt;br&gt;1. Krista Capehart&lt;br&gt;2. Shauna Buring&lt;br&gt;3. Terri Wensel</td>
<td>9/23/13: Sub-committee members assigned and notified of charge&lt;br&gt;Convene workgroup and begin work on charge; provide report at next committee meeting (tent 10/24)&lt;br&gt;Shauna got background last year, not much done on it. was suggested but did not make to strategic plan. Shauna communicated with someone on scholarship/research cmte to discuss focus of newsletter that would highlight research/scholarship. challenge is that we all have own methods of identifying pharm prac research and all get inundated with emails summarizing tidbits. Talked with Leigh Ann around APhA meeting that we were struggling with mission/purpose/relevance of putting it together and if people would find of value.&lt;br&gt;What would be of value? may be helpful to find co-collaborators. plenty of avenues to promote things that are complete or mostly complete. don’t have a way or large enough group to do the project and we need to find others with similar interests. Perhaps a member spotlight. Something like this to share service/community outreach would be good and could highlight student innovation. Innovations/QI that are helpful but are not done in a way that would be publishable. Or pose questions to group…call out for solutions. Maybe since we have own listserv, we could announce in newsletter and send question out on listserv and people could</td>
<td></td>
<td></td>
<td>40%</td>
</tr>
</tbody>
</table>
| 5. Provide recommendations regarding the use of social media to engage Section members. | 1. Amber Hutchison  
2. Matthew Bird  
3. Sneha Srivastava (maternity leave thru 10/21) | 1/26/14: Recommendation provided in supplemental information below  
9/23/13: Subcommittee members assigned and notified of charge | Convene workgroup and begin work on charge; provide report at next committee meeting (tent 10/24)  
Have not discussed...look first to see if AACP has a policy on social media to see if we would be able and then go from there. AACP is on Facebook, so they may have a policy. Contact Alan Lee. Wensel to send his email address to Amber and Matt.  
Charge complete |
|---|---|---|---|
2. Justine Gortney  
3. Sally Haack | 1/17/17: Committee recommends strategies included in supplemental document  
9/23/13: Subcommittee members assigned and notified of charge | Convene workgroup and begin work on charge; provide report at next committee meeting (tent 10/24)  
Had a conf call last week to discuss the charge and what it meant when talking about best practices. Is this profiling best practices in all practitioners in US or just section or faculty driven patient care services. Did come up with ideas that would be helpful: 10 minute podcast, webinars, newsletter (consideration given to academic pharmacy) or a meet the experts session. Potentially link with PEAAS to see if there could be some common ground.  
Who is picking, criteria for best.  
Wensel to contact Charles Taylor to get clarification  
Strategies recommend; one further point of clarification before final completion. 90% |
<p>| 7. Submit an interim and an annual report for inclusion in the Section business meetings. | Wensel | 9/23/13: Progress report completed and submitted to Section Chair, C. Taylor | Compile progress report for submission in June 100% |</p>
<table>
<thead>
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</table>
| **Faculty Development**  
*Michael Neville, Chair* | | | | |
| 1. Monitor faculty development needs within the Section and recommend strategies to address unmet needs. | **Michael Neville – lead**  
Meghan Jeffres  
Michelle Hilaire  
Matthew Pitlick  
Pamela Stamm |  
- A spreadsheet for the 5 years previous AACP programming titles was compiled last year.  
- Faculty development seems to be a high priority. Committee members discussed that many programs focus on new faculty members, but mid-career faculty members are often in need.  
  
  Sessions could focus on MACRO topics (e.g. how to be a successful mid-level faculty member to MICRO topics (e.g. how to succeed as an oncology faculty member)  
- Webinars may be best because of flexibility and because sometimes having an “outsider” perspective is helpful  
- Other organizations (e.g. AACP and ASHP) have some faculty development resources |  
- Could AACP (Allan Lee) track the number of downloads of different programs / webinars, etc to gauge interest among faculty?  
- Perform a gap analysis to see what types of faculty development programming AACP can offer that compliments and/or differs from programming offered by other organizations (e.g. ASHP, ACCP). Could AACP offer similar “boot camp” approach?  
- Maintain a Pharmacy Practice on-line database of previous programming to assist the Programming Committee | ongoing |
| | | | | |
| 2. Evaluate the feasibility of a Section-wide formal mentoring program to engage experienced/senior faculty more fully with less experienced members. | **Meghan Jeffres – lead**  
Nicole Lodise  
Courtney Jarvis  
Brian Erstad | **Evaluate the feasibility of a Section-wide formal mentoring program to engage experienced/senior faculty more fully with less experienced members.**  
Feasibility analysis:  
Concerns:  
- There are committee concerns about the number and or availability of senior mentors. Senior mentors should be mentoring faculty at their own | Options or potential solutions  
- Webinars as a way to provide specific information and interactive mentoring  
- Additionally webinar pairing a junior and senior faculty member together could be a solution that would provide benefit for the junior mentor | 50% |
| 3. Review and summarize current standards for progression of part time and auxiliary/adjunct faculty in promotion and advancement in academic environment. | Matthew Pitlick - lead Edward Foote Antoine Jenkins Kim Adcock | • Low number schools using separate promotion criteria/guidance for adjunct/part-time faculty (compared to part-time faculty)  
• See attached manuscript for full summary and recommendations | 100%  
• Poster to be presented at AACP 2014 Annual Meeting  
• Manuscript in final stages for submission to AJPE |
| --- | --- | --- | --- |
| 4. Recommend strategies for engaging post-graduate learners (residents, graduate students) within the Section as a means to enhance their awareness of academic | Michelle Hilaire & Scott Hanes - leads Meghan Jeffres Jaclyn Kruse | A proposal was submitted as a special session for the AACP 2014 meeting about careers in academics (to focus on the Walmart scholars). The proposal was rejected. After a discussion with Jen Adams, the career discussion will be put into a 4 year cycle with other topics to be a discussion for the Wal-Mart Scholars.  
There is a partnership at the APhA and ASHP Meetings where presentations are given about careers in Academics. The ASHP 2014 Midyear Presentation was accepted under the Great Expectations Category.  
There is also programming at this years ASHP Meeting which will focus on Teaching Certificate Programs and the strengths/benefits to those in academics and for preceptors and residents | As the largest section in AACP (Pharmacy Practice), perhaps things could be done to promote academic pharmacy week more to students. Possible suggestions include asking schools to send us (either the committee or AACP) what things they have done successfully to promote academics as a career.  
Perhaps linking up the Wal-Mart Scholars with a potential “mentor”, outside of the mentor that they already work with to meet up with at the Annual Meeting to increase their networking.  
<p>|</p>
<table>
<thead>
<tr>
<th>Charge #</th>
<th>Sub-committee members</th>
<th>Progress</th>
<th>Next Steps for FY15</th>
<th>% completion for this year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Membership Committee</strong>&lt;br&gt;Debbie Byrd, Chair</td>
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</tbody>
</table>
| **Charge 1**<br>Monitor growth within the Section and recommend strategies to maintain a thriving organization. | Ed Bell<br>Jane Krause | **Recruit and retain new faculty as members**<br>• Reduced cost to attend Annual Meeting & reduced cost for membership (first two years) – both completed  
**Target non-members (never/infrequent members)**<br>Notes: 40% of Pharmacy Practice faculty are not members; decline seen in years 11-15  
• AACP developing non-member campaign  
• Consider developing a short survey of the non-members (best timing is the Fall)  
**Effective member to member outreach**<br>• Work through delegate at each School/College to promote value of membership to all faculty (see charge#3)  
**Effective programming at meeting(s) for all faculty. Note: first time faculty members who attend an Annual Meeting renew membership at a much greater rate (85%) as compared those who did not attend (35%)**<br>• Programming & Conference Teams focused on this  
• Networking session for new faculty – completed | Consider additional initiatives consistent with recommended strategies  
• Collaborate/discuss with committee members  
**Develop survey of non-members**<br>• Collaborate/discuss with Terry Ryan, AACP Membership and Database Manager  
• Will meet with Terry Ryan at AACP Annual Meeting, July 2014  
• Collaborate/Discuss with committee members | 50% |
| **Charge 2**<br>Evaluate strategies to increase membership of adjunct faculty (e.g. preceptors). Implement pilot initiatives if feasible to determine scalability and effectiveness in recruitment of adjunct faculty as members. | Kayce Shealy<br>Katie Suda | **Joint membership with ASHP, APhA, ACCP as a means to reduce overall costs:**<br>• Joint membership cannot be pursued at this time per Terry Ryan, AACP Membership and Database manager  
**Networking session at Annual Meeting for preceptors, ask how AACP can help them; and AACP session(s) at meetings with a high presence of preceptors**<br>• Contacted Lynette Bradley-Baker, Director of Professional Alliance Development for AACP  
• From a membership perspective, indirectly is helpful to AACP, | **Overall suggestions**<br>• Partner with AACP in ongoing efforts at AACP and other meetings. See comments by Lynette Bradley-Baker in Charge 4 regarding timeline and budget.  
• Expand member to member | 50% |
| **Charge 3**  
| Monitor effectiveness of the “member to member” outreach for non-members in pharmacy practice departments. Incorporate new strategies as indicated to reach non-members. |
| **Christopher Ho**  
| **S. James Matthews**  
| Working with Terry Ryan, AACP Membership and Database manager, designed and implemented a working member to member recruiting program  
- First year - developed concept and reviewed AACP website to make it more user friendly for current and perspective members.  
- Second year - explored implementation options, developed a tool kit for use in the member to member program, and assisted in making the AACP website more user friendly.  
- Third year - began implementation involving School/College faculty delegates. Toolkit sent to delegates, along with a letter for members/nonmembers at their respective schools/colleges encouraging joining or renewing their membership. Suggested AACP ask delegates to personalize the outreach letter. Activity optional this year, but AACP is considering making this a part of the delegate duties.  
- Over the past 2 years it has been a distinct pleasure to work with Terry Ryan. He has been instrumental in getting the program off the ground. He has also garnered input from upper administration of the AACP which bodes well for the continuation of this important outreach endeavor. |

| **Monitor the program**  
| - Make member to member recruitment effort a part of the School/College delegate to the House of Delegates activities.  
- Encourage delegates to personalize the letter.  
- Consider asking delegates to collect data regarding who renewed membership (remember new faculty have automatic membership for 2 years)  
- Quantify how many delegates send out the membership letter.  
- Revise the tool kit as needed.  
- Ensure letter is going to all practice faculty, including non-members.  
- Consider creating a recognition award for the delegate with the most renewals or new members. |
<p>| 90% |</p>
<table>
<thead>
<tr>
<th>Charge 4</th>
<th>AACP conduct a needs assessment of COP on what they need from AACP to develop graduate and residency programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a membership campaign to more effectively recruit graduate students and residents to the Section.</td>
<td>• Francine contacted Jen Adams, Senior Director of Strategic Academic Partnerships at AACP who suggested that a needs assessment that has been done on data regarding the need for faculty recruitment can be found in the research briefs.</td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.aacp.org/resources/research/institutionalresearch/Pages/InstitutionalResearchBriefs.aspx">http://www.aacp.org/resources/research/institutionalresearch/Pages/InstitutionalResearchBriefs.aspx</a></td>
</tr>
</tbody>
</table>

**Networking session at AACP Annual Meeting for graduate students, residents, program directors, ask how AACP can help their program**

- Gina contacted Lynette Bradley-Baker, Director of Professional Alliance Development for AACP. In response to the possibility of a networking session for students, residents, program directors, etc., Lynette’s response was, “At the AACP Annual Meeting, the AACP Walmart Scholars program is for PharmD and graduate students as well as residents and the Graduate Student Program is also targeted at the same group. The AACP Walmart Scholars program encompasses the entire meeting and includes a networking reception with department chairs and the Council of Faculties leaders. This does serve as a networking session for the graduate students and residents who typically attend our meeting. If your committee wants to suggest an additional networking reception that is open to all students and hosted by the PP Section that would require budget approval and likely a sponsor, and would have to wait until 2015 at the earliest.”

**Ask APhA and ASHP how AACP can help in the residency process**

- This task has not been addressed

**AACP session(s) at meetings with a high presence of graduate students, residents, program directors.**

- Emailed the chair of the task force for promotion of academic careers, with no response to date.
- Gina contacted Bonnie Brown, Chair of the Student Engagement Task Force. Bonnie did not indicate that there is overlap between the items her task force has worked on and the charges or ideas from this

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**Overall suggestions**

- Consider combining charges 4 and 5 to focus on increasing recruitment of graduates and residents.
- Ideas that focus on recruiting graduates and residents to a section

**Suggestion from Jen Adams**

Section could support current faculty recruitment efforts already underway at AACP, and Section could find ways to reach out to students and residents, even potentially on a one to one basis.

- We reached out to learn how we can get involved and help at the Annual Meeting.
- Determine if an additional networking session is of interest to Pharmacy Practice Section membership committee members (ultimately the PP section). Should explore if there is a significant number of students, residents, etc. who attend the meeting who are not involved in the Walmart Scholars program to help make this decision. If a networking session intended for everyone and not just the PP section, then will need to discuss who should take charge of this idea as it may be beyond the scope of this committee.
<table>
<thead>
<tr>
<th>Charge 4 (continued)</th>
<th>Create a membership campaign to more effectively recruit graduate students and residents to the Section.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>committee. In reference to our ideas, she stated the following:</td>
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<tr>
<td></td>
<td>o Suggested AACP consider attending the American Association of Pharmaceutical Sciences.</td>
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<td></td>
<td>o Supportive of webinars geared toward graduate students and residents</td>
</tr>
<tr>
<td></td>
<td>o Supportive of a membership packet geared towards graduate students and residents</td>
</tr>
<tr>
<td></td>
<td>o Supportive of a scholarship to attend the AACP Annual Meeting</td>
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<td></td>
<td>o Supportive of continuing to explore the possibility a resident, fellow, or graduate student on all PP section committees</td>
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<td></td>
<td>o Suggested a membership liaison at each school, an AACP Pharmacy Educator Week campaign, a track or well-identified sessions at the Annual Meeting for new teachers, mentoring of students, residents, fellows, graduate students for teaching roles</td>
</tr>
<tr>
<td>• Gina contacted Lynette Bradley-Baker, Director of Professional Alliance Development for AACP. Lynette indicated that the following are already done by AACP:</td>
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<tr>
<td></td>
<td>o ACCP Annual Meeting: Host a reception for faculty and future faculty</td>
</tr>
<tr>
<td></td>
<td>o ASHP Midyear Clinical Meeting: Present a session on academic careers at the Great eXpectations sessions for residents and new practitioners, and exhibit in the exhibit hall</td>
</tr>
<tr>
<td></td>
<td>o APhA Annual Meeting: Present a session on academic careers that is included in the student programming and exhibit in the exhibit hall</td>
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<tr>
<td></td>
<td>Create a poster session at AACP specifically for trainees (students, residents, graduate students). Consider “virtual” poster sessions to accommodate trainee schedules.</td>
</tr>
<tr>
<td>• Doreen contacted 2 members of Research and Scholarship (Chad Knoderer, Kristen Helms). They are looking into feasibility of virtual poster sessions to try to attract more trainees who might not be able to travel to the meetings. Can also consider poster sessions at interim meeting in February, if July meeting date is not convenient for residents. However, July date might be desirable as projects will have been completed by this time (vs. ACCP and ASHP, which occur too early in the residency year for completed projects to be presented).</td>
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<td></td>
<td>• Please see table below on page 9 regarding overlap for posters with AACP committees)</td>
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<tr>
<td></td>
<td>Create a webinar or webinar series about academia offered to residents/fellows/graduate students</td>
</tr>
</tbody>
</table>

• Next step should be to determine who the contacts are for a task such as this.
students and offer other forms of online activities to reach this group.

- This task has not been addressed.

**Consider a travel scholarship for a resident/fellow/graduate student to attend the Annual meeting.**
- From 2013 report, “A ‘straw poll’ was conducted to see if the Pharmacy Practice Section should consider offering a travel scholarship for a resident/fellow to attend the Annual meeting. There was not a large group in favor of this due to the timing conflict of the meeting and residency year.”

**Create an AACP membership packet that discusses the organization, careers in academia, etc. that is sent to residency programs. Many of the residency directors are not faculty and therefore are not members of AACP, so joining AACP may not be as highly encouraged as joining ACCP or ASHP, as an example.**
- Next step will be to review materials created under Charge 3 and modify. Then distribution will be discussed.

**Poster session suggestions**
- Consider surveying students/residents to determine interest in presenting at AACP, dates, format (virtual/live). Can travel awards be considered for best abstracts?
- Consider local AACP student chapters to increase visibility and encourage student participation and input into AACP
- May wish to have Research and Scholarship Committee continue to work on this item as one of their existing charges for next year, and remove from Membership Committee.

**Travel scholarship suggestions**
- Revisit travel scholarships next year focusing on PGY2 residents interested in academia
- Determine how to secure funding, how to market the scholarship, and who would review the candidates (consider adopting a similar process to ACCP AmCare PRN)

**Membership packet for residents**
- Consider modifying existing general membership packet from Charge 3 for current residents and residency directors/institutions. Packet could have descriptions of each section and SIG.
### Charge 5
Propose changes to the Strategic Planning and Bylaws committee to formalize a role for residents or graduate students in the Pharmacy Practice section, including the process for appointments to committees and working groups of the section.

<table>
<thead>
<tr>
<th>Gina DeSevo</th>
<th>Doreen Pon</th>
<th>Francine Salinitri</th>
<th>Kelly Wright</th>
</tr>
</thead>
</table>
| Subcommittee members focused on Charge 4.

**Overall suggestions**
- Consider combining charges 4 and 5 to focus on increasing recruitment of graduates and residents.
- Determine the feasibility to add residents and graduates to committees and if feasible determine if by-laws need to be changed and how we would recruit for this.

**Recommended 2014-2015 Charges**
- Develop survey of non-members to assess needs and potential interest in AACP membership
- Partner with AACP in ongoing efforts at AACP and other meetings to recruit non-members.
- Consider further expansion of Pharmacy Practice and Experiential Education Sections’ webinars to joint sessions at various pharmacy meetings.
- Monitor and refine the new member to member recruiting program
- Modify existing general membership packet from Charge 3 for current residents and residency directors/institutions.

### Charge 6
Submit an interim and an annual report for inclusion in the Section business meetings.

<table>
<thead>
<tr>
<th>Debbie Byrd</th>
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</table>
| Membership Committee met via phone in November 2013 and February 2014, and conducted remaining business via email and individual phone calls. Subcommittees were identified to address each charge, with progress detailed above.

**Overall suggestions**

**Recommended 2014-2015 Charges**

- Develop survey of non-members to assess needs and potential interest in AACP membership
- Partner with AACP in ongoing efforts at AACP and other meetings to recruit non-members.
- Consider further expansion of Pharmacy Practice and Experiential Education Sections’ webinars to joint sessions at various pharmacy meetings.
- Monitor and refine the new member to member recruiting program
- Modify existing general membership packet from Charge 3 for current residents and residency directors/institutions.
## AACP Committees – Trainee Poster Session Overlaps 2013-2014

<table>
<thead>
<tr>
<th>Committee</th>
<th>Charge</th>
<th>Subcommittee Members</th>
<th>Proposals</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership (Charge 4)</td>
<td>Create a membership campaign to more effectively recruit graduate students and residents to the Section.</td>
<td>Doreen Pon, Francine Salinitri, Kelly Wright</td>
<td>Create an incentive for residents/fellows to attend/participate in Annual Meeting. This would include poster submissions labeled as work from resident/fellow with a contest for best poster in this category. We contacted Melinda Colon at AACP office about this and she suggested we provide this feedback to the Council of Sections.</td>
<td></td>
</tr>
<tr>
<td>Scholarship and Research</td>
<td>Recommend a strategy to showcase resident, fellow, and graduate student scholarship/research. Consider pilot initiatives that could use technology to achieve this charge.</td>
<td>Chad Knoderer, Kristen Helms</td>
<td>Exploring idea of virtual poster sessions. Timing of meeting in July may be a problem for trainees to attend. Consider trainee poster session at February meeting. (Timing may also be an issue for ACCP and ASHP meetings and trainees either submit work in progress or submit the following year after residency.) Support idea of travel grant and/or recognition of high quality submission. May need a survey of trainees to determine interest level and best timing for maximal participation.</td>
<td></td>
</tr>
<tr>
<td>Student Engagement</td>
<td>Participate with the Council of Sections leadership to recommend strategies to more effectively engage student pharmacists, pharmacy residents, and graduate students within the Section.</td>
<td>Bonnie Brown</td>
<td>Not currently working on trainee poster session, however supportive of idea. Timing of meeting in July may be an issue. Support peer review and recognition of high quality poster submissions.</td>
<td></td>
</tr>
<tr>
<td>Charge#</td>
<td>Sub-committee members</td>
<td>Progress</td>
<td>Next Steps</td>
<td>% completion for this year</td>
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<tr>
<td><strong>Nominating Committee</strong>&lt;br&gt;Leigh Ann Ross (Chair), Jill Borchert, Kristy Britain, Brian Cross, Steven Crosby, Adam Pate, Josh Fleming, Kathy Zaiken, Bradi Frei</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Solicit potential candidates for Section officer (Chair elect, secretary) and disseminate materials to prospective candidates for Section leadership positions to explain officer responsibilities.</td>
<td>All Committee Members</td>
<td>Activities for this charge occurred in Spring 2014.</td>
<td>Solicitation of potential candidates for Section Chair-Elect was completed.</td>
<td>100%</td>
</tr>
<tr>
<td>2. Coordinate the gathering of supporting materials from nominees as background for members.</td>
<td>Leigh Ann Ross</td>
<td>Coordination of supporting materials occurred in Spring 2014.</td>
<td>Coordination of nominees’ supporting materials has been completed.</td>
<td>100%</td>
</tr>
<tr>
<td>3. Present a slate of nominees for Section officers (Chair elect, secretary) at the 2014 AACP Annual Meeting.</td>
<td>Leigh Ann Ross</td>
<td>Slate to be presented in Spring 2014.</td>
<td>Presentation of slate of nominees at 2014 AACP Annual Meeting.</td>
<td>90%</td>
</tr>
<tr>
<td>4. Develop and implement a comprehensive plan for identification, mentoring, and nominating Section members to leadership roles in the Section and the Association.</td>
<td>All Committee Members</td>
<td>The Nominating Committee met on December 19, 2013, via teleconference. The process and timeline for identification and nomination of Section members for leadership roles was outlined. An electronic shared folder was established and documents to solicit nominations have been updated and are ready for distribution in February 2014. The nomination plan for Chair-Elect was implemented. The Nominating Committee and Section officers met on May 13, 2014 to further discuss mentoring of members for leadership roles in the Section.</td>
<td>Development and implementation of a plan for identifying, mentoring, and nominating Section members for leadership roles has been completed.</td>
<td>100%</td>
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</tbody>
</table>
5. Submit an interim and an annual report for inclusion in the Section business meetings.  
Leigh Ann Ross  
Final report submitted in May 2014.  
100%

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>#1 – 2014 AACP Annual Meeting, Section Programming (2 programs to be developed)</td>
<td>M. Neville, T. Hagemann, AM Liles, K. Kelley, S. Schrader, L. Borgelt, V. Coppenrath</td>
<td>Completed</td>
<td>Developed a proposal focused on teaching certificate programs role and impact on preceptor development. Collaborated with the ASHP Section of Clinical Specialists and Scientists (SCSS) Education Steering Committee (ESC) (Joel serves as chair). Melinda Ortmann from the ASHP SCSS ESC also worked with us. Our proposal was accepted and I have confirmed all three speakers at this time. I have attached the specific agenda, time of the session at ASHP MCM 2014, speakers, and objectives. Joel Mars will serve as the program chair for the submission, and Michelle Hilaire has agreed to moderate this session at Midyear. The program specifics are: ASHP 2014 Midyear Clinical Meeting (Anaheim, CA) Looking into the Hour Glass: Impact and Role of Teaching Certificate Programs on Preceptor Development Monday, December 8, 2014, 2:00-3:45 pm. 1.75 contact hours</td>
<td>100%</td>
</tr>
<tr>
<td>#2 - 2014 ASHP Midyear Clinical Meeting, Section Programming</td>
<td>J. Marrs (2013 lead), F. Hughes, M. Hilaire</td>
<td>Completed</td>
<td>100%</td>
<td></td>
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</table>

Program Committee  
Chair: Steven C. Stoner  
Committee Members: Valerie Coppenrath, Kristi Kelley, Anne Marie Liles, Joel Marrs, Michael Neville, Sarah Shrader, Frank Hughes, Michelle Hilaire, Tracy Hagemann, Laura Borgelt, Shauna Buring
<p>| #3 – Develop APhA program for student pharmacists | M. Hilaire | Completed | A collaboration between APhA and AACP that is coordinated by Jen Adams from AACP was already established. This had been a part of the pharmacy practice strategic plan. This session is usually well attended at the APhA meeting; it has been occurring for the past few years. This focuses more on pharmacy students who are considering careers in Academics versus the AACP Programming at the ASHP Midyear meeting. The ASHP Midyear Meeting Presentation is more geared towards current pharmacy residents and new practitioners. The 2014 ASHP Midyear Clinical Meeting Programming has been accepted. | 100 |
| #4 – Webinar Implementation | M. Neville, S. Stoner, V. Coppenrath | Completed | Webinar held on Wednesday, May 28th, 2014 at 11 am CST titled “Grant Writing 101 for Pharmacy Practice Faculty Members – Getting Started!” | 100 |
| #5 – Maintain inventory for section programming | S. Stoner | Completed | S. Stoner will maintain list of ideas for carryover into next year’s charges for programming ideas. Will also create inventory of topics presented over last three years. | 100 |
| #6 – Interim and Annual Report | S. Stoner | Completed | S. Stoner to compile information for report. | 100 |</p>
<table>
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</thead>
<tbody>
<tr>
<td>Resolutions Committee</td>
<td>Jeffery Evans, Chair</td>
<td><strong>Charge 1:</strong> Solicit resolutions from Committee and Section members and educate Section on process for submission. Collaborate with Strategic Plan and Bylaws Committee on this charge.</td>
<td>Full Committee</td>
<td>Sent requests twice during the year. Received a total of two resolutions described below</td>
</tr>
<tr>
<td>Charge 2: Review all proposed resolutions for adherence to revised Section procedures</td>
<td>Full Committee</td>
<td>The committee discussed the resolutions through email and then submitted the modified resolutions to the original authors. Any changes made by the author were then resubmitted for more review by the committee. Once this review was finalized, the resolutions were submitted to the section.</td>
<td></td>
<td>Forward reviewed resolutions on to the Section</td>
</tr>
<tr>
<td>Charge 3: Draft a summary of proposed resolutions with rationale, and send to Section Listserv at least two weeks prior to business meetings of the Section or prior to electronic voting.</td>
<td>Full Committee</td>
<td>The committee worked together with the authors of the resolutions to prepare background with the resolution. The chair will send out in an email with the resolutions seeking comments at least two weeks prior to the business meeting.</td>
<td></td>
<td>Forward resolutions on to the Section at least two weeks prior to the annual Business Meeting</td>
</tr>
<tr>
<td>Charge 4: Present resolutions to members at Business meetings and coordinate electronic voting on</td>
<td>Chair</td>
<td>Will present resolutions at the Business Meetings</td>
<td></td>
<td>Present Resolutions</td>
</tr>
</tbody>
</table>
resolutions with AACP per revised Section rules.

| Charge 5: Submit an interim and an annual report for inclusion in the Section business meetings. | Chair | Interim report was filed and this is the final report | N/A | 100% |

<table>
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<tbody>
<tr>
<td>Charge 1: Recommend strategies to increase research awards (e.g. New Investigator awards) received by Section members. Collaborate with Section's Immediate Past Chair to encourage member applications as well as recommend ways to improve the rates of funded proposals by members.</td>
<td>Lakesha Butler and Cindy Sanosky</td>
<td>Lakesha and Cindy researched why previous PP section member applications for NIAs were unsuccessful; not following specific applications requirements was a common issue. Lakesha worked with June Johnson to create a document that provides guidance to Pharmacy Practice members applying for NIAs. The resource was uploaded to the PP section of the AACP website and is available at: <a href="http://www.aacp.org/governance/SECTIONS/pharmacypractice/Documents/NewInvestigatorAwardPearlsOfWisdom-PharmacyPracticeSectionGrantApplications.pdf">http://www.aacp.org/governance/SECTIONS/pharmacypractice/Documents/NewInvestigatorAwardPearlsOfWisdom-PharmacyPracticeSectionGrantApplications.pdf</a></td>
<td>Brainstorming of new initiatives to increase PP section funding for research proposals.</td>
<td>100%</td>
</tr>
<tr>
<td>Charge 2: Communicate to Section members the financial resources available to pharmacy practice faculty for the development of innovative teaching, scholarship, and practice.</td>
<td>Erin Callen, Kelly Lee, and Lakesha Butler</td>
<td>Kelly and Erin went through material on AACP website and identified scholarship resources that were not yet available. Worked with Katie Owings to add content to the site: <a href="http://www.aacp.org/resources/research/Pages/ResearchFundingOpportunities.aspx">http://www.aacp.org/resources/research/Pages/ResearchFundingOpportunities.aspx</a></td>
<td>Completed</td>
<td>100%</td>
</tr>
<tr>
<td>Charge 3: Work with other AACP Sections to advance the idea of a new category of research grant specific to residents, fellows, or graduate students.</td>
<td>Katie Carey and Brian Erstad</td>
<td>Researched other disciplines (medicine, nursing, other national pharmacy organizations) to develop a list of “best practices” regarding grants specific to residents, fellows, and graduate students.</td>
<td>Will need to communicate with other AACP sections to determine if this initiative is of interest and seek comments on the best practices list developed by our committee.</td>
<td>75%</td>
</tr>
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</table>

| Charge 4: Develop a list of section members who are available to assist other faculty in reviewing and critiquing grant proposals. Consider a networking component that would enhance faculty development as scholars. | Shaunta’ Ray and Keith Olsen | Shaunta’ contacted Diane Drakeley, Program Manager for Research and Graduate Education at AACP. Shaunta’ also received a response from Vincent Lau, Chief Science Officer and VP of Research and Graduate Education for AACP to generate some guidance on this initiative. The committee felt that we could start by generating a list of criteria for PP section mentors and then solicit volunteers based on who was qualified to serve as a mentor. Beyond this preliminary research and planning, the charge did not get much further this year. | Next year (early): committee should create list of criteria for mentors for NIA/other grant awards and then work with the section’s immediate past chair to solicit mentor interest prior to NIA deadline (when NIA information first goes out). Maybe section members who are seeking a mentor could “apply” to be matched with one. | 25% |

| Charge 5: Investigate opportunities for a Section Sabbatical Program for Scholarship. | Chad Knoderer and Katie Carey | Chad and Katie researched other disciplines (nursing, medicine, pharmacy) and identified opportunities within those disciplines for sabbatical programs. Based on this, developed a list of “best practices” that could be circulated within the section committees to determine if this initiative is of interest to the section. | Will need to circulate this list to determine if there is interest next year. | 75% |

| Charge 6: Recommend a strategy to showcase resident, fellow, and graduate student scholarship/research. Consider pilot initiatives that could use technology to achieve this charge. | Kristen Helms and Chad Knoderer | Kristen and Chad communicated with Doreen Pon from the AACP Membership Committee about this. The Scholarship Committee was exploring idea of virtual poster sessions. Discussion between Kristen, Doreen and Chad was that the timing of meeting in July may be a problem for trainees to attend. Consider trainee poster session at February meeting. (Timing may also be an issue for ACCP and ASHP meetings and trainees either submit work in progress or submit the following year after residency.) Support idea of travel grant and/or recognition of high quality submission. May need a survey of trainees to determine interest level and best timing for maximal participation. | The Scholarship Committee can continue this charge for next year – focus on virtual poster session for trainees at an AACP meeting and possibility of a trainee “scholarship of teaching” or other type of article section in AJPE. | 25% |

| Charge 7. Identify strategies to increase | Kelly Lee and Kristen Helms | The committee felt that it would be appropriate to send PP section scholarship updates electronically by linking the update | Continue to explore the logistics of sending out section scholarship updates | 75% |
Awareness regarding the Scholarship of Engagement within the Section.

to PP section updates that are already being sent out electronically. Kristen contacted Terry Ryan and found out that it is possible to send out section scholarship updates electronically. However, it is not known who would be in charge of collecting and sending out the updates to members. electronically (i.e., it is possible, but who will take ownership of this and how will it occur).

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<tr>
<td><strong>Advocacy Task Force</strong>&lt;br&gt;Diane B. Ginsburg</td>
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<td>Increase awareness across the Section of resources related to advocacy, and actively promote advocacy opportunities (and examples to our members)</td>
<td>Joshua Fleming&lt;br&gt;Brooke Griffin&lt;br&gt;Karen Whalen&lt;br&gt;Diane Ginsburg</td>
<td>Completed.</td>
<td>Continue to promote activities and resources to AACP members</td>
<td>100%</td>
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<td>Recommend curricular components (e.g. courses) within schools and colleges of pharmacy that will advance student pharmacist competencies as advocates. Refer to new CAPE outcomes</td>
<td>Sarah McBane&lt;br&gt;Brooke Griffin&lt;br&gt;Julie Kissach&lt;br&gt;Marilyn Bulloch&lt;br&gt;Santhi Masilamani&lt;br&gt;Diane Ginsburg</td>
<td>Discussed types of models (state legislative success - California, North Carolina system, New Mexico, Washington state) as well as information to compile (state level initiatives - possibly write-up California success in getting provider status), providing information to students and residents on successful models. Work with task force members to add to current literature (ACCP publications on collaborative practice) and paper published by AACP on successful practice models (secure from Will Lang). Compile information and share with task force and AACP representatives.</td>
<td>Information still coming in from taskforce members. Final compilation will be submitted by July</td>
<td>910%</td>
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<td><strong>Charge 1:</strong> Disseminate recommendations for a standardized approach to a TLC for post-graduate learners&lt;br&gt;Bonnie Brown, TF Chair</td>
<td>Eric Wright-subcommittee chair&lt;br&gt;Bonnie Brown&lt;br&gt;Katie McClendon&lt;br&gt;Others working on project but not on TF this year:&lt;br&gt;Jacob Gettig&lt;br&gt;Jay Martello&lt;br&gt;Kelly Smith&lt;br&gt;Janet Teeters&lt;br&gt;Tim Ulbrich&lt;br&gt;Nicole Wegrzyn&lt;br&gt;Lynette Bradley-Baker</td>
<td>Completed Pending publication AJHP (Galley proofs edited in April).&lt;br&gt;Sub-committee members have decided to continue in consultation with ASHP regarding implementation of report. (TLC research group).&lt;br&gt;3 members will present recommendations at the ASHP National Pharmacy Preceptor conference in August 2014 (Ulbrich, Martello, Bradley-Baker)</td>
<td>Formalize a group to work with ASHP on implementation of recommendations. Members of this sub-committee are interested in working with ASHP as noted by our continued communication via the TLC Research group.</td>
<td>100%</td>
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<td><strong>Charge 2:</strong> Develop a model curriculum for student pharmacists interested in academic pharmacy incorporating information on AACP and academic careers&lt;br&gt;</td>
<td>Bonnie Brown&lt;br&gt;Jaclyn Kruse&lt;br&gt;Karl Hess&lt;br&gt;Kathryn Kiser&lt;br&gt;Michael Peeters&lt;br&gt;Maria Summa&lt;br&gt;Ashley Vincent&lt;br&gt;Seena Haines&lt;br&gt;Jessica Cottreau&lt;br&gt;Megan Wilson&lt;br&gt;Jennifer Simon</td>
<td>Ideas/suggestions/curriculum collected but not vetted by sub-committee. No dissemination plan developed.</td>
<td>Complete this work via this sub-committee (or assign to another group)</td>
<td>30%</td>
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<td><strong>Charge 3:</strong> Participate with the Council of Sections leadership to recommend strategies to more effectively engage student pharmacists, pharmacy residents, and graduate students within the section&lt;br&gt;</td>
<td>Bonnie Brown&lt;br&gt;Other sub-committee members as needed</td>
<td>Have had e-mail communication with members of the Membership committee regarding this charge. Specific suggestions given to Gina DeSevo and Doreen Pon regarding development of a trainee poster session, webinars, membership packets, scholarships to support membership/travel to meetings, and residents/fellows/post-grad students on committees, among a number of other ideas discussed.</td>
<td>The membership committee will be making recommendations to the Practice Section regarding how to move forward with this charge for 2014-15. Specific items may need to be assigned to other committees/work groups.</td>
<td>100%—unless additional comment or work is deemed necessary</td>
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<td>Charge 4:</td>
<td>Bonnie Brown</td>
<td>All reports submitted on time</td>
<td>100%</td>
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| Section Development Task Force | All Task Force Members | Task Force members met via teleconference on December 4, 2013. The report from 2012-2013 was reviewed and a plan for 2013-2014 Task Force work was developed. Task Force members have reviewed key documents and will meet via teleconference in early July 2014 to finalize recommendations. | • Review Section Strategic Plan and key Pharmacy Practice Section and Council of Sections committee reports. (Leigh Ann Ross)  
• Review key Council of Faculties Committee Reports (Jen Trujillo)  
• Review key Council of Deans Committee Reports (Paul Jungnickel)  
• Teleconference to finalize recommendations in July 2014. | 75% |

<p>| Faculty Practice Model Task Force | Magaly Rodriguez de Bittner; Jan Hastings; Gordon Sacks; Marilyn Speedie | Completed Surveyed 16 Colleges of Pharmacy with recommendations formed and submitted to the Council of Sections in February. Submission pending for publication. | None Recommended | 100% |</p>
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| PROMOTION OF ACADEMIC CAREERS Task Force  
Lisa Lundquist, Chair | | | | |
| 1. Collaborate with other practice-oriented professional organizations to enhance awareness of academic pharmacy as a career pathway, with an emphasis on programs to address issues critical for success in all stages of academic careers. | Bell  
Campbell  
Davis  
Fuentes  
Lundquist  
Sanoski  
Wilson | **ASHP Intersections** accepted our article proposal for a 3-part series on academic pharmacy, which will reach students and residents considering an academic career. | **Action item**: discussing the details of submitting programming with the ACCP education committee and partnering with the Education and Training PRN for the ACCP 2014 Annual Meeting.  
**Action item**: 3-part article series is in progress with most task force members participating in the writing process.  
Awaiting information from AACP Pharmacy Practice Section. | 50%  
Received correspondence from Section leadership on May 12, 2014 that we may continue with the 3-part article series.  
. |
| 2. Develop opportunities for Section mentorship of post-PharmD trainees and graduate students interested in academic careers. The plan should include means to develop both mentors in the program and engage and support the trainees and students. | Bell  
Campbell  
Davis  
Fuentes  
Lundquist  
McKee  
Sanoski  
Wilson | A proposal for a pilot Academic Mentoring Program for students and residents for the AACP Pharmacy Practice Section has been submitted to the Section leadership for consideration. | **Action item**: proposal for pilot Academic Mentoring Program for students and residents for the AACP Pharmacy Practice Section has been submitted to the Section leadership for consideration.  
Supporting materials and articles have been identified to guide the structured program.  
Awaiting feedback from AACP Pharmacy Practice section. | 100%  
Additional work to be completed if the proposal is approved by the Section leadership. |
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<td><strong>Health and Wellness Task Force</strong></td>
<td>Susan Bruce, Chair</td>
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<td><strong>Charge 1: Summarize best practices and exemplary models for engaging student pharmacists in wellness and disease prevention activities.</strong></td>
<td></td>
<td>The task force members worked together to discuss how to approach each of the charges listed. Following a comprehensive literature search, revealing limited published information about health and wellness initiatives in pharmacy curricula, members decided to create a comprehensive survey to distribute to colleges of pharmacy. The survey was drafted by a subgroup (Kelly Lee, Amy Schwartz and Sharron Connor) then reviewed and finalized by all task force members. Since we are interested in publishing our results, we need to pursue IRB review and approval before the survey is distributed. We are currently working with all 11 IRBs to complete the necessary reviews and paperwork.</td>
<td>Following approval by all 11 IRBs, we will distribute the survey to pharmacy practice department chairs. Recommend that this task force continue into the next academic year to allow for survey distribution, analysis of results, and manuscript preparation.</td>
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<td><strong>Charge 2: Recommend strategies for incorporating wellness and health promotion within pharmacy curricula.</strong></td>
<td></td>
<td>The task force members worked together to discuss how to approach each of the charges listed. Following a comprehensive literature search, revealing limited published information about health and wellness initiatives in pharmacy curricula, members decided to create a comprehensive survey to distribute to colleges of pharmacy. The survey was drafted by a subgroup (Kelly Lee, Amy Schwartz and Sharron Connor) then reviewed and finalized by all task force members. Since we are interested in publishing our results, we need to pursue IRB review and approval before the survey is distributed. We are currently working with all 11 IRBs to complete the necessary reviews and paperwork.</td>
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<td><strong>Charge 3: Recommend strategies to create a healthier campus environment to role-model health promotion and wellness.</strong></td>
<td></td>
<td>The task force members worked together to discuss how to approach each of the charges listed. Following a comprehensive literature search, revealing limited published information about health and wellness initiatives in pharmacy curricula, members decided to create a comprehensive survey to distribute to colleges of pharmacy. The survey was drafted by a subgroup (Kelly Lee, Amy Schwartz and Sharron Connor) then reviewed and finalized by all task force members. Since we are interested in publishing our results, we need to pursue IRB review and approval before the survey is distributed. We are currently working with all 11 IRBs to complete the necessary reviews and paperwork.</td>
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Programming Committee
Members: Yu-Chieh (Jack) Chen, Susan Skledar, Salisa Westrick, Jean Carter, Micheline (Miki) Goldwire, Leticia (Tish) Moczygemba, Jill Augustine, Kim Plake (Chair)

Committee Progress: Developed two programs for the Annual Meeting in July 2014:

1. Preparing for the Next Stage in Your Career: Professional Development Roundtables

During this session, faculty and students will discuss a variety of professional development topics using a roundtable format. Topics will address development needs of faculty and students at different career stages. Topics include: developing mentoring relationships, moving to an administrative position, fostering collaborative relationships, identifying leadership opportunities, creating a publication plan, and planning career goals after receiving promotion.

Learning Objectives:
1. Discuss factors to consider when developing professional and career goals.
2. Develop professional and career goals for use upon return to institution
3. Identify steps to attain career goals

Speakers:
• Robert Beardsley, Transitioning into a Full Professor
• Gayle Brazeau, Just say YES to Leadership Opportunities in Professional Organizations
• Jennifer Danielson, Collaborating to Team Teach and Transitioning to IPE Champion
• William Doucette, Mentoring Faculty and Students
• Caroline Gaither and David Zgarrick, Moving from Faculty to Administration: How to Make a Successful Transition
• Brian Isetts, Preparing for Your Sabbatical
• Suresh Madhavan, Post-Graduate Opportunities (Fellowships and Graduate School) and Research
• Susan Meyer, Achieving Professor
• Betsy Sleath, Preparing a Publication Plan
• Donna West Strum, Seeking Collaborations in Research

2. Electing To Be Creative!
Interested in teaching an elective? Electives often allow instructors to be creative in the selection of topics, educational methodologies, and technology. This session will focus on electives with a creative approach or subject matter. Facilitators at each roundtable will describe their elective and address the lessons learned from their experiences.

Learning Objectives:
1. Identify elective offering at schools and colleges of pharmacy.
2. Discuss educational approaches used in elective offerings at schools and colleges of pharmacy
3. Develop learning strategies for use in elective offerings.

Speakers:
• Alicia Bouldin, Roundtable: Learning about Learning
• John Bentley, Roundtable: Teaching (and doing) biostatistics to (with) pharmacy students
• Barry Bleidt, Roundtable: Online SAS Elective: Media’s Influence on Pharmacy
• Christina Dewar, Roundtable: Entry Level Cultural Competency: A multi-method approach to ensuring competent practitioners
• Brent Fox, Joshua C. Hollingsworth, and David Umphress, Roundtable: An interdisciplinary course in mobile health (mHealth) app design
• Kevin Hall and Ken Cor, Roundtable: Int D 457 Canada/China Global Health Collaboration: An international, intercultural, interdisciplinary, global health course
• Pam Heaton, Roundtable: Ethics and the Movies: A Novel Approach to Engage Students in Ethical Discussions
• Kristin Janke, Roundtable: Supporting Student Leadership Development through Longitudinal, Self-Study Electives
• Eric Johnson and Katherine O’Neal, Roundtable: Multifaceted Approach to Learning about Pharmacy Business: Hooking the Next Generation into Entrepreneurship
• Earlene Lipowski, Roundtable: Setup for Learning Public Policy
• Marcelo Nieto, Roundtable: Electing to use a Language Course for Interprofessional Education
• Jason Perepelkin, Roundtable: Marketing as an Elective: Because It's Easier to Find Continuing Education Sessions on Therapeutics Once You're In Practice!
• Alexandra Perez, Roundtable: Applied secondary data analysis elective: using NHANES in clinical pharmacy research
• Therese Poirier, Roundtable: Education Specialization

Next Steps: Evaluate feedback on both programs and make recommendations to next year’s programming committee.

Strategic Planning Committee
Members: Jill Lavigne, Albert Wertheimer, Sally Huston, Betty Chewning, Jacyn Myers, Kim Plake, Nate Rickles (Chair)

Committee Progress: We had monthly meetings to carefully discuss and develop 9 strategic initiatives for the section that contain 20 goals and 47 Objectives. We used strategic plans from other sections as guides and making our strategic plan in alignment with the developing COS’ strategic plan. The strategic plan has also been reviewed for flow and content. Before the Annual Meeting, we will have selected external reviewers who are experienced in strategic planning review draft strategic plan. We also hope to have 1 webinar in July to discuss member thoughts about the plan. We plan to have brief discussion of plan at Annual Meeting business meeting.

Next Steps: To modify the strategic plan given feedback of SAS members at the Annual Meeting. Membership should vote on plan as early as the Fall 2014 and implemented with the new 2014-2015 SAS Section leadership team.

Awards Committee
Committee Members: Sally Huston, Matthew Borregu, Sean Icing, Varun Vaidya, Fadi Alkhateeb, Prashant Sakharkar, Pam Heaton (Chair)

Committee Progress: The committee has been busy and productive. We nominated a SAS colleague to receive the Volwiler Award. Working closely with the SAS Section Chair, we submitted a thorough and compelling application package. Unfortunately, the colleague not selected for the award. The committee has also made recommendations for the Lyman Award.

Next Steps: The work of this committee continues with identifying other awards SAS members might be nominated for.
**Curriculum Committee**
Members: Lea Mollon, Shih-Ying (Audrey) Hsu, Jeff Guo, Maggie Kading, Andrea Kjos, Robert Cisneros, Mark Patterson, Linda Gore Martin (Chair), Jayashri Sankaranarayanan (Vice Chair)

Additional Members for the Joint Project on HIT:
Terry Warholak, Ana Hincapie, Lou Barone, Beth Breeden, Alisa Thomas, Randell Doty, Lisa Ashton, Tim Cutler, Amanda R. Fingado, Kevin Clauson

Committee Progress: Charge 1 (a new charge in collaboration with Section of Pharmacy Practice and the Section of Experiential Education): Investigate current/successful practices on Health Information Technology education. After a very successful teleconference was held on November 25, the members of this expanded committee started working on identifying competency areas for HIT. Syllabi from several programs and projects were evaluated for objectives and topic areas. A spreadsheet comparing these was developed by Doty and the committee has used this to create a document that will be ready for presentation at the 2014 Annual Meeting. Conference calls were held February 2, February 19, March 12, April 9, April 24, and May 12. At least 2 more calls will be held before the Annual Meeting. A roundtable (Produce Home Runs: Integrating HIT into the curriculum) will be held Tuesday at 10:00-11:00 where the document will be used to facilitate the discussion. The committee is supportive of the Partners in E train-the-trainer workshop being held on Wednesday, July 30 from 8-12:30; our project uses this project extensively.

Next Steps: We would still like to see a publication in AJPE from this project (see Charge 1). Charges 2-4 are incorporated into the charge 1 project, but cannot be updated until the document is completed. Charge 2: Seek best practices for active learning assignments for professional and graduate courses in the discipline. Charge 3: Continue identifying content for the new teaching handbook to be made available on the AACP website, including additional syllabi, teaching materials, and resources. Identification of competencies associated with CAPE 2013 is especially desired. Charge 4: Continue development of “SAS Rocks” or similar such interactive blog for interactive communication regarding teaching issues.

**NABP NAPLEX Item Committee**
Members: Ken Schafermeyer, Radhika Devraj, Ben Uriek, Aleda Chen, Monica Holiday-Goodman, Marwa Noureldin, Michael Andreski, Drake University, michael.andreski@drake.edu, Jill Lavigne, Mary K. Gurney (Chair)

Committee Progress: Charges: (1) Explore process of how to increase SAS content on national licensure exam and (2) Develop proposal to NABP to develop SAS items for a pilot. The committee supplied comments on the current NAPLEX Blueprint and information was sought from NABP. Data has not yet been compiled by the Chair for the committee to review.

Next steps: Compile and evaluate the comments received by committee members on the current NAPLEX blueprint. Determine future collaboration with NABP. Examine how revised ACPE Accreditation Standards and forthcoming revisions to the AACP CAPE Outcomes may be used as jumping points for future discussion.

**Nominating Committee**
Members: Linda Gore Martin, Jeff Guo, Daniel Lane (Chair)

Committee Progress: Candidates were reviewed for chair-elect of the section. We identified two individuals for the election this past year: Ana Quinones-Boex and David Holdford. There was considerable confusion regarding candidates previously slated for the election by last year’s committee. Anandi Law and John Bentley were supposed to have been slated for this fall’s election. Instead, they will be slated for next year’s election. We thank them for graciously agreeing to the changes.
Next Steps: Remind the nominating committee for next year that the slate for candidates is already confirmed with Anandi Law and John Bentley running for chair-elect.

**Mentoring Committee**
Members: Amy Broeseker, Scott Griggs, Nick Hagemeier, Daniel Lane, Julie Lauffenburger, Anandi V. Law (Chair), Erin Holmes (Vice-Chair)

Committee Progress: Charges to Committee: (1) Evaluate the new recommendations for mentoring from the joint COS/COF/COD Committee on Mentoring and determine needs and agendas (http://www.aacp.org/governance/councilfaculties/Documents/Joint%20CouncilsFacultyMentoringTask%20Force-FacultyMentoringChecklistforAcademicPharmacy.pdf); (2) Identify ways to publicize and help SAS faculty access material. (Will be published in AJPE Supplement on Faculty Development); and (3) Develop best approaches on how we can evaluate the quality of mentoring of our SAS faculty and disseminate findings and best practices of such. A formal structured mentoring program document has been created for SAS section based upon input from previous mentoring program survey. The program includes the following components: (1) Matching the pairs using Bios (see proposal below); (2) Signing an agreement; (3) Mentoring mixer at AACP Annual Meeting (30 minutes if possible); (4) Timely meeting of mentor mentee pairs (once a quarter); (5) Mentor first reaches out and then onus is on mentee to take it forward; (6) Annual evaluation by each of the pairs; and (7) Online mentoring resources: books, articles, questions to ask your mentor/mentee etc. (in development). Details on the above are available in a separate document.

Next Steps: Committee recommends the creation of a standing mentoring subcommittee within SAS to oversee the Mentorship program. The Committee also recommends implementation of the structured mentoring program in the next year.

**Building Research Teams Task Force/Committee**
Members: Donna West, Patrick Hardigan, Radhika Devraj, William Doucette, Rafi Rasu, Rajender Aparasu (Chair)

Committee Progress: Completed quantitative research by surveying chairs and directors regarding best practices in building research with well-funded and renowned researchers and the research finding were presented at 2013 AACP Annual Meeting. The second phase involving qualitative research is in progress. The interview instrument was finalized in April 2013 and the Institutional Review Board approval was obtained from the Manchester University College of Pharmacy in May 2014.

Next Steps: The interviews of top tier programs will be conducted from June 2013 onwards. A judgment sample of 18 programs was selected by three committee members based on the reputation, size of the graduate program, and geographic diversity. The qualitative research is expected to be completed by August 2014. The research findings will be used to develop a set of recommendations/best practices regarding the development of research teams across institutions and researchers for a successful research enterprise.

**Abstract Review Committee**
Members/Reviewers: Mohamed Amin, Ben Aronson, Scott Baggarly, Barry Bleidt, Matthew Borregu, Aleda Chen, Jack Chen, Robert Cisneros, William Doucette, Kevin Fugi, Miki Goldwire, Scott Griggs, Nick Hagemeier, Spencer Harpe, Ana Hincapie, Erin Holmes, Peter Hurd, Sean Icing, Rahul Khanna, Mary Kiersma, Monina Lahoz, Anandi Law, Emily Martin, Linda Gore Martin, David McCaffrey III, Sharon McDonough, Leticia Moczygemba, Lea Mollon, Delores Nobles-Knight, Brandon Patterson, Tatjana Petrova, Linnea Polgreen, Sam Rasty, Prashant Sakharkar, Mark Siracuse, Susan Skeldar, Reid Smith, Varun Vaidya, Matthew Witry, Michelle L. Cannon-Breland (Chair)

Committee Progress: Our 39 SAS Section volunteers reviewed a total of 103 research/education abstracts. They approved 82 abstracts for the 2014 AACP Annual Meeting.
Next Steps: Enjoy a successful presentation of SAS Section abstracts at the Annual Meeting. Present any suggestions for change in the abstract review process to the SAS section leadership.

**Membership Survey Analysis/Assessment Committee**
Members: Jill Augustine, Ken Schafermeyer, Mary Kiersma, Lois Garland-Patterson, Sharon McDonough, Emily Martin, Fadi Alkhateeb, Delores Nobles-Knight, Ginger Cameron, Stephanie Crawford (Chair).

Committee Progress: Committee has accessed the survey results and currently undergoing analysis of data to respond to committee charges.

Next Steps: Actions to be undertaken by Committee next year will include: Continued review of data received from AACP Member Needs Assessment Survey. Two different programmatic needs can possibly be addressed -- one toward academy concerns of members, and the other part of AACP membership issues. This committee will continue to identify relationships of what we want to explore more in next survey, and how survey was helpful to us and how it has left some questions. We will evaluate available data for better sense of membership needs and potential analyses to find out who are people we should target. The Committee needs to consider where gaps exist in sectional membership. For example, it appears more senior faculty are most engaged, but fewer new people. Reasons for that will be explored, as well as potential ways to address. As another example, what disciplinary programs are not represented in list of respondents? The committee will also consider how we can leverage our membership expertise to other bodies outside of pharmacy. For example, are there opportunities for synergy with ISPOR, AcademyHealth, etc.? Lastly, the Committee will explore the possibility of scholarship opportunities, based upon findings.

**Graduate Program Committee**
Members: Faculty Members: Nilanjana Dwibedi, Kimberly Garza, Monica Holiday-Goodman, Khalid Kamal, Emily Martin, Salisa Westrick, Graduate Student Members: Margarette Kading, Lea Mollon, Jaclyn Myers, Marwa Noureldin, Reid Smith, Mark Siracuse (Chair)

Committee Progress: Charge 1: Complete development of Graduate School and Academic Career Toolkit for SAS graduate students. Toolkit was revised and edited by eight of the current committee members, and a final version is available as of May 29, 2014. Charge 2: Identify best ways to publicize the Toolkit. The following recommendations were made: (1) Have paper copies of Toolkit available at the AACP Annual Meeting (if feasible), (2) Post Toolkit to the AACP website, and (3) Send electronic copies of Toolkit to SAS graduate program directors.

Next Steps: Future Graduate Program Committees should be aware of this Toolkit and periodically revisit the document to make sure all information is relevant and to add any new information as deemed necessary. Efforts should be made to evaluate the quality (usefulness, etc.) of the developed Toolkit so enhancements might be considered in future editions.
APPENDIX A

COUNCIL OF SECTIONS STRATEGIC PLAN

JULY 2014
**Academic Resources and Program Quality**

**Goal 1:** Provide interdisciplinary support to the schools and colleges of pharmacy in supporting their institutional missions and ensure the delivery and assessment of the highest quality pharmacy education programs.

**On-Steps**
1. Develop resources of best practice models for schools and colleges of pharmacy that enhance patient care provided by pharmacists in the changing healthcare environment.
2. Establish a special edition of AJPE dedicated to best practices in pharmacy education promoting the changing role of the pharmacist within US Health Systems.
3. Develop workshops / programs supported by ACPE that share best practices to achieve accreditation.
4. Implement suggested changes.

**Objective #2**
1. Develop strategies to improve external awareness and policy.
2. Establish a “best practices” theme of above for the School Poster Session at the Annual Meeting.
3. Establish a special edition of AJPE dedicated to best practices in pharmacy education promoting the changing role of the pharmacist.
4. Establish a visiting faculty program to allow faculty to witness first hand identified best practices.

**Objective #3**
1. Demonstrate and promote the changing role of the pharmacist within the academic pharmacy and the various disciplines with the intent of impacting public awareness and policy.
2. Develop and administer survey with goal of identifying successful models/best practices currently utilized.
3. Identify appropriate means to distribute survey.
4. Measures to promote survey participation and adequate response rate.
5. Assess survey results and disseminate accordingly.

**Objective #3**
1. Consider the development of discussion groups to assist colleges and schools of pharmacy in streamlining advocacy efforts.
2. Develop a “Fact Book” to serve as a reference resource in developing ways to demonstrate the impact of the academy on public well-being.
3. Develop specific COS Advocacy Initiatives.
4. Identify relevant and important public awareness and policy topics and develop programming at Annual Meeting.

**Human Resources for Education, Research, Service**

**Goal 1:** Provide interdisciplinary support to schools and colleges of pharmacy by identifying and providing resources that assist members in attracting, motivating, developing, and retaining the highest quality and most diverse faculty, students, administrators, and professional staff.

**On-Steps**
1. Develop a needs assessment to identify core needs of the academy to support schools and colleges of pharmacy in the recruitment and retention of diverse and high-quality faculty, students, administrators, and professional staff.
2. Develop and deliver AACP programming to meet the needs identified through the needs assessment.
3. Identify and develop programming ideas based upon results from needs assessment survey for Goal / Objective 1.
4. Select best programming ideas and identify appropriate sections to deliver programming.
5. Assess the impact of programming.

**Objective #2**
1. Develop and administer survey with goal of identifying successful models/best practices currently utilized.
2. Identify appropriate means to distribute survey.
3. Measures to promote survey participation and adequate response rate.

**Objective #3**
1. Identify, collect, evaluate, and distribute best practice principles to support a successful career in pharmacy practice.
2. Design, collect, evaluate and distribute information and implementation and integration of IPE.
3. Develop an awards program for best practices for member schools.
4. Identify the best types of outcomes that are most useful for accreditation.
5. Provide a mechanism to demonstrate the impact of IPE in promoting change within the healthcare system.

**Professional Practice Development**

**Goal 2:** Provide interdisciplinary support to the schools and colleges of pharmacy in supporting their institutional missions and ensure the delivery and assessment of the highest quality pharmacy education programs.

**On-Steps**
1. Develop strategies to improve external awareness and policy.
2. Establish a “best practices” theme of above for the School Poster Session at the Annual Meeting.
3. Establish a special edition of AJPE dedicated to best practices in pharmacy education promoting the changing role of the pharmacist.
4. Establish a visiting faculty program to allow faculty to witness first hand identified best practices.

**Objective #2**
1. Develop resources of best practice models for schools and colleges of pharmacy that enhance patient care provided by pharmacists in the changing healthcare environment.
2. Establish a special edition of AJPE dedicated to best practices in pharmacy education promoting the changing role of the pharmacist.
3. Develop workshops / programs supported by ACPE that share best practices to achieve accreditation.
4. Implement suggested changes.

**Objective #3**
1. Demonstrate and promote the changing role of the pharmacist within the academic pharmacy and the various disciplines with the intent of impacting public awareness and policy.
2. Develop and administer survey with goal of identifying successful models/best practices currently utilized.
3. Identify appropriate means to distribute survey.
4. Measures to promote survey participation and adequate response rate.
5. Assess survey results to assist in developing best practices and future programming.

**Objective #3**
1. Consider the development of discussion groups to assist colleges and schools of pharmacy in streamlining advocacy efforts.
2. Develop a “Fact Book” to serve as a reference resource in developing ways to demonstrate the impact of the academy on public well-being.
3. Develop specific COS Advocacy Initiatives.
4. Identify relevant and important public awareness and policy topics and develop programming at Annual Meeting.
5. Use social media to reach identified key constituencies.

**Advocacy**

**Goal 4:** Facilitate and maximize the nature and extent of the contributions and value of academic pharmacy and the various disciplines with the intent of impacting public awareness and policy.

**On-Steps**
1. Develop and administer survey with goal of identifying successful models/best practices currently utilized.
2. Identify appropriate means to distribute survey.
3. Measures to promote survey participation and adequate response rate.

**Objective #2**
1. Consider the development of discussion groups to assist colleges and schools of pharmacy to streamline advocacy efforts.
2. Develop a “Fact Book” to serve as a reference resource in developing ways to demonstrate the impact of the academy on public well-being.
3. Develop specific COS Advocacy Initiatives.
4. Identify relevant and important public awareness and policy topics and develop programming at Annual Meeting.

**Objective #3**
1. Use the social media to reach identified key constituencies.
2. Develop training programs (e.g. webinars or onsite meeting programming) on how to deliver written or oral position statements on issues relevant to specific academic pharmacy disciplines.
3. Develop training to assist members of the academy to learn how to identify appropriate targets for these position statements.
4. Create a follow-up plan once these position statements are developed.
<table>
<thead>
<tr>
<th>Objective #1</th>
<th>Objective #2</th>
<th>Objective #3</th>
<th>Objective #4</th>
<th>Objective #5</th>
<th>Objective #6</th>
<th>Objective #7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop consistent and high-quality programming of the Annual Meeting that promotes interdisciplinary scholarship among the various sections in AACP.</td>
<td>2. Evaluate and improve implementation of the New Investigator Award program.</td>
<td>3. Identify additional funding sources to develop new grant programs (1) provide support for interdisciplinary pharmacy practice research initiatives across two or more schools/colleges of pharmacy, and (2) provide support for interdisciplinary research initiatives within a school/college of pharmacy.</td>
<td>4. Identify programs and resources to assist faculty in becoming more competitive in their grant submissions to federal agencies and foundations.</td>
<td>5. Identify programs and resources for interdisciplinary research groups to develop and meet at the Annual Meetings.</td>
<td>6. Identify programs and resources to assist faculty in developing higher quality manuscripts for publication in journals both within and outside of the pharmacy academy.</td>
<td>7. Identify best mechanisms and resources to ensure research of pharmacy faculty is widely disseminated throughout the medical and scientific community and improves visibility and impact of research by AACP members.</td>
</tr>
</tbody>
</table>

**Action Steps**

1. Identify current research needs of pharmacy faculty.
2. Develop annual AACP programs to achieve identified interdisciplinary research needs of pharmacy researchers.
3. Evaluate the success of these AACP programs to meet the needs of the research community.

1. Develop a survey to evaluate the NIA program and identify ways to improve the program.
2. Explore additional funding support for the NIA program and ensure sustainability of the program.
3. Develop areas of interdisciplinary research in pharmacy that would benefit from additional funding.
4. Develop a resource guide for funding sources in support of interdisciplinary pharmacy research.
5. Develop and foster relationships with funding sources to establish grant programs in the identified areas needing additional funding.
6. Identify individuals in need of such funding to advance those areas.

1. Identify available grant/proposal writing training programs.
2. Establish a web-based resource page with contact information for proposal writing training programs.
3. Develop a resource guide for proposal writing at the national and regional meetings on successful proposal writing.
4. Develop a proposal writing mentoring network within AACP.
5. Investigate the different resources available to schools and colleges of pharmacy to build research infrastructure and successful pharmacy research programs.
6. Identify characteristics of successful pharmacy research programs and best practices of achieving successful pharmacy research programs.
7. Convene programs involving multiple journal editors or editorial staff in and outside of pharmacy that can help researchers facilitate higher quality submissions and improve acceptance of work.

1. Examine how to best use the existing networking opportunities at the annual meetings to facilitate interdisciplinary research among member institutions.
2. Examine the best approaches to foster networking opportunities at and outside of the annual AACP meetings to facilitate interdisciplinary research among member institutions.
3. Convene programs involving multiple journal editors or editorial staff in and outside of pharmacy structuring for individual sections to support Section participation in developmental and advocacy initiatives.
4. Examine the feasibility of a centralized means to disseminate faculty research to key stakeholders (e.g., annual report for the academy).
5. Identify who are the most appropriate stakeholders to receive this information.
6. Establish criteria for the type of research that would be appropriate to promote and disseminate to stakeholders.

**Action Steps**

1. Identify existing programs and resources to support the financial sustainability of the academy.
2. Develop a resource guide for funding sources in support of interdisciplinary pharmacy research.
3. Convene programs involving multiple journal editors or editorial staff in and outside of pharmacy that can help researchers facilitate higher quality submissions and improve acceptance of work.
4. Examine the feasibility of a centralized means to disseminate faculty research to key stakeholders (e.g., annual report for the academy).
5. Identify who are the most appropriate stakeholders to receive this information.
6. Establish criteria for the type of research that would be appropriate to promote and disseminate to stakeholders.
APPENDIX B

AACP Council of Sections (COS)
Leadership Position Descriptions

Chair-elect Designate

The Chair-elect Designate will join the Council’s Administrative Board at the Leadership Retreat. The Chair-elect Designate will attend the Leadership Retreat and the July Board of Directors meeting at the Annual Meeting. During these Board meetings, the designate can ask questions and contribute to the discussions, but is not a voting member of the board.

Chair-elect

The Chair-elect serves as a member of the Council’s Administrative Board. The Chair-elect shall serve as a representative of this Council on the Board of Directors of the Association. At the conclusion of the annual business meeting of the Section at the Annual Meeting, the Chair-elect shall assume the duties and responsibilities of Chair until the conclusion of the annual business meeting the following year. The Chair-elect will be required to attend the Leadership Retreat held in the Spring and is expected to work closely with the current Chair to develop a focus for the Council for the following year. The Chair-elect for the Council of Sections should collaborate with the Chair-elect for the Council of Deans and the Chair-elect for the Council of Faculties to share visions, decide joint task forces and charges, and appoint those task forces. The Chair-elect sits on the New Investigator Award (NIA) committee and contributes to the decision making process for NIA awards. The Chair-elect shall assume the Chair’s duties and responsibilities in the event of the latter’s absence at meetings of the Section or of the Association, or in the event of the death, resignation, or incapacity of the Chair. The Chair-elect might serve on additional Council or Board committees or assist in other capacities, as needed.

Chair

The Chair shall coordinate the activities of this Council. The COS Chair will announce meetings and preside over the business meetings of this Council and its Administrative Board. The COS Chair will preside over the COS meetings held at the Annual Meeting, and at an interim meeting in January or February, either as a conference call or in conjunction with the AACP Interim Meeting, and at the Leadership Retreat Session. The Chair’s term of office is one year. At the conclusion of each Annual Meeting, the Chair-elect of the Council of Sections assumes the office of Chair. The Chair is not eligible to serve successive terms unless there is a vacancy due to ineligibility of the Chair-elect. If the latter's term terminates, the current Chair will continue in this capacity for his/her final year on the Administrative Board. The Chair shall serve as a representative of this Council on the Board of Directors of the Association. The Chair will determine the focus of the year for the Council by appointing committees and task forces, and determine charges. The Chair sits on the NIA committee and contributes to the decision making process for NIA awards. The Chair might serve on additional Board committees as needed.

Immediate Past Chair

The outgoing Chair for the Council of Sections (COS) serves as Immediate Past Chair of this Council for a term of one year. The Immediate Past Chair serves as a member of the Council’s Administrative Board and as a representative of this Council to the Board of Directors of the Association. The Immediate Past Chair also serves as Chair of the Council’s Nominating Committee to slate candidates for future office in the Council. The Immediate Past Chair’s primary responsibilities come through their involvement in committees. The Immediate Past Chair serves as the Association’s Program Committee Chair. In doing so, the Immediate Past Chair works with members of the Program Committee and certain Executive Staff members to select
platform presentations that drive much of the programming at the Annual Meeting. They also review programming suggested by Sections and by Special Interest Groups (SIGs) to mitigate redundancy and provide recommendations to improve quality, where appropriate. As Program Committee Chair, the Immediate Past Chair also presides over the Council’s roundtable program session at the Annual Meeting.

The Immediate Past Chair serves as the Chair of the New Investigator Awards Program, works closely with the Association’s Chief Scientific Officer, Chair of the Council of Sections, Chair Elect of and Immediate Past Section Chairs to administer the New Investigator Awards Program. The Immediate Past Chair also serves on the Association’s Investment Committee, which informs the Finance Committee on matters related to investing funds and other endowment monies to ensure the solvency of current and creation of new programs benefitting the Association and its members. The Immediate Past Chair might serve on additional Council or Board committees or assist in other capacities, as needed or as requested by the Chair. In the event of the current Immediate Past Chair's inability or ineligibility to serve, the most recent eligible and available past Chair shall be recalled to complete the term of office.

Secretary

The Secretary shall keep a record of the minutes of all business and program sessions of the Section, and shall post copies of the minutes on the Council web page and notify members via the listserv within 30 days following conclusion of the meeting. The Secretary shall receive electronic copies of all reports from Council committees or task forces, post them on the Council web page within one to two weeks prior to the Annual Meeting, and notify Council members of their availability via the listserv. The Secretary records and disseminates the minutes of the business meetings, and serves as the communications person for all administrative activities of the Council.

Administrative Board of the Council

This Council's Administrative Board shall consist of the Chair, the Chair-elect, the Secretary, and the Immediate Past Chair. The Board shall meet as necessary to plan the Council program at the Annual Meeting, including its agenda, to develop this Council's budget, and to consider other business. Such meetings are to be scheduled by the Council's Chair. The Executive Vice President of the Association or designee shall be an ex-officio member of the Board without vote.

3/14
APPENDIX C

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY
COUNCIL OF SECTIONS
STANDING RULES OF PROCEDURE

1.0 INTRODUCTION

The Council of Sections shall be composed of the administrative officers (chair-elect, chair, immediate past chair) of all academic sections. The primary focus of this Council is to represent the collective interests of the academic disciplines within pharmacy education to the Association and its Board of Directors.

2.0 MEMBERSHIP

2.1 Eligibility

All individual active members eligible for holding the office of chair-elect, chair, and immediate past chair of a section are eligible for membership in the Council of Sections.

2.2 Voting

The administrative officers (chair-elect, chair, immediate past chair) of each academic section shall have full voting privileges within this Council. Individual active, affiliate, associate, student, or emeritus members of any section shall have the right of the floor during Council proceedings but are not eligible to vote on matters coming before this Council.

2.3 Unless otherwise indicated in this document, the term, “members,” means those chosen as administrative officers (chair-elect, chair, immediate past chair) of any section as defined in the Bylaws of the Association.

3.0 ORGANIZATION

The organizational structure of the Council of Sections shall include the following offices, representatives, board, and committees.

3.1 Chair

The Chair shall coordinate the activities of this Council, preside over meetings of this Council and its Administrative Board, and announce meeting calls. The Chair's term of office is normally one year. At the conclusion of each annual meeting, the Chair-elect of this Council assumes the office of Chair. The Chair is not eligible to serve successive terms unless there is a vacancy due to ineligibility of the Chair-elect. If the latter's term terminates, the current Chair will continue in this capacity for his/her final year on the Administrative Board. The Chair shall serve as a representative of this Council on the Board of Directors of the Association.

3.2 Chair-elect

The Chair-elect shall assume the duties of the Chair in the event of the latter's absence or ineligibility and serve on the Council’s Administrative Board. The Chair-elect shall serve as a representative of this Council on the Board of Directors of the Association.
3.3 Secretary

The Secretary shall be responsible for taking the minutes at all meetings of this Council and of its Administrative Board; and for other duties specified in the following rules of this Council. The Secretary shall be elected by this Council to a two-year term, beginning with the termination of the Annual Meeting. The Secretary may not be elected to successive terms of office.

3.4 Immediate Past Chair

The out-going Chair shall serve as Immediate Past Chair of this Council for a term of one year. The Immediate Past Chair shall serve as a member of the Council’s Administrative Board and as a representative of this Council to the Board of Directors of the Association. The Immediate Past Chair shall plan (in conjunction with the Administrative Board) and preside over the Council’s roundtable program session at the Annual Meeting. The Immediate Past Chair of the Council of Sections will serve on the Association’s standing Investment Committee. In the event of the current Immediate Past Chair’s inability or ineligibility to serve, the most recent eligible and available past Chair shall be recalled to complete the term of office.

3.5 Board of Directors Representatives

The Representatives of this Council to the Board of Directors of the Association shall be the Chair, the Immediate Past Chair, and Chair-elect. No representative may be elected to successive terms of office.

3.6 Administrative Board of the Council

This Council's Administrative Board shall consist of the Chair, the Chair-elect, the Secretary, and the Immediate Past Chair. The Board shall meet as necessary to plan the Council program at the Annual Meeting, including its agenda, the Council budget, and any other business. Such meetings are to be scheduled by the Council's Chair. The Executive Vice President of the Association or designee shall be an ex-officio member of the Board without vote.

3.7 Representatives to the Association's Standing Committees

The Administrative Board of this Council shall recommend section members annually to the President-elect of the Association for the following association standing committees; one member to serve on the Programming Committee and two members to serve on the Bylaws and Policy Development Committee. These members do not need to be on the Council of Sections administrative board. The Immediate Past Chair of the Council of Sections will serve on the Association’s Investment Committee. As necessary, the Administrative Board of this Council may also recommend members for additional standing or other committees formed by the Association.

3.8 Committees of the Council

3.81 The Standing Committees of this Council shall include but shall not be limited to: New Investigator Awards Program, Abstract, Nominating, Standing Rules and Resolutions, Quorum, and Programming.

The New Investigator Awards Program Committee will be appointed by the Chair with the Immediate Past Chair serving as chair of the committee, with the immediate past chair of each section serving as members. The committee will responsible for maintaining the process for the awards.a

The Nominating Committee will be appointed by the Chair with the Immediate Past Chair serving as chair of the committee. The committee shall prepare a slate of candidates for the offices of Chair-elect and Secretary.
The Standing Rules and Resolutions Committee shall be appointed by the Chair and shall be responsible for keeping the standing rules up to date and suggesting changes which may be necessary and shall be responsible for reviewing resolutions submitted to or on behalf of the Council of Sections.

The Quorum Committee shall be appointed by the Chair and functions only at the Annual and Interim Meetings to take the roll of members at these business meetings.

The Programming Committee shall be made up of the Immediate Past Chair, who will serve as the chair of the committee, with the chair elects of each section serving as members. This committee shall be responsible for establishing the Council’s programming at the Annual Meeting, including oversight of individual section programming, and other podium and roundtable sessions submitted at the request of the Council.

The Abstract Committee shall be made up of the Immediate Past Chair, who will serve as the chair of the committee, with the immediate past chair of each section serving as members. This committee shall be responsible for coordinating abstract review for the annual meeting.

3.82 This Council or the Chair may establish additional committees as deemed necessary to carry on the work of the Council. Such committees may be continued only until their specific mission has been completed. The Secretary will provide annually a list of all committees, committee members (names and addresses), and due dates of reports.

3.83 Committee membership shall be established by the Chair with the advice of the Administrative Board.

3.84 Membership on all standing committees shall be limited to no less than three members of this Council. No two members of this Council from the same AACP section may serve concurrently on the same standing committee except for the Programming Committee. Members of any committee (standing or ad hoc) may be appointed for successive terms on the same committee, except for the Nominating Committee.

4.0 ELECTIONS

4.1 Eligibility

To be eligible to be elected Chair-elect of this Council, one must be an individual active member of the Association and an administrative officer of a section (Chair-elect, Chair, Immediate Past Chair) at the time of election. To be eligible to be elected Secretary of this Council, one must be an individual active member of the Association and a member of a section at the time of election. No member of the Administrative Board of this Council may simultaneously hold an Association-wide elected office (e.g., President, Treasurer) at the time the member is serving this Council. Once a Council officer is duly installed, he/she may complete the term of office for which elected as long as he/she remains an active individual member of the Association.

4.2 Vacancies

Upon the death, incapacity, or departure from academic pharmacy of an elected officer, the following procedure will occur: for Chair, the Chair-elect shall automatically succeed to the office of the Chair and serve the remainder of the term plus one full term. At the conclusion of the Chair's term of office, normally one year, and when a successor has been properly installed, the Chair shall automatically succeed to the office of Immediate Past Chair. For Chair-elect, the office will remain vacant until the next regularly scheduled election. For Immediate Past Chair, the most recent and eligible Past Chair will be asked to serve as Immediate Past Chair until a new Chair is installed, allowing the former Chair to assume the position of Immediate Past Chair. For Secretary, the most recent and eligible Secretary will be asked to serve until a new Secretary is installed.
4.3 Nominations

The Nominating Committee shall advance two candidates for each office. For the office of Chair-elect of the Council, the Nominating Committee will annually begin by soliciting nominations of those currently holding the office of Chair-elect of a section. If the initial search is unable to advance two candidates for Chair-elect of the Council, the Nominating Committee shall then solicit nominations of those holding the office of section Chair, and then of the Immediate Past-Chairs of a section until two candidates are slated. For the office of Secretary of the Council, the Nominating Committee shall solicit nominations from individual active members of the Association who are members of a section. Nominations for either position may be received from the floor of the Council meeting during the Annual Meeting with supportive biographical materials and consent of the nominee.

4.4 Election Procedure

Elections may be conducted by electronic and/or printed ballots as described in the AACP Bylaws Article XIII. Sections shall appoint nominating committees as required by their respective standing rules and procedure. Nominating committees shall advance two candidates for each office. Nominations may be received from the floor with supportive biographical materials. Only Council members (chair-elect, chair, and immediate past chair of each section) shall be eligible to vote for Council officers.

5.0 MEETINGS

5.1 This Council shall hold at least one meeting a year which shall be during the Association's Annual Meeting.

5.2 Notice of Meetings

Notice of all of this Council's meetings shall be made in advance to all members as part of the Annual Meeting program announcement by AACP headquarters.

5.3 Agenda

It is the duty of the Administrative Board to prepare the agenda for this Council's meetings and to disseminate this information to the membership by the appropriate means.

5.4 Quorum

Fifty percent (50%) of the individual active members of this Council representing not less than one half of the sections of the Association will constitute a quorum for the transaction of business.

5.5 Voting

A majority of quorum votes is required for passage of a motion. If less than a quorum votes, those who refrain from voting acquiesce in any action taken by the majority of those present and voting. Only individual active members are entitled to vote.

5.6 New Business

Items of business not listed on the agenda for the regular meeting may be considered only upon approval of a majority of the members present and voting representing not less than five sections of the Association.
5.7 Minutes

The Secretary shall record the minutes of this Council's sessions and send one copy to the Executive Vice President of the Association in a timely manner. Minutes of the meeting of this Council shall be presented for approval at the next regular meeting. The secretary shall keep a permanent file of all minutes.

5.8 Special Meetings

Special meetings of this Council may be called by the Chair on his/her own behalf or when requested to do so by a majority vote of the Administrative Board, or upon written petition to the Chair of twenty percent (20%) of the individual active members of this Council.

6.0 BUDGET AND FINANCE

6.1 This Council shall not assess or collect dues from its members.

6.2 This Council shall receive annual disbursements of funds from the Executive Vice President according to the guidelines for annual budgets which is adopted by the Board of Directors. These funds will be used to defray expenses of this Council incidental to its annual meeting and its activities during the year.

7.0 REPORTS

7.1 Resolutions approved by this Council may be statements of this Council's position requiring no further action, or they may be referred to the AACP House of Delegates, the AACP Board of Directors, or to any other units of the Association as dictated by their content or intent.

7.2 Copies of all reports are to be submitted to the AACP office.

8.0 GENERAL RULES

8.1 Employment

This Council shall not employ any individual whose services may require reimbursement by the Association except with prior authorization by the Board of Directors.

8.2 This Council shall not enter into a contract that in any way obligates the Association without the prior approval of the Board of Directors.

8.3 Establishment of Policy

This Council has the privilege of recommending Association policy; however, it is not authorized to extend or alter an existing Association policy without prior review and approval by the Board of Directors and the House of Delegates.

8.4 Public Statements

No member of the Council may issue a public statement in the name of this Council unless authority has been granted by the Administrative Board, and no member of this Council may issue a public statement in the name of the Association unless authority has been granted by the Board of Directors.
8.5 Communications

Communications dealing with major Council activities, policies and ballots of this Council shall be sent to all Council members. The secretary may use the facilities and staff of the Executive Vice President's office to duplicate and to mail these communications to this Council's membership.

8.6 Relations with Other Organizations and Agencies

This Council may not appoint an official Association representative to another organization. However, nominations for such appointments may be recommended for review and action by the Board of Directors.

8.7 Relations with Other Councils

The Council Chair shall refer all matters which properly belong in the jurisdiction of another Council to the Chair of the respective Council.

8.8 Conference

Special conferences or workshops may be held by this Council upon prior approval of the Board of Directors.

8.9 Amendments of Rules for the Council

This Council may adopt additional rules or amend existing rules as needed to conduct its affairs, provided that these rules are not inconsistent with the Association's Articles of Incorporation and Bylaws. Changes in Association Bylaws will automatically update appropriate sections of these Rules; the Chair of the Council will specify these changes during the next regular business meeting of the Council. The Standing Rules Committee shall consider any amendments proposed by a member and shall report its recommendations to the membership at least (30) calendar days prior to the Annual Meeting. A two-thirds (2/3) affirmative vote of the individual active members of this Council present and voting will be necessary for adopting. New rules or amendments shall be transmitted to the Executive Vice President for his/her records.

a The New Pharmacy Faculty Research Award Program was renamed the New Investigator Award at the COS Meeting on July 9, 2011

Amended 03/22/14