

**AACP Council of Sections 2010-11**  
*Membership, Committees and Task Forces*  
8/19/10

**2010-11 COS ADMINISTRATIVE BOARD**

Sudip Das, Immediate Past Chair (Butler)  
Trish Marken, Chair, (UMKC)  
Shane Desselle, Chair-Elect (OU)  
Cindy Koh-Knox, Secretary (Purdue)

**2010-11 IMMEDIATE PAST CHAIRS OF ACADEMIC SECTIONS**

Biological Sciences: Alice Gardner (Mass-Worcester)  
Chemistry: A. Michael Crider (Southern Illinois Edwardsville)  
Continuing Professional Education: Karan N. Dawson (Washington)  
Experiential Education: Denise A. Soltis (Drake)  
Libraries/Educational Resources: Susan McGuinness (UCSD)  
Pharmaceutics: Bill J. Bowman (Midwestern-Glendale)  
Pharmacy Practice: Timothy E. Welty (Kansas)  
Social and Administrative Sciences: Betsy L. Sleath (North Carolina)

**2010-11 CHAIRS OF ACADEMIC SECTIONS**

Biological Sciences: Stephen A. O'Barr (Western)  
Chemistry: Kathy D. Webster (Maryland Eastern Shore)  
Continuing Professional Education: Carriann E. Richey (Butler)  
Experiential Education: Rhonda M. Jones (Creighton)  
Libraries/Educational Resources: Katherine TL Vaughan (North Carolina)  
Pharmaceutics: William "Cary" C. Mobley (Florida)  
Pharmacy Practice: Timothy J. Ives (North Carolina)  
Social and Administrative Sciences: Shane P. Desselle (Oklahoma)

**2010-11 CHAIRS-ELECT OF ACADEMIC SECTIONS**

Biological Sciences: Rajan Radhakrishnan (Southern Nevada)  
Chemistry: Andrew A. Webster (Belmont)  
Continuing Professional Education: Kathleen A. McCartney (Colorado)  
Experiential Education: Craig D. Cox (Texas Tech)  
Libraries/Educational Resources: Amy C. Knehans (Hawaii)  
Pharmaceutics: Thomas J. Cook (Touro-NY)  
Pharmacy Practice: June F. Johnson (Drake)  
Social and Administrative Sciences: Gireesh V. Gupchup (Southern Illinois Edwardsville)

**STAFF**

Jennifer L. Athay: Staff Liaison to the COS  
Melinda D. Colón: Staff Liaison to the Sections

## **2010-2011 Roles and Responsibilities to COS (See Appendix A for Bylaws):**

### *COS Administrative Board*

#### Sudip Das, Past Chair:

- Chair - New Pharmacy Faculty Research Awards Program Oversight Task Force
  - *Propose making this task force a standing committee - necessitating a By-Laws change*
- Chair - AACP Programming Committee (*for 2010-11, Julie Szilagy, Ph.D. will serve in this position*)
- Chair - COS Programming Committee (*for 2010-11, Julie Szilagy, Ph.D. will serve in this position*)
- Chair - Nominating Committee
- Serves on BOD
- Investment Committee

#### Trish Marken, Chair:

- Teachers Seminar
- Coordination of Section activities
- Prepare COS reports to BOD
- Member of the Finance Committee
- COS report at HOD at Annual Meeting (Wednesday session)
- Member of BOD
- Roundtable approval
  - *The final assignment of this responsibility will be discussed at the 2011. Leadership retreat. According to the current COS By-Laws, the COS Past-Chair assumes this responsibility as part of the COS Program Committee*

#### Shane Desselle, Chair-Elect:

- Member of BOD Strategic Planning Committee
- Member of BOD
- Member of the COS Quorum Committee
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#### Cindy Koh Knox, Secretary:

- Member of the COS Quorum Committee
- Compile minutes at COS meetings

### *Section Leadership*

- **NOTE – responsibilities can be delegated to another Section officer or position if that is in keeping with the Section’s organizational structure. The COS chair should be notified however so they know who to contact for that responsibility**

#### Past Chair:

- Member, New Pharmacy Faculty Research Awards Program (NPF-RAP) Task Force
- Coordinate abstract review for the Section

- *The final assignment of this responsibility will be discussed at the 2011 Leadership retreat, pending report from the Abstract Task Force)*

Chair:

- Complete Template regarding Sections activities
- Section reports for BOD three times a year

Chair-Elect:

- COS Programming Committee

### Standing Committees

- See Appendix B for Section Calendar of Events

### Nominating Committee

Charge:

- The committee will prepare a slate of candidates for the offices of Chair-Elect and Secretary.
- Slate

*Chair:* Sudip Das

*Members:* Gireesh Gupchup  
Cary Mobley

NOTES:

- Deadline : Slate to Jen Athay August 15<sup>th</sup>
- Chair appoints committee and Past Chair runs election
- Chair Elect Designee each year and Secretary q 2 years (next is for 2011)
  - Secretary does not need to be COS – can be any section member
  - Chair Elect must come from current COS membership
- Candidates submit a CV, list of AACP activities and statement as to why they are interested in the position

### Quorum

Charge:

- This committee will function only at the annual and interim meetings to take the roll of members at the business meetings.

*Members:* Shane Desselle  
Cindy Koh-Knox

### Standing Rules and Resolutions

Charge:

- This committee will be responsible for keeping the standing rules of the Council of Sections up-to-date, suggesting changes that may be necessary and for reviewing resolutions submitted to or on behalf of the Council of Sections.

*Chair:* Carriann Richey-Smith

*Members:* Kathy Webster  
Trish Marken

### **Programming Committee**

Charge:

- 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

Chair: Past Chair of COS

*For 2010: Julie Szilagyi, Ph.D. (Dr. Szilagyi is chairing the AACP Programming Committee)*

Members: Section Chair-Elects

Notes:

- *A poll of the COS favored that the Chair Elect for each section be on this committee as they are doing the programming for their sections anyway (instead of the immediate past chair as currently stated in bylaws - by-laws change needed).*
- See Appendix C

## **2010-2011 Task Forces**

### **Abstract Task Force:**

Charge:

- Review abstract review process and discuss concerns about quality of reviews and value of comments/feedback.

Chair: Cynthia P Koh-Knox (Purdue)

Members: Timothy Welty (KU), Alice Gardner (Mass-Worcester), KT Vaughan (UNC)

COS Facilitator: Shane Desselle

### **New Pharmacy Faculty Research Awards Program (NPF-RAP) Task Force:**

Charge:

- Coordinate NPF-RAP review of applications and identification of award winners. for awards

Chair: Sudip Das, Past COS Chair

Members: Past Chairs of each Section

Note: See Appendix D for timelines.

- *Plan to recommend By-Laws change to make standing committee*

### **Compounding Task Force**

Charges:

- Assess the status of compounding education (didactic, lab and experiential) in member institutions,
- Determine if the level of basic compounding education is appropriate for an entry-level pharmacist,
- Develop a compounding curriculum for basic and advanced compounding,
- Explore the need for certification of compounding pharmacists

Chair: Robin Bogner (UConn) and Bill Shrewsbury (UNC)

*Members:* Dipan B. Ray (Touro NY, Experiential), Karen Nagel (Midwestern Downers Grove, Ceutics), Lynda Oderada (Utah, Lab SIG), Same Augustine (Creighton, Lab SIG), Kelly Scolaro (UNC, Practice)

*COS Facilitator:* Sudip Das

### **Preceptor Development Task Forces**

*Charges:*

- Develop a set of recommendations with regard to preceptor development that can be standardized across member institutions.
- Explore the possibility of AACP providing preceptor development programs that can be delivered using technology.
- Consider moving to a national preceptor-training program (like Physical Therapy has done).

*Chair:* Denise Soltis, Chair

*Members:* Nora Stelter (Drake, Experiential), Mary Ann Skrabal (Creighton, Experiential), Bob Talbert (Texas, Practice), Meri Hix (Midwestern-Chicago, Practice), Michelle Katsiyiannis (St. Louis, CPE), Mariana Lapidus (Massachusetts College of Pharmacy and Health Sciences), Irena Bond (Massachusetts College of Pharmacy and Health Sciences), Christina Seeger (University of the Incarnate Word)

*COS Facilitator:* Trish Marken

### **Faculty Primer Task Force**

*Charges:*

- Identify materials relevant to assist new faculty trained outside of pharmacy schools to assist in their orientation to the profession. Determine if new materials need to be developed (e.g., a Pharmacy 101 slideshow).
- Identify the most appropriate means of disseminating and/or housing and linking materials from #1.

*Chair:* William Fassett, Ph.D. – Washington State University

*Members:* William Beck, Ph.D. – University of Illinois at Chicago, Barry Bleidt, Ph.D. – Texas A & M Health Sciences Center, James Culhane, Ph.D. – College of Notre Dame of Maryland, Gerard D'Souza, Ph.D. – Massachusetts College of & Health Sciences – Boston, Peter Hurd, Ph.D. – St. Louis College of Pharmacy, Robin Zavod, Ph.D. – Midwestern University Chicago College of Pharmacy

*COS Facilitator:* Trish Marken

### **New Pharmacy Faculty Research Awards Program (NPF-RAP) REVISION Task Force**

*Charges:*

To review the current process for administering the awards and make recommendations for revision at the March leadership meeting including:

- review panels composition – have a member from a different section as one of the three panelists
- normalizing the scores across Sections
- size of awards – should they vary across sections

*Chair:* Sudip Dad, Chair

*Members:*

Andrew A. Webster (Belmont University), Tim Welty (KU), Erin Holmes (Mississippi) Amy Knehans (University of Hawai'i at Hilo)

*Standing Rules of Procedure 1*  
*Council of Sections*  
*Last modified 04/07/08*  
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 American Association of Colleges of Pharmacy.

## **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 program session at the Annual Meeting. 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 – need # revision.*

### 3.6 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.

### 3.7 Representatives to the Association's Standing Committees

The Administrative Board of this Council shall recommend annually to the President-elect of the Association such members as may be specified in the AACP Bylaws for each of the Association's Standing Committees and such other committees as may require representatives from this Council.

### 3.8 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.

### 3.9 Committees of the Council

3.91 The Standing Committees of this Council shall include but shall not be limited to: Nominating, Standing Rules and Resolutions, Quorum, and Programming.

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 appointed by the Chair. The Immediate Past Chair will serve as the chair of the committee, with the immediate past chairs 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.

3.92 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.

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

3.94 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 will be conducted by mail or electronic ballot as described in the AACP Bylaws Article XIII. 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 onehalf 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 annually a portion of dues collected by the Association to defray expenses of this Council incidental to its annual meeting and its activities during the year, as approved by the AACP Finance Committee.

## **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.

**Appendix B**

## 2010/2011 Calendar of Events for Academic Sections

**August 2010**

August	Final election slates and committee appointments due at AACP (August 16)
August	2010 Annual Meeting minutes due to Melinda Colón and posted on the Web site (August 16)
August	Reimbursement requests for honorarium and/or expenses must be sent to AACP by August 30

**September 2010**

September	Call for AACP award nominations published in September <i>AACP E-lert</i>
September	Section activity update due to Patricia Marken, Council of Sections (COS) chair, for Council Report. (September 29)

**October 2010**

September	Council of Sections Chair Report due to Melinda Colón (October 8)
October	Call for special projects sent to Section and SIG Chairs and Chairs-elect (due December 1)
October	Call for annual meeting special sessions (due December 1). Section/SIGs Review for possible collaboration or complimentary programs.
October	Call for annual meeting budgets and program information sent to Section and SIG Chairs and Chairs-elect (due January 19) <ul style="list-style-type: none"> <li>• Finalize plans for topics of annual meeting programming you desire</li> <li>• Contact potential speakers to ascertain interest, availability, travel expenses (if any), special audiovisual and other equipment requirements</li> <li>• Make a list of backup participants in case first choices do not accept</li> </ul>

**November 2010**

November	Call for abstracts posted on AACP Web site and published in October <i>AACP E-lert</i> (due February 15)
November	Submit recommendations for the Lyman Award to Joe DiPiro

**December 2010**

December	Special projects budgets due at AACP (due December 1)
December	AACP award nominations due to Melinda Colón (due December 1)
December	Special projects budgets due to Melinda Colón (due December 1)

**January 2010**

January	Section activity update due to Patricia Marken, COS chair, for Council Report. (January 18)
January	Annual meeting budgets and program information due at AACP (due January 19)
	Get firm commitments from your speakers. Inform them that travel and accommodations will be arranged by AACP
January	Budget approvals and/or modifications sent by AACP

**February 2011**

February	Council of Sections Chair Report due to Melinda Colón (February 1)
February	Abstracts due at AACP on February 15
February	List of abstract review committee members due to Melinda Colón (February 15)
February	Interim Meeting: February 27 – March 2 at the Hyatt Regency, Savannah, Georgia
February	Council of Sections Meeting on Sunday, February 27 from 3:30-5:30 p.m.

**March/April 2011**

March	Online abstract reviews available after the first week of March to Section reviewers
March	Abstract reviews due to AACP (March 28)
March	CE provider sends letter to all session chairs and speakers to serve as introduction of the provider and to distribute contact information and approved timeline to all program participants
March/April	BOD and Section Leadership Retreat

April Annual meeting program information appears on [www.aacp.org](http://www.aacp.org) and online registration opens

### **May/June 2011**

May CPE provider forwards results of review process to AACP  
 June Section activity update due to Patricia Marken, Council of Sections chair, for Council Report (June 1)  
 June Council of Sections Chair Report due to Melinda Colón (June 13)  
 June All annual meeting handouts must be sent to AACP for posting on the AACP Web site (June 20)

### **July 2011**

July Council of Sections (Saturday, July 9, 3:30-5:30 p.m.)  
 July Leadership Seminar, Teachers Seminar and 2010 Annual Meeting— Grand Hyatt San Antonio, San Antonio, Texas (Saturday, July 9 – Wednesday, July 13)

- Greet your speakers at the session and introduce them from appropriate biographical materials
- Acknowledge sponsors/outside support from the podium
- Reimbursement requests for honorarium and/or expenses must be sent to AACP by August 31.

## Overview of Programming Responsibilities

### AACP Programming Committee

- Appointed by the President
- Membership includes:
  - Immediate Past Chair of COS serves as the Chair
  - Members primarily from schools in the area where the meeting will be held
  - CE coordinator from VCU as per ACPE guidelines.
  - 1-2 other members at Presidents discretion
- Notes: Membership isn't specified anywhere but in the past 4-5 years the committee has been convened this way
- Charged to review the special programs, identify roundtables topics, tracks, plenary sessions topics, school poster focus etc...
- All feedback from the Annual Meeting is sent to the AACP Programming Committee in September for their review prior to their meeting in October to begin planning for the next meeting.

### COS Programming Committee

- This committee was not operational until this year..
- Current COS By-Laws state: “The Programming Committee shall be appointed by the Chair. The Immediate Past Chair will serve as the Committee Chair, with the immediate past chairs 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.*”
  - *Process for how the COS Programming Committee will handle roundtable selection will be discussed at the Leadership Retreat in March*
- A By-Laws revision will be presented at the March COS meeting. The proposed change will :
  - *change the membership to Chairs Elect from Past Chairs as Chairs Elect already coordinate programming for their Section*
  - *The scope of responsibilities will also be narrowed to Special Sessions and possibly Roundtables*
- The COS Programming Committee’s purpose is to coordinate programming across the sections and to prevent redundancy and facilitate joint programs.
  - Each Section has 2 programming slots for a total of 6 slots in at the Annual Meeting.
- Melinda convenes a call of the COS Programming Committee in October before the Special Session system opens for Sections to coordinate efforts and look for overlap and opportunity for joint programs.
  - *A second call will occur in November with the SIGs joining in.*
- The primary role for the COS Programming Committee’s Chair is to oversee the phone call where Sections coordinate their programming and share this information back to the

AACP Programming Committee. The Chair can also share the ideas for the overall programming with the COS Programming Committee.

*AACP Staff:*  
Melinda Colon

**Roundtables:**

- Call for Roundtable sent in October and the deadline is the end of February.
- Roundtable topics submitted online.
- After the deadline, Melinda runs report and send it to the COS Chair for review and acceptance of topics
  - *At 2011 Leadership Retreat, the assignment of Roundtable review will be discussed as well as clarification of criteria for acceptance. COS Programming Committee will be discussed as the home for this responsibility*
- Melinda sends the presenters information about the time and format.

*AACP Staff:*  
Melinda Colon

**Teachers Seminar:**

- COS Chair coordinates with input from COS membership
- Timelines: talk to COS in March to establish ideas and work with AACP in July and fall to establish actual programming

*AACP Staff:*  
Buzz Kerr

**Abstract Review:**

- Abstract review is coordinated for each Section by Past Section Chairs
  - Melinda Colon is AACP Staff for abstract review
- Each Section Chair submits abstract review teams to Melinda Colon by February 15
  - Each team has three members with at least one member having review experience
  - Sections can designate one person for the reviewers to direct their questions to and that person (if unable to answer the question) contacts Melinda. Melinda fields questions on process whereas this person fields questions on abstract content.
- *The Abstract Task Force recommendations will be discussed at the 2011 Leadership Retreat.*

*AACP Staff:*  
Melinda Colon

## Appendix D

### New Pharmacy Faculty Research Awards Program (NPF-RAP) 2010 Deadlines (Internal Deadlines In Bold)

*The task force is comprised of the COS Past Chair, who serves as Chair and Past Chair of each individual section who serve as the liaison between the sections, the Task Force and AACP staff. Sudip Das will chair this committee for 2010-2011.*

- **August 1 – NPF-RAP Chair informs Past Chairs of Section to identify *potential* NPF-RAP review panels. The final number of panels is based on the number of letters of intent submitted by members of that Section.**
  - **The Past Section Chairs also communicates the review process with the reviewers.**
  - **Panel membership: 3 members with one member serving as the panel chair.**
- August 16 - Letter of Intent due
- August 23 - Diane Drakley informs the Past Chairs of Section the numbers of proposals received from members of their section
- **September 6 – Past Chairs of Section submit names/e-mail addresses of the panels to Diane and she assigns proposals to panels. They also indicate who is serving as Panel Chair.**
- September 15 - Proposals due 11:59 PM Eastern
- September 27 – Diane e-mails proposals to panel reviewers
- **November 1 - Critiques/scores due by e-mail to Panel Chairs. Panel Chair complies the scores and critiques and send them to the Past Chair of Section who reviews data and oversees finalizing the overall rankings for the Section. The Past Chair of the Section and Panel Chairs can have a conference call to finalize rankings within the Section – coordinate with Diane. Overall section rankings sent to Diane and NPF-RAP Chair.**
- **December 1 – Diane e-mails proposal rankings scores and comments from all Sections to the entire NPF-RAP Task Force.**
- **December 10 - Conference call with Task Force for final awardee selection.**
- December 15 - AACP announces the names of the awardees.
- January 01 - Checks mailed to winners

*AACP Staff:*  
Diane Drakeley

*Diane Drakeley Role with NPF-RAP Award Program:*

- Edits documents for the next application cycle
- Prepares lists of Review Panel members with contact information and instructions for inclusion in the package of applications
- Build a database of the applications
- Check all applications for completeness and order of contents
- Set up conference calls as directed by panel chairs
- Send email reminders for due dates when necessary
- Collect the consensus reviews from each review panel and prepared them to be sent to the applicants (checking only for inappropriate comments about the applicant or the applicant's institution)
- Prepare congratulatory letters and agreements attaching reviewers comments
- Compile a list of winners for the AACP communications team to publish
- Prepare sorry letters attaching reviewers comments
- Track receipt of agreements
- Oversaw the process of sending checks to awardees
- Track the receipt of reports due at the end of the grant period