

AACP 2023-2024 Committee Openings and Criteria

STANDING COMMITTEES				
Committee	Description and Charges	Desired skills/experience	Commitment details	Number of openings
Academic Affairs Committee	<p>Description: The Committee shall be concerned with the intellectual, social and personal aspects of pharmacy education. It is expected to identify practices, procedures, and guidelines which will aid faculties in developing students and preparing them for the workforce.</p> <p>Charges:</p> <ol style="list-style-type: none"> 1. Create a sense of urgency around the concept of Competency Based Pharmacy Education (CBPE). Utilizing the 2022-2023 CBPE Task Force report, validate what pharmacists, preceptors, patients, students, practice sites, residency programs, and schools/colleges of pharmacy need to move the profession of pharmacy forward. Once the needs have been determined then map them back to the (5) five essential functions that are foundational to the CBPE definition. 2. Develop “readiness for change” instrument that addresses each of the stakeholder groups outlined in #1 and that is based on the (5) five essential functions that make up the definition of CBPE. A few examples (but not all inclusive) include: (a) Consider “conditions” that might exist (policies or procedures that might slow or prevent change), (b) Consider if “resources” are available and in sufficient quantities to allow for change, and (c) Consider if the organization is motivated and committed to change. 	Experience or expertise: competency-based education; instrument development; mapping; measuring student performance	Work conducted via email, conference calls, and an in-person meeting in the DC area	8
Professional Affairs Committee	<p>Description: The Professional Affairs Committee may consist of up to twelve members, including associate members who represent pharmacy and other health care associations/organizations. The committee will address issues associated with both professional practice and pharmacy education. The work of the committee should strive to establish and/or improve collaborative relationships with other organizations concerned with practice and education issues.</p> <p>Charges:</p> <ol style="list-style-type: none"> 1. Create an action plan outlining academia’s role in the clear and urgent need for the transformation of community pharmacy practice. Utilizing the 2022-2023 ACT/CPESN resources, validate what pharmacists, preceptors, patients, students, practice sites, residency programs, and schools/colleges of pharmacy need to move the profession of pharmacy forward. Once the needs are determined then map back to 	Community-based (including independent and chain settings) pharmacy practice and/or research, CPESN experience/expertise, and/or pharmacy workforce research.	Work conducted via email, conference calls, and an in-person meeting in the DC area	12-15 (will be expanded from previous years due to the first charge having more than the typical number of members).

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	<p>ACT definition of “community pharmacy enhanced services”. These services are medication and health-related services which ensure patients reach their health care goals. These pharmacy services go above and beyond dispensing drug product.</p> <p>2. Develop “readiness for change” instrument that addresses each of the stakeholder groups outlined in #1 and that is based on the ACT “community pharmacy enhanced services” definition. A few examples (but not all inclusive) include: (a) Consider “conditions” that might exist (policies or procedures that might slow or prevent change), (b) Consider if “resources” are available and in sufficient quantities to allow for change, and (c) Consider if the organization is motivated and committed to change.</p>			
Research and Graduate Affairs Committee (RGAC)	<p>Description: The Research and Graduate Affairs Committee may consist of seven members that will be appointed in such a way as to represent the multiple research disciplines in pharmacy education. The duties of the Committee shall include assistance with the development of the Association's research, graduate education and scholarship agenda.</p> <p>Charges:</p> <ol style="list-style-type: none"> 1. Develop and offer a grant program targeting a diversity of research disciplines and funding sources. Grant program should be designed to inform researchers who are performing bench, practice, and/or the scholarship of teaching and learning. 2. Develop a model mentorship training program that supports the scope of training for graduate students in a variety of competencies, including, but not limited to communication, leadership, innovation, and entrepreneurship. Collaboration with Graduation Ed SIG and Science Sections is strongly recommended. 	Experience in research or graduate education in academic pharmacy or experience or expertise related to grants writing and/or mentorship training.	Work conducted via email, conference calls, and an in-person meeting in the DC area	7-8
Strategic Engagement Committee	<p>Description: The Strategic Engagement Committee will be comprised of no fewer than five members who will advise the Board of Directors on the formation of positions on matters of public policy and on strategies to advance those positions to the public and private sectors on behalf of academic pharmacy.</p> <p>Charges:</p> <ol style="list-style-type: none"> 1. Operationalize advocacy champions. Create an engagement plan that outlines the role/expectations of advocacy champions at their home institutions, regionally, and nationally. Engagement plan should also contain training opportunities/requirements for champions based on these expectations. Utilize the strategic engagement resource guide 	Experience in advocacy or policy making at any level (local, state, or federal) and expertise related to identifying sources of practice-related income for pharmacists; implementing payment models for pharmacists' services; developing and/or implementing a practice plan for faculty;	Work conducted via email, conference calls, and an in-person meeting in the DC area	7-8

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	that will be available by July 2023 to guide the committee's work. Implement engagement plan to advocacy champions. Offer formal training on expectation areas to help prepare advocacy champions for their roles. Training will be offered with an "as needed" or "choose your own adventure model". The champion will determine, based on their prior experience/training what they should attend. Conduct advocacy champion focus groups at AACP Annual Meeting (2024) to determine success of the engagement plan. This will help to inform future work in this area.	value-based contracts		
Student Affairs Committee	<p>Description: The Student Affairs Committee may consist of seven members. The Committee shall be concerned with issues regarding admissions, recruitment, enrollment management, and student affairs related policies and practices and will assist with the development of the Association's relevant research agenda.</p> <p>Charges:</p> <ol style="list-style-type: none"> 1. Create resource guide to help support college/school of pharmacy career days to help promote profession of pharmacy. Committee could repackage Pharmacy Is Right 4 Me campaign resources, or consider development of new resources to meet this need. Resource guide should be designed to target both late high school/early college students and should intentionally target both students and parents. Be sensitive to cultural differences that may exist and intentionally design guide that will effectively engage stakeholders (i.e. could consider creation of a Spanish version of guide). 2. Develop framework for a video mini-series to recruit students into the pharmacy profession. Series should cover key concepts that are outlined in the resource guide in #1. Mini-series should consist of short 2-5-minute videos, each of which builds upon the next. A storyline that threads all series episodes should be created to increase participant engagement. Seek funding for the execution of between 6-12 episodes. 3. Develop plan to engage with students who apply, but don't ultimately get accepted into medical or physician assistant schools. Plan should also consider recommendations for targeting the pharmacy technician population. 	Administrators, faculty, or staff who have roles or responsibilities associated with student recruitment, admissions, or marketing.	Work conducted via email, conference calls, and an in-person meeting in the DC area	7-8
Audit Committee	Description and Charge: The Audit Committee is responsible for oversight of the annual audit process and selecting the independent auditor.	Experience serving on audit committees; knowledge of accounting principles	Work conducted via email and conference calls	2: Open to COF and COD

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Bylaws and Policy Development Committee	Description and Charge: The Bylaws and Policy Development Committee may consist of seven members, at least two from each of the Councils of the Association, and the Speaker of the House of Delegates. Members from the Councils will usually serve for two years with appointments staggered so that only one new member from each Council is appointed in any year. The Committee ensures that resolutions, position papers and similar proposals to the House of Delegates which seek to establish Association policy or action are made appropriate to and ready for consideration by the House.	Experience authoring resolutions and organizational policy statements; knowledge of AACP's policy development process	Work conducted via email, conference calls, and an in-person meeting in the DC area	7: Open to members of each Council (COD, COF, COS)
Finance Committee	Description and Charge: The Finance Committee may consist of six members and shall be comprised of the Treasurer, the presidential officers, and two active members of the Association. It shall be the duty of the Committee to advise the Executive Vice President in creating the annual budget of the Association for approval of the Board of Directors and establishing guidelines for the budgeting process for each Council, Section and SIG.	Experience working with non-profit organizational budgets; knowledge of accounting principles	Work conducted via email and conference calls	2
Nominating Committee	Description: The Nominating Committee consists of 7 members, including the Immediate Past President who shall be the Chair, and the Immediate Past Chair of the COD, COF, and COS plus 1 appointed member for the COD, COF, and COS. Charge: Proactively identify, recruit, and slate well-qualified candidates for the officer positions for the AACP Election. Review the slate of candidates for the COD, COF, and COS leadership positions to ensure adequate diversity on the AACP Board.	Experience serving on a nominating committee; experience engaging in diversity and inclusion efforts	Work conducted via email and conference calls	3: One member of COD, COF, and COS
SPECIAL AND ADVISORY COMMITTEES				
Committee	Description/Charge	Desired skills/Experience	Commitment Information	Number of openings
Admissions Workshop Advisory Committee	Description and Charges: The AACP Admissions Workshop Advisory Committee will assist with the following objectives: <ul style="list-style-type: none"> Counsel the Association on programming with the goal of providing relevant and high-value content that will enhance the professional development of workshop attendees. Develop or refine a programming theme that aligns with the AACP Strategic Plan and promotes the professional development and leadership skills of personnel in the area of enrollment management. Identify potential speakers and select session abstracts who can provide 	Experience or expertise in leadership development, change management, or strategic planning in the areas of student affairs and enrollment management, including student recruitment, admissions,	Work is conducted via email, online, and 6-8 monthly calls. Committee members may need to spend an additional 1-2 hours per month reviewing documents and	1

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	<p>related expertise.</p> <ul style="list-style-type: none"> Assist in the development of a post-workshop assessment instrument for attendees. 	centralized application services, and student retention.	providing feedback. Committee members are expected to attend the 2024 AACP Admissions Workshop.	
Aspiring Academics Advisory Committee	<p>Description and Charges: The Aspiring Academics Advisory Committee will counsel and work in congruence with Association staff to develop a year-long program for individuals who aspire to a career in academic pharmacy and assist with the following objectives:</p> <ul style="list-style-type: none"> Develop the framework for a new Aspiring Academic program designed to inform and inspire students, residents, fellows, and graduate students from diverse backgrounds interested in pursuing an academic pharmacy career. Identify goals, learning objectives, and action strategies for the virtual longitudinal program that is aligned with the AACP Strategic Plan and culminate at the AACP Annual Meeting. Identify potential sponsors and partners that might be interested in supporting the program. 	Administrators, faculty, or staff who have roles or responsibilities associated with leadership development, an Advanced Pharmacy Practice Experience (APPE) in academia, an academic pharmacy residency, an academic pharmacy fellowship, curriculum design, or student affairs.	The committee's work will be conducted through bi-monthly virtual meetings, email, and online (e.g., Basecamp). No on-site meetings are scheduled at this time, but they may be added, if necessary. Committee members are expected to attend the 2024 AACP Annual Meeting, including Aspiring Academics graduation (date TBD).	1-2
Code of Conduct Advisory Committee	<p>Committee description and charges: The AACP Code of Conduct Advisory Committee shall advise the organization on matters of professional behavior of members as related to the AACP Code of Conduct. This may include, but is not limited to:</p> <ul style="list-style-type: none"> Oversight, both general and specific, of the AACP Code of Conduct, including advising on specific, de-identified incidents or circumstances and identifying emerging issues or areas of concern Regular review, at least once every three years, of the AACP Code of Conduct to ensure the Code reflects current needs and challenges related to professional conduct within pharmacy education Identifying and recommending programming that supports high standards of conduct for AACP members Advise AACP Leadership and staff on cross-association or interprofessional initiatives/updates related to professional conduct 	<ul style="list-style-type: none"> Research misconduct and/or IRB Student services Law and/or ethics DEIA initiatives 	<p>Work conducted via email and virtual meetings</p> <p>Committee composition:</p> <ul style="list-style-type: none"> 2-year rotating appointments Terms eligible for reappointment with a maximum of three terms Chair and Vice Chair leadership structure The chair/Vice Chair should have served on the committee for one term 	8-10

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Institutional Research and Assessment Committee (IRAC)	Description and Charge: The Institutional Research and Assessment Committee recommends changes or additions to AACP's Office of Institutional Research and Effectiveness data collection and reporting portfolio.	Deans, faculty, or staff with experience in assessment, research, or survey methodology	Work conducted via email, and 1-2 virtual meetings conducted via Zoom.	7
Pharm4Me Champions Advisory Committee	Description and Charge: The purpose of the Pharm4Me Champions Advisory Committee is to advise staff on messaging and strategies to help prospective students, educators, advisors, and communities better understand and appreciate contemporary pharmacy education and careers; and increase the number of qualified applicants who apply to pharmacy school.	Pharmacists, deans, faculty, or staff who understand or support student recruitment efforts for PharmD or graduate pharmaceutical science degree programs.	Work conducted via email and conference calls.	1-3
PharmCAS Advisory Committee	Description and Charge: The PharmCAS™ Advisory Committee counsels the Association and Liaison International on the development and promotion of the Pharmacy College Application Service (PharmCAS). The Committee assists by: <ul style="list-style-type: none"> • Ensuring the centralized application service is designed to meet the needs of academic pharmacy and prospective student pharmacists; • Ensuring the centralized application service is operationally and fiscally sound; • Promoting PharmCAS™ to AACP member institutions, prospective applicants, health professions advisors, and other related organizations; and • Evaluating system performance and recommending enhancements. 	Deans, faculty, or staff with admissions, PharmCAS, and/or WebAdMIT expertise	Work conducted via monthly conference calls on the second Tuesday of every month at 1:30 pm ET, email, online, and one in-person meeting at the AACP Annual Meeting.	4-5
PharmGrad Advisory Committee	Description and Charge: The PharmGrad Advisory Committee counsels the Association and Liaison International on the development and promotion of the Pharmacy Graduate Application Service (PharmGrad). The Committee will assist by: <ul style="list-style-type: none"> • Ensuring the centralized application service is designed to meet the needs of academic pharmacy and prospective graduate students in the pharmaceutical sciences; • Ensuring the centralized application service is operationally and fiscally sound; • Promoting PharmGrad to AACP member institutions, prospective applicants, health professions advisors, and other related organizations; • Evaluating system performance and recommending enhancements; and • Counseling AACP on the challenges and opportunities in the recruitment of students in pharmacy graduate programs. 	PharmGrad participating and non-participating programs are eligible to participate	Work conducted via conference calls, email, online, and one in-person meeting at the AACP Annual Meeting.	1-3

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Diversity in Student Recruitment and Retention Advisory Committee	Description and Charge: The new Diversity in Student Recruitment and Retention (DSRR) Advisory Committee will counsel and work in congruence with Association staff and selected governance groups in support of Strategic Goal (3.1) to cultivate and support a more diverse population of learners, and assist with the following objectives: <ul style="list-style-type: none"> Bring attention to and address the cross-cutting issues in enrollment management that can adversely affect pharmacy learners from diverse backgrounds. Promote the recruitment, admission, retention, and graduation of diverse learners in pharmacy. Develop diversity programs, policies, and resources to support pharmacy educators, staff, and learners. 	All volunteers must be administrators, faculty, or staff at a member institution who have roles or responsibilities associated with supporting student diversity efforts associated with recruitment, admissions, or retention.	Work conducted via email and conference calls	1
AWARDS COMMITTEES				
Committee	Description/Charge	Desired skills/Experience	Commitment Information	Number of openings
Robert K. Chalmers Distinguished Pharmacy Award Committee	The Robert K. Chalmers Distinguished Pharmacy Educator Award Committee: <ul style="list-style-type: none"> Reviews the materials submitted in support of nominees for this award Selects one candidate to forward to the Board of Directors to be recognized as the recipient of the Robert K. Chalmers Distinguished Pharmacy Educator Award. Reviews the current selection criteria and suggests necessary changes for consideration by the Board of Directors. 	Senior faculty with experience in academia and teaching/mentoring learners over many years	Work conducted via email and conference calls. Materials are distributed in mid-December for review (approx. 5–10-hour commitment)	6
Paul R. Dawson Award for Excellence in Patient Care Research Committee	The Paul R. Dawson Award for Excellence in Patient Care Research Committee: <ul style="list-style-type: none"> Reviews the materials submitted in support of nominees for this award Selects one candidate to forward to the Board of Directors to be recognized as the recipient of the Paul R. Dawson Award for Excellence in Patient Care Research. Reviews the current selection criteria and suggest necessary changes for consideration by the Board of Directors. 	Faculty with experience or expertise in patient care research.	Work conducted via email and conference calls. Materials are distributed in mid-December for review (approx. 5–10-hour commitment)	6
Distinguished Teaching Scholar Award Committee	The Distinguished Teaching Scholar Award Committee: <ul style="list-style-type: none"> Reviews the materials submitted in support of nominees for this award Selects up to three recipients to forward to the Board of Directors to 	Faculty with expertise in the scholarship of teaching and learning.	Work conducted via email and conference calls, mostly between	10

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	<p>be recognized as the recipient of the Distinguished Teaching Scholar Award.</p> <ul style="list-style-type: none"> Reviews the current selection criteria and suggests necessary changes for consideration by the Board of Directors. 		December and February (approx. 10-15-hour commitment)	
Rufus A. Lyman Award Committee	<p>The Rufus A. Lyman Award Committee:</p> <ul style="list-style-type: none"> Identifies papers published in AJPE that meet the award criteria Selects and recommends one paper submitted to AJPE to the Board of Directors to be recognized as the recipient of the Rufus A. Lyman Award. Reviews the current selection criteria and suggests necessary changes for consideration by the Board of Directors. 	Has reviewed manuscripts published in AJPE	Work conducted via email and conference calls, mostly between December and February (approx. 10-15 hour commitment)	5
Master Preceptor Recognition Program Committee	<p>The Master Preceptor Recognition Program Committee:</p> <ul style="list-style-type: none"> Review the applications of nominated preceptors that meet all the submission requirements Select candidates that meet the minimum awardee selection threshold to be forwarded to the Board of Directors to be recognized as recipients of the 2022 Master Preceptor Recognition Award. Review the current selection criteria and suggest necessary changes for consideration by the Board of Directors. 	Faculty with experience or expertise in experiential education	Work conducted via email and conference calls. Materials are distributed in early-February for review (approx. 5-10 hour commitment)	
Volwiler Research Achievement Award Committee	<p>The Volwiler Research Achievement Award Committee:</p> <ul style="list-style-type: none"> Reviews the materials submitted in support of nominees for this award Selects one recipient to forward to the Board of Directors to be recognized as the recipient of the Volwiler Award. Reviews the current selection criteria and suggest necessary changes for consideration by the Board of Directors. 	Faculty with experience or expertise in basic science and/or clinical research.	Work conducted via email and conference calls. Materials are distributed in mid-December for review (approx. 5-10 hour commitment)	6
TASK FORCES				
Task Force	Description/Charge	Desired skills/Experience	Commitment Information	Number of openings
Task Force on Implementing the AACP Learning Management System – Educational Opportunities of the Future	<p>Description and Charges: AACP will be implementing a new learning management system (LMS) to provide exciting opportunities for our individual and institutional members. The system will also allow for connecting with individuals outside our organization who could benefit from the services we provide. In an effort to kick-start this initiative, and draw in input from members, this task force will be a focus for the upcoming year. It</p>	<p>Individuals with interest or expertise in:</p> <ul style="list-style-type: none"> SoTL Programming Preceptor Training and Development 	The taskforce will: Design one training program in each of these 4 areas that could be housed	8

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	<p>is recognized that there are many critical areas of interest to our membership where the LMS can provide value, but four areas have been targeted for specific consideration, listed below.</p> <ol style="list-style-type: none"> 1. SoTL Programming 2. Preceptor Training and Development 3. Leadership Training and Development 4. Implementation Science <p>This task force will be comprised of 2 representatives from each of these 4 topical areas, along with staff support for each. Members will be asked to seek input from other members with expertise and interest in the area they are representing, as well as AACP affinity groups focused in those areas. The task force is strongly encouraged to review the work and recommendations of the 2022-2023 COF Faculty Affairs committee related to the LMS.</p> <ol style="list-style-type: none"> 1. Design one training program in each of these 4 areas that could be housed within the LMS to serve both current AACP members and non-members. The task force is provided the flexibility to design their program as they deem most appropriate. Ideally, a longitudinal sequence of programs versus a single offering event could be envisioned in each area. 2. Task force members from all four of the target areas will meet together with AACP staff and the LMS implementation team to learn the functionality and capability of the new system (early Fall 2023). One or two follow-up meetings of the task force will occur in Spring 2024. Outside of these large sessions, members from each individual focus area may need to meet to discuss programming specifically related to their content area. 	<ul style="list-style-type: none"> • Leadership Training and Development • Implementation Science 	<p>within the LMS to serve both current AACP members and non-members.</p> <p>Task force members from all four of the target areas will meet together with AACP staff and the LMS implementation team.</p> <p>One or two follow-up meetings of the task force will occur in Spring 2024. Outside of these large sessions, members from each individual focus area may need to meet to discuss programming specifically related to their content area.</p>	
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