AACP REPORTS

Minutes of the Board of Directors Meeting, July 7-8, 2005, Cincinnati, Ohio

1. Roll Call
   President JoLaine R. Draugalis convened the Board of Directors at 8:30 a.m. on Thursday, July 7, 2005, in the boardroom of the John Pepper Learning Center, The Procter & Gamble Company, in Cincinnati, Ohio. The meeting adjourned at 4:45 p.m. and resumed at 9:00 a.m. on July 8, 2005, at the Hilton Cincinnati Netherland Hotel. The following Board members were present: JoLaine R. Draugalis (President), Robert S. Beardsley (Council of Deans), Diane E. Beck (President-elect), Gayle A. Brazeau (Council of Faculties), Rodney A. Carter (Council of Faculties), Robert A. “Buzz” Kerr (Immediate Past President), Steven W. Leslie (Council of Deans), Lucinda L. Maine (AACP Executive Vice President), Terry L. Schwinghammer (Council of Faculties), Patrick M. Woster (Academic Sections Coordinating Committee chair), and Victor A. Yanick (Council of Deans). Invited guests included Amy E. Allison (Academic Sections Coordinating Committee chair-elect designate), Joseph Arcuri (Procter & Gamble), Robert M. Bachman (American Foundation for Pharmaceutical Education), J. Gregory Boyer (ACPE), Barbara F. Brandt (ACPE), Patricia A. Chase (Council of Deans chair-elect designate), Joseph T. DiPiro (editor, American Journal of Pharmaceutical Education), S. William “Sandy” Zito (ACPE), Kenneth A. Skau (Council of Faculties chair-elect designate), Jenelle Sobotka (Procter & Gamble), Marilyn K. Speedie (President-elect designate), George R. Spratto (ACPE), Joan Straumanis (ACPE), Peter H. Vlasses (ACPE), Jeffrey W. Wadelin (ACPE). AACP Staff included Amy B. Connelly, Arlene A. Flynn, Will G. Lang, Ronald G. Linder, Susan M. Meyer, Kenneth W. Miller, Jennifer M. Patton, Elisabeth J. Ross, and Norida A. Torriente. President Draugalis welcomed the visitors and encouraged incoming Directors to participate actively in all items of discussion.

2. Additions to the Agenda
   President Draugalis called for additions to the agenda and none were identified.

3. Conflict of Interest
   President Draugalis read the Association’s conflict of interest statement and indicated that based upon the review of EVP Maine and the president no apparent conflicts were identified.

4. Minutes of April 2005 Meeting
   Susan M. Meyer, AACP Senior Vice President, reviewed the editorial changes that had been made following distribution of draft minutes for the April 2005 Board of Directors meeting. On MOTION (Yanchick/Carter) the Board approved the minutes of the April 9-10, 2005, meeting as they appeared in the agenda materials.

   The Board reviewed the financial data for the first 11 months of the 2004-05 fiscal year and projections by the EVP for the balance of the year. This review resulted in an estimated year-end surplus of $48,000: the approved budget projected a surplus of $53,000. Overall estimates, including PharmCAS™ activity, project a year-end surplus of $456,955.

   Regular institutional dues remained at $21,000 and two additional schools were accepted into membership bringing the total number of regular institutional members to 89. Significant changes in revenue lines included the results of new contractual terms with Harcourt Measurement resulting in higher revenues from admissions tests, almost doubling in comparison to the prior year. The Association had budgeted $75,000 in grant support for the 2005 Interim Meeting. This support had been provided by a single source that informed AACP late in 2004 that the support would not be continued. Plans are underway to restore this funding for 2006.

   The Finance Committee presented the Board with an operating budget for fiscal 2005-06 with budgeted revenues projected to be $7,034,500, inclusive of PharmCAS™ revenues. Institutional dues revenue is budgeted to increase based on projected additional associate and affiliate institutional members. Revenues and expenses are included in the budget for additional leadership programming and the Academic Practice Partnership
Initiative. Both revenue and expenses for the New Investigator Program are budgeted $50,000 lower than in previous years given reduced support from the American Foundation for Pharmaceutical Education. Total budgeted expenditures for 2005-06, inclusive of PharmCAS™, are estimated to be $6,755,000, leaving a surplus of $279,500.

On MOTION (Yanchick/Brazeau) the Board approved the 2005-06 budget.

Ron Linder, AACP Vice President of Finance and Administration, reported that AACP has signed an agreement with Grubb Ellis as an agent working to identify options for new Association headquarters property in Alexandria. He noted that there is not a substantial inventory of office space that meets AACP’s specifications, although some property owners with leased property are considering turning the space into office condominiums. The Finance Committee will continue to work with Ron to review specifics associated with available properties and the financial implications of a headquarters move.

The Board engaged in considerable discussion regarding current and future revenues and expenditures. Striking a balance in reliance on specific sources of revenue is key to AACP’s long-term financial stability and ability to continue to bring important programs and services to members. Historically, significant reliance has been placed on institutional dues and this will continue to be the case. Currently, substantial revenues are generated from student-related sources, including PCAT™ and PharmCAS™. External grant support from corporate donations is increasingly difficult to maintain. Future revenues must remain mission-based and diversified. Additional meetings and support from sources that serve but do not directly compete with AACP members should be considered.

6. Affiliate Institutional Membership

Review Criteria

Immediate Past President Kerr presented recommendations from an ad hoc committee charged with reviewing the criteria and review process for Affiliate Institutional Membership in AACP. By CONSENSUS the Board approved the Guidelines for Evaluating Requests as provided in Attachment A, including a time limitation on the category of membership and consideration of the candidate institution’s regional accreditation and other factors. The Board requested staff to identify appropriate ways to communicate the guidelines with AACP members and candidate schools.

7. Requests for Institutional Membership

On MOTION (Leslie/Woster) the Board denied the request for Affiliate institutional membership from the Hawaii College of Pharmacy.

On MOTION (Leslie/Beardsley) the Board agreed to take the following motions together. On MOTION (Leslie/Woster) the Board approved the following motions:

Motion #1

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy; and

WHEREAS, Touro University-California College of Pharmacy has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the Touro University-California College of Pharmacy has requested Affiliate institutional membership in AACP;

RESOLVED that the Touro University-California College of Pharmacy be received into the appropriate level of membership in AACP.

Motion #2

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for various levels of institutional membership for colleges and schools of pharmacy; and

WHEREAS, the University of Appalachia College of Pharmacy (Grundy, Virginia) has been recognized by the Accreditation Council for Pharmacy Education; and

WHEREAS, the University of Appalachia College of Pharmacy (Grundy, Virginia) has requested Affiliate institutional membership in AACP;

RESOLVED that the University of Appalachia College of Pharmacy (Grundy, Virginia) be received into the appropriate level of membership in AACP.

On MOTION (Yanchick/Beardsley) the Board approved the following motion:

WHEREAS, the Bylaws of the American Association of Colleges of Pharmacy, Inc. provide for Affiliate institutional membership for academic institutions not otherwise eligible for Regular or Associate institutional membership;

WHEREAS, the Northeastern Ohio Universities College of Medicine has not been granted any status by
the Accreditation Council for Pharmacy Education; and

WHEREAS, the Northeastern Ohio Universities College of Medicine has requested Affiliate institutional membership in AACP;

RESOLVED that the Northeastern Ohio Universities College of Medicine be received into Affiliate institutional membership in AACP.

8. Recommendations of the 2004-05 Board Strategic Planning Committee

President-elect Beck and EVP Maine reviewed the status of discussions before both the current and past year’s Board Strategic Planning Committee related to the analysis of AACP’s structure and governance systems and the development of an electronic job board/recruitment service. The 2005-06 Bylaws and Policy Development Committee chaired by John A. Pieper (New Mexico) will complete the work initiated by the Board Strategic Planning Committee. An open hearing will be held to generate member input on Tuesday, July 12, 2005, in Cincinnati. With respect to the job board, it was recommended that a poll of the joint COD/COF Committee on Faculty Recruitment and Retention might be beneficial. Final specifications for such a service and the analysis of the revenue and expense implications will be directed to the Finance Committee for review. The Finance Committee will develop a recommendation to proceed for consideration by the full Board of Directors. The Board encouraged staff and other units of the Association to continue to identify effective means of helping prospective faculty determine whether academic careers were right for current Pharm.D. and graduate students, residents, and fellows.

9. 2004-05 AACP Committee Reports

By CONSENSUS the Board approved the 2004-05 Report of the Board of Directors for release to the House of Delegates and other audiences. The Board also reviewed, provided comments, and considered the suggested activities contained in the analyses completed by staff from the 2004-05 reports of the Academic Affairs, Professional Affairs, and Research and Graduate Affairs Committees, and the Argus Commission. The reports of each of these groups offered follow-up activities for the Association at large, particular units of the Association, and individual member colleges and schools. Where deemed appropriate, the Board forwarded specific recommendations to Association units for consideration and possible action and made connections among specific recommendations and on-going Association initiatives (e.g., Academic-Practice Partnership Initiative, participation in the Joint Commission of Pharmacy Practitioners, AACP Institute). Common across multiple reports was support for continued Association-facilitated sharing among colleges and schools of successful programs and strategies on a variety of key issues. The Board affirmed continuation of roundtable discussions during Association meetings and the annual call for successful practices.

On CONSENSUS the Board approved the commitment of staff time and other resources in support of the recommendation of the 2004-05 Research and Graduate Affairs Committee that AACP convene a conference of academic pharmacy and pharmacy organizations to discuss the development of an infrastructure for supporting the formation of regional and a national Clinical Research Networks or Practice-based Research Network for the purpose of conducting research on practices and practice models that can lead to improved health through translation of clinical research to patient care.

10. Protocol for Media Outreach

On MOTION (Leslie/Brazeau), the Board approved a protocol for media outreach for staff and volunteer leaders. The protocol is included as Appendix B.

11. Workforce Analysis

EVP Lucinda Maine and Arlene Flynn, AACP Vice President for Professional Affairs, provided an overview of several projects that characterize the professional workforce in pharmacy. Two projects are part of the Pharmacy Manpower Project, Inc. work plan: 1) the monthly Aggregate Demand Index assessment by employers of the relative supply and demand of pharmacists, and 2) the 2004-05 national survey of pharmacists conducted by the Midwest Pharmacy Workforce Research Consortium. These projects provide information not available from any other source about the continued strong demand for pharmacists and patterns of work of currently licensed and employed professionals. The Association of Academic Health Centers (AHC) is managing a third project with funding from the Josiah Macy, Jr. Foundation. This project aims to examine the cross-discipline implications of current workforce issues in pharmacy, nursing, medicine, and related health disciplines. AACP President-elect designate Marilyn Speedie serves on the advisory committee for the AHC project.

As part of this discussion, the Board requested that a discussion of debt burden and its impact on career decision making be planned as a future Board emerging issue.
The Board also noted that pharmacy suffers from a lack of an accurate national registry of licensees.

12. PharmCAS™ Participation

Libby Ross, AACP Director of PharmCAS™ and Student Affairs, provided an update on participation in PharmCAS™ for the third cycle of operation. The University of Appalachia will become the 44th participating school. The level of participation has remained constant since the first cycle with two new participating schools replacing the two programs that stopped participation in 2004 and 2005. The Board discussed strategies to help market the value of participating in PharmCAS™ even during times when applicants are as plentiful as they are presently. It is the information derived from the PharmCAS™ system that needs to be highlighted, including the potential for longitudinal tracking and analysis of matriculants to colleges and schools of pharmacy. The Board discussed communications with the Council of Deans and individual dean outreach to be planned and executed in anticipation of having additional schools join for the fourth PharmCAS™ cycle beginning in May 2006. The Board also acknowledged the potential for assessing a differential fee, perhaps for use of PharmAdMIT™ software, at some future point to encourage additional schools to seriously consider joining the application service within the next year or two.

13. Meeting with ACPE

The Board met with seven representatives from ACPE on Friday, July 8, 2005. The content of the revised Standards and Guidelines for Accreditation served as the primary focus for the discussion, including the source and evidence base for both quantitative and qualitative metrics included in the draft. ACPE reviewed the timeframe for completing the revision and acknowledged that no decision has been reached regarding when the revised standards would be enforced. ACPE made clear their desire to work on a continuing basis with AACP on the development of valid and reliable measures of quality to use in the accreditation and continuous quality improvement processes. ACPE provided insights into areas where colleges and schools currently struggle to meet Standards 2000, including enrollment management and having adequate faculty and experiential education resources. AACP requested observer status during upcoming discussions between ACPE and the National Association of Boards of Pharmacy (NABP) on international education and licensure issues.

14. Visit with AFPE President

AFPE President Robert M. Bachman provided an update on the newly selected recipients of scholarships and grants awarded by AFPE in collaboration in many cases with AACP (e.g., NIP grants, Gateway scholarships). He noted that the AFPE board had requested the 2005 budget and program support be decreased to reflect the difficulties AFPE has encountered with development in the face of multiple corporate mergers and industry consolidation. This resulted in an award of $100,000 to fund the NIP grants in 2005-06, down from $150,000 in previous cycles. Solicitation of support for 2006 will be accelerated to maximize the ability of funders to plan for new or increased support of AFPE programs, 100 percent of which support pharmacy education and the development of future scientists.

15. Academic Practice Partnership Initiative (APPI)

Board members and staff who attended the June 2005 Academic-Practice Partnership Initiative–Summit on Experiential Education provided comments about the meeting and the overall aims of the APPI. The outcomes of the three initial projects (summit, practice profiling, and preceptor training resource library) are to be finalized in July/August 2005 and will serve as the foundation for future implementation efforts aimed at improving experiential education. This work is critically important in light of increased emphasis on experiential education in the proposed ACPE Standards and Guidelines. The Board affirmed that the timing was excellent to focus the 2006 AACP Institute on experiential education.

16. Policy Agenda Update

Will G. Lang, AACP Vice President for Policy and Advocacy, presented legislative priorities and the status of various pieces of legislation before the 109th Congress. AACP hosted a briefing on rural pharmacy programs featuring three AACP member institutions’ programs in June 2005. AACP is focusing on the reauthorization of the Higher Education Act, seeking modifications in and funding for Title VII programs, and working to identify exemplary member programs that highlight how colleges and schools of pharmacy, their faculty, and their students are working to address key issues in health care (e.g., health disparities, access, patient safety). These efforts would be enhanced with better means of collecting institution-specific information as proposed in the 2004-05 Argus Commission report.

17. AACP Public Relations Exposures

Norida A. Torriente, AACP Director of Communications, reviewed the summary of media exposures for the Association in 2004-05, including print, radio, and television coverage of Association activities, meetings, and opinions.

The Board members received a preliminary copy of the BPDC report with their agenda materials. A revised report, to be distributed to delegates on Sunday morning (July 10, 2005), will include the additional membership resolutions approved by the Board during its meeting. The Board also discussed issues that arose during the process of identifying candidates for the 2005 presidential election, including the inconsistency between Council of Faculties membership, which can include assistant or associate deans, and the alternating dean/faculty presidential cycle. Issues associated with councils and elections will be forwarded to the 2005-06 BPDC for consideration in the structure and governance analysis.

19. Journal Update

AJPE Editor Joseph T. DiPiro provided an overview of the past year of activity for AJPE which became a fully online journal in January 2003. Manuscript submissions continue to be robust. Two associate editors, Gayle A. Brazeau (Buffalo) and Jack E. Fincham (Georgia) have been appointed to broaden the expertise of the editorial team. The AJPE office has been moved to Columbia, South Carolina. Decisions will be made within a few weeks regarding changes in the management of the Journal following the decision by AAPS to discontinue Web publishing services for AJPE. Two themed issues are under development; one with content on experiential education in community pharmacy aimed at preceptors and the second on self care and OTC medications. A new task force on journal quality and process management has been appointed for 2005-06.

20. Reports of the Chairs of the COD, COF, and ASCC

The Chairs of the Councils provided brief overviews of their written reports and ASCC chair Pat Woster presented a verbal report on a variety of ASCC priorities that were culminating during the 2005 Annual Meeting.

21. Charges to the 2005-06 Committees

President-elect Beck noted that final charges for the standing committees for 2005-06 were included in the Board’s agenda book along with the names of those invited to serve.

22. Roundtable

The Board meeting ended with all participants expressing their thoughts and appreciation related to the experience of serving AACP as a Board member. This included summaries of key issues identified at a variety of national and international meetings attended by Board members and staff.

Appendix A. Guidelines for Evaluating Requests for AACP Affiliate Institutional Membership

The current language for Affiliate Institutional Membership was adopted by the AACP House of Delegates in July 2003. It provides for membership for academic institutions not otherwise eligible for Regular or Associate institutional membership (i.e., entities without any level of accreditation status awarded by ACPE). Representatives from each affiliate institutional member shall have the right to participate in the Association’s meetings and activities, but they shall not have the right to vote or to hold elective office in the Association. The category was defined to encourage emerging colleges and schools of pharmacy to affiliate with AACP early in their development to provide maximum access to AACP programs, products and services that assist an academic program in the development of a high quality professional degree program. Affiliate institutional membership shall be for an initial term of two years at which time, if the member has not progressed in seeking accreditation, a request for status clarification will be made to the chief academic officer responsible for the pharmacy program to determine the institution’s plan of action with respect to establishing an accredited pharmacy program.

The following guidance is provided to assist the AACP Board of Directors with their review of applications for this level of Institutional Membership. It is framed as questions related to the recognition of the academic program by local, state and regional bodies responsible for determining the authority of a program to enroll students and award degrees.

Question 1 – Is the pharmacy program a part of a public or private college or university with state higher education recognition and/or have regional accreditation (e.g., from a CHEA-recognized accrediting body)?

Question 2 – Has the pharmacy program received approval from the institution’s Board of Trustees or similar authority to hire administrators and faculty and enroll students?

Question 3 – What is the status of the proposed program with respect to initiation of its application for accreditation with ACPE and the timeframe under consideration for enrolling students?
Appendix B. Protocol for Media Outreach

**Policy:** When representing the American Association of Colleges of Pharmacy (AACP) or any of its sections, special interest groups, committees, programs, conferences or other activities, all staff must and volunteer leaders should coordinate any contact with the media through the AACP communications office as staffed by the director of communications. If the director of the communications department asks you to respond to a media request for information or comment, you should attempt to do so promptly and within the reporter’s deadline.

Media are defined as: newspapers, radio and TV stations, magazines, on-line publications or media sites, and trade magazines (such as Drug Topics or Chronicle of Higher Education). Contact with AACP’s own publications, including the American Journal of Pharmaceutical Education and AACP News, are exempt.

**Issue:** Uncoordinated contact with the media often results in incomplete, inappropriate or inaccurate information being disseminated to important audiences. It also can result in missed opportunities to cross-market and effectively achieve communication goals for programs and activities, and hinder the communications staff effort to develop and nurture effective relationships with key media. This policy ensures that staff and volunteer leaders are properly informed on the best way to meet the needs of both media and AACP; enables the communications director to track media contacts; and ensures media receive quick response to requests.

**AACP Staff:** All media calls, e-mails or other forms of contact must be forwarded promptly to the director of communications prior to responding to any questions, sending information or referring calls to a member. If a member of the media calls you directly, you should transfer the call to the communications department for assistance. Do not send background material, answer questions, or refer them to a committee member or staff person until asked to do so by a member of the communications staff. All news releases, advisories, letters and pitch calls to the media must be coordinated first through the director of communications. The director of communications is the only AACP staff person authorized to issue news releases on AACP’s behalf.

**AACP Volunteer Leaders:** If you receive a media call that has not been referred by the director of communications, and you wish to respond as a member or leader of AACP, or provide information about an AACP program, policy or other activity, you should first contact the communications department. All correspondence or other contact initiated by the member also should be coordinated through the AACP communications staff. When representing a school or college of pharmacy, members do not need to clear their media contacts, but are encouraged to inform their designated PR or communications staff at the school and college. The AACP director of communications is available to counsel you on your school’s public relations efforts.

**Communications Staff Hours:** The director of communications is available on-site at AACP headquarters Monday-Friday from 8:30 a.m.-5:00 p.m., and is on-call during evenings and weekends at 202-253-5058. In the event that the director of communications is unavailable, the call should be forwarded to the communications coordinator or another person to be selected by the director of communications or the executive vice president.