Minutes of the AACP Board of Directors Meeting:  
October 20-21, 2000, Arlington, VA

1. Roll Call  
President Victoria F. Roche convened the Board of Directors at 8:00 AM on Friday, October 20 at the Ritz Carlton Hotel, Arlington, Virginia. The following Board members were present: Victoria F. Roche (President), Robert E. Smith (Immediate Past President), Milap C. Nahata (President-elect), Diane E. Beck (Council of Faculties), Bruce L. Currie (Council of Faculties), Joseph O. Dean (Council of Deans), Robert A. Kerr (Council of Faculties), Jack E. Fincham (Council of Deans), Richard P. Penna (Executive Vice President), Rosalie Sagraves (Council of Deans), and Timothy P. Stratton (Academic Sections Coordinating Committee). Invited guests included Robert M. Bachman (American Foundation for Pharmaceutical Education), George H. Cocolas (editor, American Journal of Pharmaceutical Education), Pamela Cranston (Association of American Medical Colleges), Peter Dunne (Salomon Smith Barney), David Witter (Association of American Medical Colleges), Janice Zoeller (editor, AACP News), and Karen Zuza (Association of American Medical Colleges). AACP staff included Will G. Lang, Ronald G. Linder, M. Paige Marmorino, Susan M. Meyer, Kenneth W. Miller, and Elisabeth J. Ross.  
President Roche adjourned the Board of Directors meeting at 2:00 PM on Saturday, October 21, 2000.

2. Conflict of Interest  
President Roche read a conflict of interest statement reminding the Board members to excuse themselves from Board consideration of topics on which they may have conflicts of interest.

3. Approval of July 6-7, 2000 Meeting Minutes  
On motion, (Fincham/Currie) the Board unanimously approved the minutes of its July 6-7, 2000 meeting.
4. Selection of Annual Meeting Sites
Staff presented the Board with options related to annual meeting sites for 2004, 2005, and 2006. On motion (Nahata/Sagraves) the Board voted unanimously to select Salt Lake City, Utah as the location for the 2004 annual meeting. On motion (Currie/Nahata) the Board voted unanimously to select Cincinnati, Ohio as the location for the 2005 annual meeting. On motion (Kerr/Fincham) the Board voted unanimously to select San Diego, California as the site for the 2006 annual meeting.

5. Pharmacy College Application Service (PharmCAS)
Staff briefed the Board related to staff negotiations with the Association of American Medical Colleges concerning the creation of PharmMed Educational Services, Inc. and PharmCAS. The Board reviewed draft articles of incorporation and bylaws for PharmMed, Inc., letter of intent for AACP and AAMC, and a business plan for the development of PharmMed and PharmCAS.

On motion (Fincham/Stratton) the Board voted unanimously to approve the PharmMed Educational Services, Inc. Bylaws and Articles of Incorporation and to authorize the AACP Executive Vice President to sign a letter of intent with the Association of American Medical Colleges. On motion (Nahata/Sagraves) the Board voted unanimously to name James Bartling, Susan M. Meyer, and Richard P. Penna as AACP’s representatives to the PharmMed Board of Directors.

The Board discussed and reaffirmed the strategic importance of a centralized application service for pharmaceutical education at this time. Reasons why such a service is vital to pharmaceutical education include:

- The continuing decline in pharmacy’s application pool. Other health profession education associations have reported increases in the number of applications and applicants after establishing centralized application services. The service should provide greater visibility of pharmacy programs to a larger audience of prospective students. This promotion of pharmacy may attract more qualified students to the profession. PharmCAS should also allow schools to spend more time on recruitment activities, and less time with clerical and key entry tasks.

- Data on the size and demography of the applicant pool that such a service will provide is of critical value to pharmaceutical education. Institutions may use this data to better target their recruitment strategies and compare applicant pools. AACP may use data to support increased federal funding of pharmacy programs.

- Increasingly, pharmacy must compete with other health professions for limited number of qualified science applicants. Health profession associations for allopathic medicine, osteopathic medicine, veterinary medicine, pharmacy, and physician assistants have established their own centralized application services. A centralized application service for pharmacy will position the profession to compete more effectively with other health professions programs for qualified students.

- Increasingly, students are demanding centralized application systems for their professional educational programs.

The Board discussed some of the concerns voiced at District meetings regarding the establishment of a new centralized application service and its impact on colleges/schools and applicants. AACP and PharmCAS staffs are working to address these issues.

- Colleges or schools that recruit students primarily from within their states may not realize the benefits of PharmCAS participation. The Board believes that in addition to benefiting from clerical and technical assistance, PharmCAS schools will be able to demonstrate to their provosts and legislatures that PharmCAS assists state residents who are not offered admission to their programs.

- Colleges and schools may have difficulty in convincing their higher administration to adopt a centralized application service for pharmacy. PharmCAS will draw on the experience of AAMC programs to assist with these types of issues.

- Colleges and schools may be reluctant to transition to a new application process. PharmCAS will require admission offices to restructure their admissions systems. PharmCAS staff will work with schools directly and through documentation to demonstrate the value the PharmCAS admissions software and to ensure a smooth transition.

- The PharmCAS application fee and supplemental application fees may appear to be too high. PharmCAS fees will be competitive with the fees of centralized application services for allopathic medicine, osteopathic medicine, dentistry, and veterinary medicine. PharmCAS will include a fee waiver program for those applicants that demonstrate need.

The Board agreed that PharmMed, Inc. would have to provide assistance to AACP member colleges and schools to convince their universities that PharmCAS will be of major value to them in their recruitment and admissions processes. Moreover, the Board recognized that a substantial training program would be required to permit college admissions staff to utilize PharmCAS services effectively and efficiently.

6. Criteria for Institutional Membership
The Board discussed issues related to the existing AACP Bylaws definition of active and affiliate institutional membership. Staff briefed the Board on such definitions of the American Association of Law Schools, the American Dental Education Association, the Association of Schools of Public Health, and the American Association of Colleges of Nursing and these organizations’ criteria for membership. The Board recognized that those involved in pharmaceutical education are expanding beyond the traditional confines of colleges and schools of pharmacy into professional societies and profit-making companies offering continuing education and certificate programs for pharmacists. Moreover, academic pharmacy must be concerned with how the technical workforce is being educated and trained to support and advance the expanding role of the practitioner. The question before the Board and the Association is whether AACP should continue to be an association of colleges and schools of pharmacy and if so, become an association that embraces the full spectrum of pharmaceutical education. This is an issue that the Board, AACP Delegates, and members will need to discuss in detail before it is resolved.

The Board requested that the subject be included on the agenda of the February Board meeting, and the Board requested staff to invite a representative of the American Dental Education Association to meet with the Board at that time to discuss ADEA’s history relative to a broadened membership and the impact of this expansion on ADEA priorities, effectiveness, and staff needs.

7. American Council on Pharmaceutical Education
The Board reviewed a letter that the Continuing Pharmaceutical Education Section sent to the American Council on Pharmaceutical Education. The letter indicated that the Section would ask the Board to meet with the Board at that time to discuss ADEA’s history relative to a broadened membership and the impact of this expansion on ADEA priorities, effectiveness, and staff needs.

The Board reaffirmed its policy that communications between subunits of the Association and outside groups must be conducted through the AACP Board of Directors. The ASCC Chair will remind the officers of the SIGs and Sections of proper Association communication channels.

The Board reviewed its current policy for appointing members to ACPE. The Board reaffirmed its policy, which states (in part):

It therefore seems prudent that the highest priority continues to be to assure that the highest priority continues to be for AACP to appoint ACPE members who possess exceptional expertise in maintaining academic quality. As one of the considerations for appointment, AACP should recognize the need for balancing the representation of its dual constituencies of faculty and administrators. There
should not, however, be a formal or informal quota system dictating new appointees must be selected from a particular group. Far more important that the individual’s peer group are his or her academic experience, contributions to pharmaceutical education, and potential for fostering excellence in pharmaceutical education. These factors cut across faculty/administrator lines and are ultimately far more important than academic labels in assuring quality of educational programs.

The Executive Vice President and President will communicate with the Continuing Professional Education Section summarizing the Board’s discussion of their issue of concern. The Board agreed to continue its dialogue with ACPE regarding its procedures for accrediting the providers of continuing pharmaceutical education.

Staff briefed the Board regarding its discussions with ACPE staff about how colleges and schools could use AACP’s institutional research database to assess the quality of their educational programs. Staff reviewed for the Board its plans to develop assessment tools that schools could use to assess their educational outcomes. The 2000 AACP Institute was devoted to outcomes assessment and the 2001 Institute will be on the same topic. Moreover, AACP commissioned a white paper on outcomes assessment, which was being reviewed at the time of the Board meeting.

The Board discussed several strategies to assist self-study chairs and their teams to complete their tasks including a special session at the Annual Meeting and mailings targeted to self-study committee chairs with institutional research results targeted for the specific college of school.

The Board outlined an agenda for the meeting of the AACP President and Executive Vice President with ACPE in June. The agenda will be outlined in greater detail during the February Board meeting.

8. Board of Directors Development

Staff briefed the Board on the process that was developed to offer a Board Development session at the Board retreat in April 2001. Staff retained Triangle Associates to conduct the session. Triangle Associates will distribute an initial questionnaire in January, discuss it with the officers and briefly with the Board during the February Board meeting and create a development exercise for the Board in April.

9. Reporting on the Strategic Plan to the House of Delegates

The Board discussed various strategies to comply with the AACP House of Delegates resolution that it report to the House an assessment of activities related to the strategic plan. The Board requested the Executive Vice President to draft a report for the Board to the House and distribute it for comment and review to the Board. The Final Board report will be distributed to the House of Delegates prior to its first session. The President will present an oral summary of the report to the House and respond to members’ questions.

10. AACP Communications

Staff briefed the Board relative to internal discussions it was conducting regarding the impact of information technologies on the Association’s communications activities. Issues under consideration included sending the American Journal of Pharmaceutical Education and the AACP News to members electronically. Also, the Board discussed various means of communicating with the AACP membership electronically including listserves and “push technology.” AACP’s existing listserves include the Board of Directors, deans, and section members. It is possible to create a listserv of all AACP members. It was the consensus of the Board that when the Association moves its publications to an online format, hard copies continue to be distributed until an assessment can be made of what online format will be appropriate for achieving the Association’s purposes. The Board discussed the problems that electronic communications would pose as efforts are made to archive documents in a format that would be “readable” over great periods of time.

11. Academic Affairs Committee Recommendation

The Board reviewed the response of the AJPE Editor to a recommendation of the AACP Academic Affairs committee regarding a focused Journal issue on the integration of general abilities into the professional curriculum. The Editor outlined the difficulty of identifying a number of authors sufficient to fill a journal issue with such articles. It was the consensus of the Board that one article on the topic could be highlighted as the lead article as a means of fulfilling the Committee’s recommendation.

12 Association Management Technology

The Staff briefed the Board on its efforts to remain abreast of advances in office and communications technologies. Staff has contracted with a consultant to analyze staff’s current needs, review all internal operating procedures, and identify potential vendors for a web-enabled Association Management System (AMS). The consultant will also assist staff to select an appropriate vendor to provide a product that will serve the Association for the reasonable future. Funds to retain the consultant are in the 2000-2001 budget. Funds to purchase an AMS will be considered for inclusion in the 2001-2002 budget. The matter will be on the Board’s February meeting agenda.

13. Drug Benefit Under Medicare

Staff briefed the Board on the variety of bills in the Congress that will cover prescription drugs either under the Medicare program or as a separate benefit. Most of the bills include provisions to compensate pharmacists for providing services to patients.

14 Federal Support for Health Professions Education

Staff briefed the Board on the status of Title VII of the Public Health Services Act and the increased visibility of pharmaceutical education in the Health Resources and Services Administration (HRSA). Staff reviewed for the Board the contract that AACP has with HRSA to study the level of pharmaceutical care currently being provided in community health centers supported by HRSA (project being conducted by Dr. Marvin Shepherd at the University of Texas, Austin). Also, staff reviewed the demonstration grants that HRSA made to 10 pharmacy colleges and schools to demonstrate ways in which colleges and schools of pharmacy can assist community health centers to improve their drug use and pharmaceutical care practices.

15. Workforce Issues

Staff briefed the Board on the status of the pharmacist workforce study being conducted by the Bureau of Health Professions (HRSA) in response to congressional order. AACP staff attended a briefing for members of the Pharmacy Manpower Information Project.

16. Reserve Fund Report

The Consulting Group of Salomon Smith Barney, which manages AACP’s reserves, briefed the Board on the status of the reserves in the current market environment. The funds are complying with the Board’s policies with regard to the equities to cash ratio, and are meeting the Board’s growth expectations. The Board discussed several strategies regarding the loan of funds to PharmMed Educational Services, Inc. to provide start-up funds for PharmCAS. The consultant also identified an opportunity to shift some funds within the managed reserves to a manager previously unavailable to AACP due to minimum investment levels. This manager is proposed based on strong long-term performance results and ability to provide greater exposure to the growth market. The Board agreed with the recommendation and instructed staff to proceed with arrangements.

17. American Foundation for Pharmaceutical Education

Robert M. Buchman, President of the American Foundation for Pharmaceutical Education, briefed the Board on the current status of AFPE’s fund-raising efforts and other activities related to AFPE’s continuing support of pharmaceutical education.

18. Pharmaceutical Sciences Consortium

Staff briefed the Board on a series of meetings consisting of represent-
tatives from the American Pharmaceutical Association, American College of Clinical Pharmacy, American Society of Health-System Pharmacists, and AACP to:

• Provide a forum to discuss topics important to the health and welfare of the basic, social, economic, administrative, and clinical pharmaceutical sciences;
• Serve as a catalyst for joint organizational initiatives intended to elevate the relevance and importance of the pharmaceutical sciences and research;
• Identify and promote broad research themes that should be explored by pharmaceutical scientists; and
• Contribute to research capabilities of association members.

Staff outlined the potential that this collaboration may lead to a grant application to conduct a national research agenda consensus conference.

19. Ad Hoc Committee on Affirmative Action and Diversity
The Board received the report of the Ad Hoc Committee on Affirmative Action and Diversity. The Board discussed the committee’s recommendations and requested that the matter be included on the agenda of its February meeting in order to continue its consideration of the issues raised in the ad hoc committee report.

20. Reports from Councils and Sections
The Board received reports from the chairs of the Council of Faculties, Council of Deans, and Academic Sections Coordinating Committee.

21. Argus Commission
The Board reviewed a preliminary report from the AACP Argus Commission that had met in September.

22. Briefing on Meetings Attended
The President, Executive Vice President, and President-elect briefed the Board on the NABP district meetings and the August Joint Commission of Pharmacy Practitioners meeting.

23. Search Committee Report
The Board heard a report from the Search Committee that was charged with the responsibility of identifying candidates to be considered for the position of AACP Executive Vice President. On motion (Sagraves/Smith) the Board approved the following process for the search:

• The search firm will use the job description, competencies and “Ideal Candidate” documents approved by the Board of Directors in the recruitment of candidates for the position of Executive Vice President.
• The search firm will bring quarter-finalists with firm-crafted resumes and opinions (from references) to the Search Committee via a telephone conference.
• The Search Committee will identify semi-finalists, and the search firm will gather complete documentation (CVs, letters, academic and financial background checks, etc.) for Search Committee review.
• The Search Committee will interview semi-finalists to narrow the field to a maximum of three finalists.
• The entire Board of Directors and the Search Committee will interview the finalists and make a decision within one day in a sequestered meeting format.

23. AACP Institute
Staff briefed the Board on the 2000 AACP Institute and plans in process for the 2001 Institute.

Richard P. Penna