Draft

Minutes of the AACP Board of Directors Meeting: October 26-27, 2001, Alexandria, VA

1. Roll Call

President Milap C. Nahata convened the Board of Directors at 8:00 AM on Friday October 26, 2001 at the Hilton Alexandria Old Town Hotel in Alexandria, Virginia. The following Board members were present: Milap C. Nahata (President), Victoria F. Roche (Immediate Past President), Barbara G. Wells (President-elect), Diane E. Beck (Council of Faculties), Gayle A. Brazeau (Academic Sections Coordinating Committee), Bruce L. Currie (Council of Faculties), Richard P. Penna (Executive Vice President), Mary M. Piascik (Council of Faculties), Rosalie Sagraves (Council of Deans), and Marilyn K. Speedie (Council of Deans). Invited guests included Robert M. Bachman (American Foundation for Pharmaceutical Education), George H. Cocolas (editor, *American Journal of Pharmaceutical Education),* and Arthur Harralson (Scholar in Residence). AACP Staff included Arlene A. Flynn, Will G. Lang, Ronald G. Linder, Susan M. Meyer, Kenneth W. Miller, and Karen Zuza (PharmCAS Director).

President Nahata adjourned the Board of Directors meeting at 2:00 PM on Saturday, October 27, 2001.

2. Additions to the Agenda

President Nahata called for additions to the Agenda. The Board added to its agenda resolutions adopted by the Council of Faculties during the 2001 Annual Meeting and referred to the Board by the Bylaws and Policy Development Committee.

3. Conflict of Interest Statement

President Nahata read a conflict of interest statement to the Board reminding Board members to excuse themselves from Board consideration of issues and discussions on which they may have conflicts of interest.

4 Approval of the July 5-6, 2001 Meeting Minutes

On motion, (Roche/Wells) the Board approved the minutes of its July 5-6, 2001 meeting in Toronto, Canada.

5. Continuing Education Credits

Based on the success of offering continuing education credit for sessions presented during the 2001 AACP Annual Meeting, the Board reached the consensus that the Association should continue to offer continuing education credits at future annual meetings. Executive Vice President Penna informed the Board that he was negotiating a three-year contract with Rutgers University College of Pharmacy to manage the awarding of CE credits for AACP Annual meetings.

6. Board of Directors Retreat

The Board reviewed and accepted the values statement it developed at its 2001 Retreat. It appears in the Appendix.

7. Appointment of AACP member to the American Council on Pharmaceutical Education

The Board considered a report from its subcommittee, which President Roche appointed to solicit and review nominees for appointment to the ACPE. On secret ballot the Board appointed Dr. S. William Zito to the American Council on Pharmaceutical Education for a six-year term.

8. PharmCAS Update
Staff reviewed the status of the Pharmacy College Application Service (PharmCAS) in view of the difficulties being experienced by the Association of American Medical Colleges (AAMC) in developing its AMCAS 2002 software on which PharmCAS was to be based. The launch of PharmCAS was delayed from 2003 to 2004. Staff informed the Board of the procedures that were implemented by the PharmMed Educational Services, Inc. Board of Directors to monitor AMCAS performance to assure that it will support the launch of PharmCAS in 2003 for enrollment of students in the fall of 2004. Staff briefed the Board on various options that are possible should AMCAS not be able to support the launch of PharmCAS at the specified time.

9. AACP Institutional Membership Criteria
The Board continued its discussion of the Association's strategic mission, its potential stakeholders, and the criteria for regular institutional membership. The number of new pharmacy schools seeking regular institutional membership in the Association and the possibility that a for-profit school of pharmacy may apply for regular institutional membership added to the discussion. Currently, AACP Bylaws do not provide for regular institutional membership for for-profit pharmacy programs. The Board discussed whether the AACP Bylaws should establish criteria for membership that would assure that programs admitted into regular institutional membership met minimum AACP quality standards.

Among the issues raised during the discussion were:

- Current reliance on ACPE accreditation as the sole criterion for quality for membership in AACP surrenders to ACPE AACP's control as to whom it admits into its own membership.
- AACP exerts a significant amount of influence in ACPE.
- New pharmacy schools need AACP.
- There is a perception among the AACP membership that ACPE is not sufficiently policing the quality of pharmaceutical educational programs.
- Improved communication between ACPE and AACP may lessen this perception.
- Does AACP have the responsibility to police the quality of colleges and schools of pharmacy?
- AACP is a "quality enhancer" not a "quality enforcer."
- ACPE should be more open with its publics regarding possible new pharmacy programs.
- These issues will be on the agenda when AACP and ACPE meet.
- A for-profit structure in a college or school of pharmacy may introduce influences that may be counterproductive to the educational mission of a college or school, such as, increasing enrollment while holding faculty numbers or facilities constant.
- These counterproductive influences are present in the not-for-profit sector as well.
- AACP should do more to assure that universities that are contemplating a pharmacy program understand the full range of financial, faculty, and facilities requirements of a college or school of pharmacy.

It was the consensus of the Board to sponsor a conference for universities that are contemplating or planning to begin pharmacy programs. The Board requested staff to proceed with implementing its consensus. The Board asked that the topic of a Bylaws revision to permit for-profit colleges and schools of pharmacy to be eligible for AACP regular institutional membership be put on the agenda of its February 28-March 1 meeting.

10. AACP International Activities
The Board reviewed the involvement of AACP in international activities. AACP's international efforts include:

- International Pharmaceutical Federation (FIP) – AACP has been an ordinary FIP member and paid annual dues of approximately $8,000 (based on annual revenues). Because of its recent deficits, the Association has not paid its annual dues for the past two years. AACP sponsors a reception for the FIP Academic Section during the FIP Congress.
- Association of Faculties of Pharmacy of Canada (AFPC) – AACP and AFPC exchange representatives at each other's annual meetings. AACP and AFPC are discussing the possibility of AACP's performing institutional research services for AFPC.
- European Association of Faculties of Pharmacy (EAFP) – A relatively new organization, EAFP now has a general secretary and may serve as AACP's contact with European pharmaceutical education. Executive Vice President Penna attended an EAFP meeting in 1999.
- International Pharmacy Students Federation (IPSF)/European Pharmacy Students Federation (EPSF) – AACP has contributed financially to IPSF and EPSF programs.
- Thai Consortium – AACP is one of the founding members of this group.
- Pan American Commission on Pharmaceutical Education – Since 1989, AACP and the Pan American Health Organization (PAHO) have sponsored triennial conferences. The next conference will be in Miami in May 2002. AACP is an active member of the Pan American Commission on Pharmaceutical Education. Dr. Magaly Rodrigues de Bittner is AACP's representative on the Commission.
- Chinese Pharmaceutical University - AACP and the Chinese Pharmaceutical University exchange papers for publishing in each other's journals.

The Board concluded that AACP should continue to communicate with those organizations that, like AACP, represent colleges and schools of pharmacy and their faculty. It requested the AACP Advisory Committee on International Pharmaceutical Education to consider the matter and recommend priorities to the Board.

11. AACP-ACPE Task Force on Assessment
President Nahata briefed the Board relative to the first meeting of the AACP-ACPE Task Force on Assessment and Accreditation. The Task Force was charged: (1) to review the ACPE standards for professional degree programs in comparison with data collected by AACP to assure adequacy of standards assessment; and (2) to identify methods and measures of programmatic assessment commonly used by accredited professional degree programs but which are not currently gathered or reported by AACP.

The Task Force is working on developing instruments so that schools may survey alumni, students, and employers. The Task Force believes that, by using common survey instruments, data gathered by schools would provide for peer comparisons and would assist schools in assessing their educational outcomes.

12. AACP's Leadership Agenda
Staff briefed the Board on the status of programs that address the leadership development needs of AACP members.

- The 2002 Annual Meeting will have academic leadership as its theme. Two keynote speakers will discuss academic leadership from different perspectives, and sections and special interest groups are planning their sessions on leadership.
- AACP is planning a year-long leadership program for new deans with the American Dental Education Association.
- Three pharmacy deans are enrolled in a pilot leadership program developed by the Federation of Associations of Schools of the Health Professions (FASHP).

The Board stressed the need to develop leadership programs for department chairs and other faculty. The Board also suggested that alternative formats to face-to-face meetings be investigated as a component of AACP's leadership agenda.

13. AACP's Legislative Agenda

Staff briefed the Board on the status of appropriations bills in the Congress that affect pharmaceutical education and research and the status of HR 2173. The Board was pleased at the level of dean and faculty response to staff requests to contact their Congresspersons and Senators. Despite recent terrorist attacks, Congress is moving forward, albeit, slowly.

14. Follow-up to the 2001 Board of Directors Retreat

The Board discussed issues raised during its 2001 retreat. It requested staff to develop a briefing session on financial affairs for the 2002 Board retreat. The Board renewed its desire that the 2002 retreat be oriented to: (1) assessing the Board's performance during the past fiscal year and (2) developing priorities in the strategic plan to be addressed in the coming fiscal year. The Board agreed to spend time at the end of each meeting evaluating its performance during the meeting.

15. Search Process for Journal Editor

The Board discussed the process for identifying and appointing an editor for the American Journal of Pharmaceutical Education. President Nahata appointed a Search Committee consisting of Barbara Wells (Chair), Mary Piascik, Diane Beck, Kenneth Miller, the President-elect designate, and the Executive Vice President-designate. Dr. George Cocolas will serve as a consultant to the Search Committee. The Committee will present its finding to the Board for action during its July 2002 meeting.

16. AACP Annual Meeting Structure

The Board discussed the structure of the AACP Annual Meeting with emphasis on programming time devoted to AACP academic sections, special interest groups, special sessions, and the opportunity for the membership to network during the meeting. President Nahata appointed a committee consisting of Marilyn Speedie (Chair), Bruce Currie, Gayle Brazeau, Susan Meyer, and M. Paige Marmorino to discuss the competing issues and factors that affect annual meeting programming and report its findings and recommendations during the Board's February meeting.

17. AACP's Role in Electronic Education

The Bylaws and Policy Development Committee referred three resolutions adopted by the AACP Council of Faculties to the Board of Directors for discussion and action. The resolutions are:

- RESOLVED that AACP develop programming to assist both faculty and member institutions in the development and implementation of methods for continuous assessment and improvement of curricular and demagogical approaches that utilize an e-education delivery format.
- RESOLVED that AACP will promote the development of specific programming designed to introduce pharmacy faculty to e-education and expand the development of e-education by faculty and schools, and
- that AACP specifically invite e-education resource vendors to exhibit and sponsor programming at AACP annual meetings, and
- that AACP will work with schools of pharmacy (who have the necessary technology) to develop and promote regional programs specifically devoted to e-education and the training of faculty with hands-on experiences, and
- that AACP will investigate the feasibility of including a regular column devoted to e-education in the newsletter or Journal, and
- that AACP interact with existing prominent e-education organizations (*e.g.,* Syllabus, EDUCAUSE) to facilitate achievement of the above listed resolutions.
- RESOLVED that AACP develop programming and/or resources within the next two years to help colleges and schools of pharmacy develop the appropriate structures, processes, and evaluation mechanisms for scholarly contributions that involve the creation, development, and use of electronic educational resources.

Among the issues that are pertinent to these resolutions are:

- ACP has been programming at its annual meetings for a num

ber of years related to e-education. The 2001 Annual Meeting had e-education as its theme. The computer room at the annual meeting provides opportunities for faculty to learn about electronic applications in delivering education. Networking is a major function of the annual meeting, and the Electronic Based Instructional Resources Special Interest Group (EBIR SIG) provides valuable information and guidance to faculty.

- AACP should consider devoting the theme of its 2003 Annual Meeting to the impact of electronic information technology on teaching and learning.
- AACP should devote an annual meeting pre-session to e-education.
- AACP should devote an institute to e-education.
- AACP should make it possible for faculty to acquire the skills to teach electronically.
- AACP should investigate selling of electronic courses and/or course resources to colleges, schools, and students.
- AACP should investigate intellectual property issues related to marketing electronic courses.
- AACP should investigate sponsoring a separate conference on e-learning.
- What are faculty needs in this area? What is the problem we are trying to solve?
- What other higher education groups are developing programming?
- Who on our faculties have experience in e-education?

The Board requested that this item be included on its February agenda in order to continue the discussion.

18. AACP Finances

Finance Committee Chair Victoria F. Roche reviewed with the Board AACP's first quarter financial results. They appear consistent with projections for a balanced budget agreed to by the Board at its July meeting. Also, the Board reviewed the status of the Association's managed reserves.

19. American Foundation for Pharmaceutical Education

Robert M. Bachman, President of the American Foundation for Pharmaceutical Education, briefed the Board on the status of the Foundation's various fund-raising efforts.

20. Agricultural Extension Service

Health education and health literacy are components of the U.S. Department of Agriculture mission. Some colleges and schools of pharmacy are partnering with their local agricultural extension service agencies to deliver immunization services to their communities and improve health literacy within designated populations. AACP staff will attend a meeting to be held in Lexington, Kentucky during which several pharmacy college and school representatives will meet with their extension agents to continue discussing collaborative programs in health literacy.

21. Relations with the Pharmacy Technicians Educators Council (PTEC)

Staff briefed the Board regarding AACP's relationship and collaboration with PTEC. The Board was pleased with the continuing good relations that exist between PTEC and AACP and encouraged staff to continue to work with PTEC.

22. Criteria for AACP Awards

AACP President Nahata requested AACP Awards Committees to review the criteria for the awards under their jurisdiction. The Board agreed that each awards committee should carry over some members from the past year to assure continuity. The Board changed the language of the criteria to reflect that a maximum of three letters of endorsement should accompany each award nomination beginning in the 2001-2002 awards cycle.

23. Reports from Councils and Sections

The Board reviewed reports submitted by the Councils of Deans and Faculties and the Association's academic sections.

24. Briefings

President Nahata briefed the Board on meetings that he had attended as AACP President. Staff briefed the Board on the status of the association management software being installed in the AACP headquarters, the status of the Interim Meeting programming, the status of the Association standing committees, and the status of the proposal submitted to the Agency for Health Research and Quality.

Richard P. Penna

APPENDIX. AACP BOARD VALUES STATEMENT

An individual who is elected or selected to be a member of the Board of Directors of AACP will contribute to the mission, goals and strategic plans of the association and its members by providing dedicated and responsible support to the organization. The Board of Directors embraces the concept of a collaborative, thoughtful, productive and positive approach in discharging its duties. Board members must have respect for and interest in the diversity of opinions presented during all discussions. Furthermore, board members should be reflective both in their individual and collective decisions and seek the positive aspects of all ideas put forward while being constructive towards suggestions or comments considered unsuitable or inappropriate to the discussion. The board members will approach issues and problems from a solution-oriented approach and individuals must be visionary in discerning what could be accomplished without sacrificing the history and past experiences of the organization.

It is the responsibility of each Board member to attend all Board meetings, to be prepared for meetings by reading background materials provided prior to the meeting, to contribute to the meeting agenda, to be an active participant in all discussions and assume responsibility for tasks that may be assigned during their term on the Board. Board members will maintain the confidentiality and integrity of sensitive issues discussed in the course of a meeting, and will serve as advocates for Board decisions once they are made. Outgoing Board members will assist new Board members in their orientation to the Board so that new members may better assume their responsibilities to the Association.