

Draft

Minutes of the AACP Board of Directors Meeting: October 11-12, 2002, Elkridge, Maryland

1. Roll Call

President Barbara G. Wells convened the Board of Directors at 8:30 AM on Friday October 11, 2002 at the Belmont Conference Center in Elkridge, Maryland. The following Board members were present: Barbara G. Wells (President), Milap C. Nahata (Immediate Past President), Robert A. Kerr (President-elect), Robert S. Beardsley (Council of Deans), Diane E. Beck (Council of Faculties), Gayle A. Brazeau (Council of Faculties), Joseph O. Dean (Council of Deans), Lucinda L. Maine (Executive Vice President), Mary M. Piascik (Council of Faculties), Marilyn K. Speedie (Council of Deans), and Timothy S. Tracy (Academic Sections Coordinating Committee). Invited guests included Robert M. Bachman (American Foundation for Pharmaceutical Education), Joseph T. DiPiro (editor-designate, *American Journal of Pharmaceutical Education*), Janice Zoeller (editor, *AACP News*) and Peter F. Dunne (Salomon Smith Barney Consulting Group). AACP Staff included Jennifer Boykin, Arlene A. Flynn, Will G. Lang, Ronald G. Linder, Susan M. Meyer, Kenneth W. Miller, and Elisabeth J. Ross.

2. Additions to the Agenda

President Wells called for additions to the Agenda. No additional items were identified.

3. Conflict of Interest Statement

President Wells 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. Joseph Dean discussed an issue related to the *International Journal of Pharmaceutical Education*, an on-line journal published by Samford University. He declared his intent to excuse himself from Board discussions on the *American Journal of Pharmaceutical Education* to avoid any perception of conflict. Editor DiPiro presented a declaration of interests reflecting his consulting and publishing activities to President Wells for the record. The Board directed staff to work with legal counsel to determine if additional policies are needed to guide the Board in matters where conflicts of interest might be identified.

4. July 11-12, 2002 Minutes

By *consensus*, the Board approved the minutes of its July 11-12, 2002

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meeting in Kansas City, Missouri, with the addition of Robert S. Beardsley and Robert A. Kerr to the list of guests present.

5. Request for Regular Institutional Membership for Nevada college of Pharmacy

The Board deferred until February action on the request for regular institutional membership from the Nevada College of Pharmacy to seek clarification regarding the current AACP bylaws and the issue of regional accreditation.

6. AHRQ Scholar-in-Residence

On motion (Kerr/Nahata) the Board approved the development of a Scholar-in-Residence program with the Agency for Health Research and Quality. The Board requested an analysis of all related programs offered by AACP, including an examination of program goals, communications related to the programs and past experience of scholars/fellows and their projects.

7. Leadership Development for Chairs of AACP Sections and SIGs

The Board reviewed the resolution forwarded from the Bylaws and Policy Development Committee - July 2002. The resolution, based on a recommendation of the Council of Faculties, calls for training for newly elected Section and SIG officers. Diane Beck, Gayle Brazeau, and Timothy Tracy will work with staff to design a pilot program for 2003 which may include one or more telephone conferences with newly elected officers between December, when the election results are certified, and the Interim Meeting in February 2003. Consideration will be given to utilizing some time during the February Academic Sections Coordinating Committee meeting for additional orientation of new officers.

8. AACP's Relationship with the Pharmacy College Admissions Test (PCAT)

Staff reviewed the status of the Pharmacy College Admissions Test (PCAT) in view of the difficulties being experienced with the Psychological Corporation (Psych Corp) in customer service and resistance to making necessary modifications to the admissions test. The Board requested that the Finance Committee conduct a business analysis of available options for AACP taking a leadership/ownership position in the development and implementation of a sound and validated admissions examination.

On motion (Speedie/Brazeati) the Board authorized communication with Psychological Corporation regarding AACP's intent to change the current contractual relationship in order to achieve modifications in the pharmacy admissions examination.

9. Ad Hoc Strategic Planning Committee Report

President-elect Kerr reviewed the work of the Ad Hoc Strategic Planning Committee of the Board that is conducting a detailed review of the current AACP strategic plan and assessing progress toward achievement of goals. Next steps include categorization of key programs (current, emerging, and potential) by goal, receiving input from staff, Board members, and AACP members. Recommendations for changes in the plan will be discussed at the Board of Directors retreat in April 2003.

10. Paper Series on Excellence in Pharmaceutical Education

Staff presented a plan to issue a request for proposals to AACP members seeking authors for a series of papers on issues in pharmaceutical education that are fundamental to the quality of academic programs. Authors would be asked to utilize all source materials from AACP, the health professions and higher education literature, and other relevant sources to conduct a critical analysis of the evidence and identify what the implications for quality standards are on each topic. These papers would be peer-reviewed and widely circulated to stimulate discussions at the 2003 AACP Annual Meeting. AACP would provide reasonable reimbursement for costs incurred by authors (e.g., literature reviews) but no honoraria would be provided.

11. Dialogue with ACPE

Staff briefed the Board on the meeting held with the executive directors of APhA and NABP (who along with AACP are founding organizations of ACPE) and ACPE. Agreement was achieved among the group to convene such meetings 3 to 4 times per year to address issues impacting on education and accreditation. The next scheduled meeting is December 4 in Alexandria, Virginia. In addition, the Board agreed to critically examine other meetings between ACPE and AACP leaders and staff to determine the most effective means of communication of critical issues and strategic directions relevant to both organizations. The Board requested a copy of the Department of Education rules on the composition of accreditation bodies.

President Wells sought input from the Board for a presentation she will make to practitioner participants on ACPE site evaluation teams. Recommendations included covering the nature of today's schools and colleges (e.g., mission, governance, public/private), stressing the consensus that has been achieved on the issue of doctoral education for all pharmacists, and identifying the importance of the partnership with the practice community for quality education.

12. Preceptor Development

Diane Beck reviewed the work of Sections and SIGs related to training and development of preceptors for early and advanced experiential education. The need for development of updated and accessible preceptor training materials was discussed and the Board agreed that resources to prepare such materials should be sought from public and private sources (e.g., FIPSE, the industry, IACP and practitioner organizations). A joint task force from the Pharmacy Practice Section and PEPSIG will forward to the Board a proposed conceptual outline for the needed resources. Once adequate support is secured, an RFP will be disseminated for the development of the preceptor training resources.

13. The Role of Academic Pharmacy in Continuing Professional Development for Practitioners

The Board discussed contemporary issues related to competency assessment and continuing professional development for practitioners, including recent announcements by NABP to offer an on-line pharmacist self-assessment examination. The importance of positioning pharmaceutical educators as partners in a profession-wide effort to assess and assure continuing competence was stressed, as was the imperative to inculcate in students the skills and values to become self-directed, life-long learners. Staff was encouraged to maintain an active role in these discussions and to involve as many of the resources of our member schools in developing models as possible.

14. Pharmacist Demand and Supply: Implications for Academic Pharmacy

With the release of the Pharmacy Manpower Report (PMP) projecting a gap of 157,000 pharmacists (relative to need and supply) in 2020, the Board discussed the implications for pharmaceutical education and practice. Trends in enrollment and expansion of the number of schools and colleges of pharmacy were discussed. Staff recommended the development of a presentation for potential use at the 2003 AACP/NABP District meetings and other venues based on the projections in the PMP report to stimulate discussion about necessary changes in pharmacy education, regulation and practice that would address the compelling issues raised in the analysis.

15. Report on the AACP Conference for Prospective Schools of Pharmacy

President Wells, President-elect Kerr, and staff briefed the Board on the conference for institutions interested in developing doctor of pharmacy degree programs held September 9-11, 2002 in Washington, DC. Twenty-eight individuals from 21 institutions participated in the conference. Most were at the earliest stages in their exploration. Staff will continue to track the development of programs at these and other institutions. The conference was deemed successful in satisfying the purpose of providing a substantial amount of current information to those considering development of a pharmacy degree program.

16. AACP's Leadership Agenda

Staff reviewed the results of a Delphi study of deans, associate/assistant deans, department chairs, PEP SIG members, and the Board and briefed the Board on the status of programs that address the leadership development needs of AACP members.

- The upcoming meetings and reports of the 2002/03 Academic Affairs, Professional Affairs, and Research and Graduate Affairs Committees.
- The 2003 Interim Meeting is devoted to the development of fiscal resources through fund-raising and related efforts and will be conducted cooperatively with the Council on the Advancement and Support of Education (CASE).
- The 2003 Annual Meeting will have a one and a half day pre-session on leadership for deans, department chairs, and others interested in becoming academic leaders.
- AACP is still in communication with the American Dental Education Association regarding the development of interdisciplinary leadership training programs.
- Three pharmacy deans have now completed a pilot leadership program developed by the Federation of Associations of Schools of the Health Professions (FASHP).

Staff also reviewed efforts to identify relevant programs for department chairs and others interested in leadership offered by organizations such as the American Council on Education in order to make information about them available broadly. The goal of these efforts is to design a sustainable program of leadership development that meets the needs of AACP members, including nonadministrative faculty.

17. Student Professionalism

President-elect Kerr, Robert Beardsley, and staff reviewed recent discussions with representatives from APhA's Academy of Students of Pharmacy (APhA-ASP) with whom AACP had partnered several years ago to produce a white paper on professionalism. APhA-ASP has requested a rejuvenation of that partnership in the form of a new working group that would examine progress made to date on recommendations contained in the white paper and make recommendations to schools, student organizations, and AACP on additional strategies that would enhance the professional development of today's students. The Board asked staff to work with APhA-ASP staff to better define the nature of the collaboration, including the composition of the working group, goals and intended outcomes, staffing and costs for this and subsequent fiscal years. Such a plan will be presented to the Board in February 2003.

A copy of the September/October issue of *Pharmacy Student*, the APhA-ASP student publication, was distributed to the Board. The issue is devoted to the topic of professionalism and what schools are currently doing (e.g., white coat ceremonies, honor councils). APhA-ASP has requested and the Board approved that copies of this issue be sent with a cover letter signed by APhA-ASP President-elect Andy Traynor and AACP President-elect Buzz Kerr to deans, APhA-ASP advisors and experiential program coordinators at all the schools and colleges of pharmacy. It was suggested that electronic copies of the articles be made available to be shared more broadly with faculty and other interested parties.

18. AACP's Legislative Agenda

Staff briefed the Board on the status of bills in the Congress that affect pharmaceutical education, including passage of S. 1806 and pending action on the safety net bill which contains provisions for demonstration projects to include pharmacists in the National Health Services Corps. The Board was pleased at the level of dean and faculty response to staff requests to contact their Representatives and Senators. Despite the limited time remaining in the 107th Congress, we may still achieve our highest priorities for legislative action.

The key issues of pharmacy and higher education for the 108th Congress were reviewed, including reauthorization of Title VII and the Higher Education Act. The Board reviewed current staff efforts to enable passage of legislation recognizing pharmacists as providers

under the Social Security Act and are comfortable that appropriate attention has been given to this priority by AACP staff. The Board asked that a discussion of strategies for member guidance on the Association's advocacy activities (e.g., COD government affairs committee, an AACP government affairs committee, Board of Directors subcommittee on government affairs) be included in the February 2003 Board agenda. The Board also asked that communications in *AACP News* and other vehicles on our work emphasize the extent to which AACP has been working to define for legislators and their staffs the changing roles of pharmacists.

19. Report of the Meetings Task Force

Marilyn Speedie presented an overview of the continuing discussion of the Board's meetings task force and identified opportunities to modify the 2003 Annual Meeting. Suggestions included:

- changing the poster schedule to include a 5 to 7 pm poster session on Monday evening;
- asking poster authors to be present for the first hour only of all poster sessions;
- adding a third morning of roundtable sessions on Tuesday;
- identifying more opportunities for participant interaction, including sessions allowing discussion of "hot topics."

In the longer term, additional issues were identified that might impact the overall meeting structure for AACP, including:

- changes to the House of Delegates to generate additional debate, especially by utilizing the faculty delegates in different ways throughout the year.;
- pursue increased use of electronic communications for House business;
- consider moving the House of Delegates to the Interim Meeting to streamline/shorten the Annual Meeting;
- consider a regional meeting strategy with more programming for faculty development either as part of the AACP/NABP District Meetings or APhA-ASP MRMs.

The Meeting Task Force will focus its efforts during the 2002/03 Association year on how the Association can: (i) improve its approach to issue development and discussion, and (ii) increase member involvement in Association activities. The Task Force will also study how the Association conducts its governance and make recommendations to improve its processes.

A broad marketing survey will be conducted in early 2003 to guide the Board and staff in decision-making relative to changes in Association meetings, governance and other activities.

The Ad Hoc Strategic Planning Workgroup of the Board was encouraged to keep the meetings task force apprised of its discussions in the event that new programs would modify existing or call for new AACP meetings.

20. AACP's Relationship with Legal Counsel

EVP Maine provided an overview of AACP's fairly limited use of legal services over the past 12 to 15 years. Tom Brown with the law firm McGuireWoods has been our attorney for the entire time. He has suggested that there is no need to substantively change the nature of our relationship (e.g., moving to a retainer relationship) unless we foresee substantial increases in the scope and number of inquiries. He does propose that he review Board meeting agendas in advance of each meeting and consult with staff on any matters with legal bearing. He also has offered to attend a portion of the April 2003 Board retreat to meet the Directors and review his firm's relationship with AACP at no charge to the Association. The Board concurred with these plans and also noted the need for legal expertise on intellectual property matters.

21. 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.

22. AACP Finances

Staff reviewed with the Board AACP's first quarter financial results. They appear consistent with projections for the budget approved by the Board at its July meeting. Also, the Board reviewed with investment manager Peter Dunne from Salomon Smith Barney the status of the Association's managed reserves. Prior to the February 2003 Board meeting, the Finance Committee will review the status of the Association's financial portfolio, consider issues related to cash flow management, and make recommendations for future accounting related to PharmCAS.

23. Overview of AACP Communication Technology Services

Staff provided an overview of progress made in the past year to update AACP communication technology, including the member database, the integrated website and new listserv capability. Suggestions included insuring that new Section and SIG leaders are well briefed on their responsibilities related to these technologies, posting routine forms/documents for Board access on the website, and exploring how technology could be used to prepare and distribute materials for Board meetings (e.g., CD-ROM).

24. Journal Update

Editor DiPiro provided an update on the transition of editors and the conversion of *AJPE* to an on-line journal. A contract has been signed to utilize the services of the American Association of Pharmaceutical Scientists for on-line journal management. There are currently 45 manuscripts under review and the editor has plans to begin actively soliciting additional manuscripts from pharmaceutical educators. Editor DiPiro noted his intention to increase the size and diversity of the Editorial Advisory Board to include members and non-members and increase the number of issues from 4 to 6 this year if a sufficient number of quality manuscripts and other publications allow for such an increase. Other issues include interest in reviewing our advertising

policies and experience, exploring the addition of issue-focused supplements, increasing access for students, determining a mechanism for reprint sales, and re-establishing inclusion of our citations in MEDLINE and other databases. The Board agreed that most of the *Journal* contents should remain member-only for a year before opening access to non-members.

25. Reports from Councils and Sections

Reports submitted by the Councils of Deans and Faculties and the Association's academic sections were received and reviewed by the Board.

26. Membership Data

Staff provided updated membership data through September 30, 2002 for the Board to review. It was noted that a portion of the decrease in active members is attributable to a decrease in Fall 2001 in the number of first time faculty of approximately 100 people. As this is a group that receives complimentary first year membership in AACP this does influence total membership. The Board emphasized the importance of retention efforts to maximize AACP's individual membership categories. EVP Maine will provide for the Board at its February 2003 meeting an analysis of membership trends and a membership marketing plan.

27. Miscellaneous

In Roundtable, the Board was informed of the completion of the Education Scholar faculty development curriculum. The resources are now available to interested faculty at www.educationscholar.org. The Board was also informed that 41 schools and colleges are now signed on as PharmCAS participants and that the first of several regional training programs was to be held in Baltimore, Maryland on October 17-18, 2002.

Luanda L. Maine