AACP MINUTES
Board of Directors Meeting, November 2-3, 2010, Alexandria, VA

1. Roll Call
President Rodney A. Carter welcomed the Board and staff members present at the Hotel Monaco at 8:30 a.m. on November 2nd. The following board members participated in the discussion: Jeffrey N. Baldwin (Immediate Past President), John A. Bosso (Council of Faculties), J. Chris Bradberry (Council of Deans), Brian L. Crabtree (President-elect), Sudip K. Das (Council of Sections), Shane Desselle (Council of Sections), R. Lee Evans (Council of Deans), Keith N. Herist (Treasurer), Patricia Kroboth (Council of Deans), Lucinda L. Maine (Executive Vice President), Patricia A. Marken (Council of Sections), Gary Matzke (Council of Faculties), John A. Pieper (Speaker of the House), and Virginia “Ginger” Scott (Council of Faculties).

AACP staff included: Jennifer L. Athay, Lynette Bradley-Baker, Daniel J. Cassidy, Melinda D. Colón, Barbra A. Gustis, Robert Kerr, Will G. Lang, Allan L. Lee, Rebecca M. Morgan, Jennifer M. Patton, Cecilia M. Plaza and Sibu Ramamurthy. President Carter gave a special welcome to new staff member Lynette Bradley-Baker, Director of Professional Alliance Development.

Guests for specific agenda items on November 2nd included Ed Angevine, AACP’s auditor, and Krista Pedley, Director of the Office of Pharmacy Affairs at the Health Resources and Services Administration.

AJPE Editor Joseph DiPiro joined the meeting by phone to discuss the proposal for a new hosting organization for the Journal.

2. Additions to the Agenda
President Carter called for additions to the agenda and EVP Maine identified a request for Board approval of a new special interest group. COD Chair Bradberry asked for time to discuss the curriculum survey recently fielded by the National Association of Boards of Pharmacy and making financial forecasts as part of our financial management priorities.

3. Conflict of Interest Declaration
President Carter read the conflict of interest statement and requested Board members to identify any real or perceived conflicts of interest with any items on the agenda. It was identified that Brian Crabtree, Patricia Marken and Shane Desselle had potential conflicts with the award selection process for community engagement awards as their schools were finalists in those programs. They agreed to recuse themselves from the relevant discussion and action on those items.

4. Approval of July 2010 Board of Directors Minutes
On MOTION (Evans, Pieper) the Board approved amended minutes of the July 2010 minutes. EVP Maine identified that one section of the previously distributed minutes had an incomplete phrase which had been corrected.

5. Financial Matters
Treasurer Keith Herist reviewed the June 30, 2010 year end operating results with the Board including a summary of the key components driving the positive change in net revenue from a budget of $30,000 to over $812,000 in actual results. Not unexpectedly, the drivers of this growth were PharmCAS / PCAT, membership dues and meetings all of which exceeded the conservative budget projections adopted in expectation of a stagnant economy at the start of FY2010.

Daniel Cassidy, Chief Operating Officer, then shared interim financial results through August 2010 which show assets up 10% on account of strong cash receipts and an appreciating investment portfolio which has returned 9.8% since January 2009. Both revenues and expenses are on track with the prior year.

With the current 9-year agreement set to expire in May 2011, Dan reviewed a renewal proposal and associated financial analysis from Liaison Intl, AACP’s developer/administer of its PharmCAS program, for a new model based on a revenue share arrangement. The proposal calls for AACP and Liaison to share net revenues proportionally with operating requirements similar to the existing terms and in such a manner that both organizations share in the growth and risks of program operation. The current PharmCAS agreement is comprised of an annual licensing fee and a per designation charge along with a per school fee for the PharmAdmit component, all of which are paid for by AACP under the existing contract provisions.

Recognizing the need to protect AACP’s financial interests while also maintaining the strong relationship both organizations have enjoyed across many projects in addition to PharmCAS, members of the Board suggested staff approach the negotiations such that AACP retain control over fees, clarify how certain fee components, such as the current $10 supplement to cover program...
expenses for the background check program, shall be handled and agree on a term which is reasonable and does not encumber future boards with an untenable contract.

The Board reviewed a proposal from the AJPE Editors Office to develop and host the Journal web site on a new publishing platform. The current site has not been updated in over 5-years and lacks the features and functionality expected from leading medical journal publishers. Two leading ePublishing companies, Highwire and Atypon, were the finalist vendors and the 2-year cost of working with each one is projected to be $113,000 and $99,000 respectively. The Editorial office recommended the Board approve funds to develop the system using the Highwire platform based on its superior functionality, robust search engine, extensive reference linking reader commentary and customizable layout.

On MOTION (Kroboth/Evans) the Board approved the proposal from the Journal editors to contract with Highwire to enhance the functionality of the online journal. The Board also asked staff to further explore the revenue generating potential from sponsorships and/or advertising on AACP Web sites. [Note: Additional negotiations with both vendors led AACP and Journal staff to change their recommendation on vendor selection and Atypon was the selected vendor with Board concurrence.]

6. Audit Report

Ed Angevine, CPA, presented the June 30, 2010 financial audit report and commented about the services he provides and his role in the annual audit process. Ed reviewed the purpose and scope of an audit, which is to issue an opinion on the financial statements as presented by management, the type of sample testing he employs and the audit procedures designed to provide reasonable assurance that the financial statements are free from material misstatement.

Ed highlighted the continued improvement in the efficiency of the audit preparation process and the strength of financial reporting and management structure at the staff and Finance Committee levels. He noted staff continue to make improvements in controls and policies and the financial policy manual is another good example of these steps. He noted there were no significant management comments or issues worthy of reporting to AACP’s Treasurer.

Ed stated the audit report he issued contains an unqualified opinion on the comparative financial statements and he reviewed key financial results and notes to the financial statements as part of his presentation. He pointed out one area of risk for the Association is the concentration of assets with AACP’s two banking institutions which cyclically exceed the federally insured level of $250,000 per account by a significant amount. He recommended staff consider diversifying its assets among other banks.

COO Cassidy described that each Bank ranks in the Top-20 U.S. financial institutions and that he reviews each bank’s annual report and speaks with bank representatives about new services and cash management practices regularly. He pointed out that currently there are no plans to make any changes in banking but that the Finance Committee will monitor this matter as part of its expanding oversight role.

In response to a question related to AACP’s Form 990, Ed provided information about the tax return filing and extension due dates and the process for collecting information and preparing schedules for its completion after the audit has been prepared. Discussion followed about the role of the Board in reviewing the Form 990 and Daniel Cassidy noted the responsibility for managing the tax return filing process currently resides with the Treasurer’s position. The Board asked Treasurer Keith Herist to review the tax filing process with the Finance Committee and make recommendations about tax return review as well as whether a separate audit committee is needed to segregate financial management from assurance and tax services.

Finally, there was discussion about the practice for periodically rotating auditors and Ed noted he will be handling the next two audit cycles before winding down his audit practice as part of his retirement plan.

On MOTION (Baldwin/Scott) the Board approved the audit for Fiscal Year 2010.

7. New Revenue Streams

Discussion on this item was included in agenda Item #19 Report of the Board Strategic Planning Committee.

8. Assessment and Accreditation Management System and PEAAS

Jennifer Patton, Director of Institutional Research, announced that the AACP/ACPE Assessment and Accreditation Management System (AAMS) had launched on November 1st on schedule and with most components fully functioning at www.aamspharm.org. The link to the system is prominently featured from the AACP Web site home page. She provided an overview of the development process and demonstrated the features of the new institutional member benefit. There is a recorded training webinar available online for all to review as well as an online resource guide. Live training sessions have been scheduled between December 1 and the July AACP Annual Meeting with invitations issued to schools based on the timing of their next accreditation visits. The live sessions
are four hours long and are designed to be “train-the-trainer” sessions for those individuals designated as site managers. The board members congratulated Jen and her colleagues Cecilia Plaza, Brad Miller and Mike Rouse (ACPE) for their excellent work. Recognition was also offered for Past President Cynthia Raehl whose strategic planning committee identified the need for an expanded portfolio of services to support assessment and accreditation management which ultimately led to the AAMS. The Board also wanted to express appreciation to ACPE for the collaboration on the jointly developed and supported system.

Cecilia Plaza, Director of Academic Affairs and Assessment, provided an update on the Pharmacy Education Assessment and Accreditation System (now PEAAS and formerly PEAS) which hosts a variety of tools members have uploaded to the resource sharing system. Included in this portion of the AACP Web site are the “noteworthy practices” identified by ACPE as part of accreditation site visits. With permission of the dean from the identified school, AACP works with a school representative to post material related to the practice for access by other institutions and faculty. To date 17 noteworthy practices have been posted.

9. Global Pharmacy Education

EVP Maine reviewed progress in the area of global pharmacy education since July. This work included the launch in September of the Global Alliance for Pharmacy Education (GAPE) with colleague organizations around the world. A simple Web site will launch soon to provide for communication and resource sharing between organizations. The founding leaders of GAPE affirmed their interest in including as many potential organizations of pharmacy schools and faculty as could be identified. Lucinda also described a recent exploratory visit with staff of the Fulbright Scholars Program of the US State Department and noted that expanding opportunities for both students and faculty to participate in this international exchange program would be priorities for GAPE and the AACP Global SIG.

A summary of the most recent communications with leaders in the International Pharmacy Federation (FIP) was provided and the Board discussed the pros and cons of forming a closer working relationship with FIP, including rejoining as an Ordinary FIP Member. Strengthening global pharmacy education is accepted as a priority for enhancing pharmacy practice and for achieving AACP’s vision. Next steps in the analysis include meetings with FIP leaders in November at the Pharmaceutical Sciences World Congress and findings from these conversations will be used to make a specific recommendation on FIP membership at the March 2011 AACP Board meeting.

10. Faculty Recruitment and Retention

Rebecca Morgan, Director of Communications, reviewed the 2010-11 AACP national and regional exhibit strategy to promote academic careers. She mentioned that interest was quite high at the American Pharmacists Association Academy of Student Pharmacists Midyear Regional Meetings. She also noted that the second American Pharmacy Educators Week had been successfully celebrated during the previous week and members were beginning to share their stories of various events marking the week on campuses across the country. Rebecca and Shane Desselle outlined their plans for focusing future attention on this priority on faculty retention, including a call for successful practices in faculty retention this fall (jointly with the Professional Affairs Committee call). Shane described the report of the joint COD/COF Task Force which contains evidence-based retention strategies identified in the literature across higher education. He emphasized the importance of AACP lending support for additional research on faculty retention, whether directly as a grant program or indirectly advocating for support from other granting agencies. EVP Maine noted that it might be an initiative that the Federation of Associations of Schools of the Health Professions (FASHP) could jointly support. The current Council of Faculties initiative in department chair development was noted as another component of faculty retention efforts. A full proposal for a chair development curriculum will be reviewed by staff and leaders as part of the emerging opportunities analysis, a component of strategic and operational planning.

11. IPPE/Pre-APPE Core Performance Domains

Robert “Buzz” Kerr, Vice President for Academic Affairs, reviewed the history of the task force and working groups which produced an 11-domain core abilities document with ability statements and example competencies for students entering into advance pharmacy practice experiences. The Board recommended some minor editing changes including taking “IPPE” out of the document title and changing “SAMPLE” to “EXAMPLE” Performance Competencies for each domain. On MOTION (Pieper/ Crabtree) the Board approved the “Pre-APPE Core Performance Domains and Abilities” document. The importance of communicating clearly and effectively about what the abilities and example competencies were and how they should be used with ACPE, colleges and schools, and other stakeholders was noted.
Buzz then discussed assessment strategies related to the domain abilities and performance competencies, emphasizing that a variety of assessment approaches would be needed to assess mastery across the 11 domains. The Assessment SIG, the Institutional Research and Assessment Committee and the Experiential Education Section would be asked to engage in a process of identifying current assessment strategies and tools appropriate to use for student assessments. Buzz noted that the focus of experiential and practice leadership would now shift to a project to identify core abilities for the advanced pharmacy practice experiences.

12. Primary Care/Interprofessional Education
EVP Maine and Buzz Kerr reviewed the status of five key projects related to disseminating key reports on primary care and advancing projects on interprofessional education: 2010 Teachers Seminar, the regional programs on “Enhancing Diabetes Care Through an Interprofessional Approach to Performance Improvement” supported by sanofi-aventis, the core IPE competencies project shared with 4 other disciplines, the health literacy conference held in October in St Louis, and the 2010-11Argus Commission focus on consumer understanding of pharmacists’ new roles. Gary Matzke noted that the spring 2011 National Academies of Practice program theme is IPE and that key leaders planning the pharmacy program should be reminded of our reports and resources. Buzz Kerr also reminded the Board of the 2011 Collaborating across Borders III meeting focusing on an American-Canadian Dialogue on Interprofessional Education and Care to be held November 19-21, 2011 in Tucson, Arizona.

13. 2010 House of Delegates Outcomes
Speaker John Pieper provided an overview of the actions of the 2010 AACP House of Delegates, including the tabling of two resolutions related to individual and institutional dues. The Board discussed whether either or both resolutions should be addressed by the 2011 House of Delegates and the procedural steps to complete deliberations on these items. It was determined that the final decision on Board recommendations on these items would be made at the March 2011 Board meeting. John provided an update on the work of the AACP House Rules and Procedures Review Committee which met once by conference call since its appointment in July. The primary areas of analysis for the 6-person committee chaired by Cynthia Boyle, Speaker-elect, are examining how policy is formulated, communications about House business to delegates and other stakeholders, and a review of House rules.

Jeff Baldwin presented for discussion the proposed policy from the Special Committee on Substance Abuse related to inclusion of relevant content on addiction and recovery in accreditation standards, licensure examinations and professional practice standards. He noted that he will work with the Substance Abuse Education SIG to revise the language for consideration as a new resolution by the House in 2011.

14. Community Engaged Service Awards Selection
On MOTION (Boesso/Scott) student projects from four schools were selected to receive the 2010-11 Community Engaged Service Awards: University of Colorado, University of Missouri-Kansas City, University of Oklahoma and the University of Southern California. Board members Marken and Desselle recused themselves from this discussion and vote.

On MOTION (Kroboth/Pieper) the University of Washington College of Pharmacy was selected to receive the 2010 Transformative Institutional Community Service Award. President-elect Crabtree recused himself from this discussion and vote.

15. Residency Stakeholder Conference Plans
Buzz Kerr outlined plans for a stakeholder conference on the future of residency programs and program capacity to be held in February 2011. AACP will invite Brian Crabtree, John Pieper, June Johnson, Todd Sorensen and Arthur Nelson to attend on behalf of AACP. Lucinda Maine, Buzz Kerr and Lynette Bradley-Baker will be AACP staff in attendance.

16. Interim Meeting and Leadership Retreat (February/March 2011)
EVP Maine provided an overview of the sequence of meetings planned for February 25-March 2, 2011 in Savannah, Georgia. The third meeting of the Academic Leadership Fellows begins the series of meetings and the Program Committee will meet on February 26th. The traditional retreat for CEO deans has been integrated into a deans’ track within the Interim Meeting beginning on February 26th. Tracks for deans and department chairs begin on February 27th with programming for deans ending on February 28th. Department chair programming ends on March 1st when the 2011 Leadership Retreat begins. Meetings end with Council meetings and a Board meeting on March 2nd and concurrent orientation for section leaders.

17. Student Drug Testing and PharmCAS Enhancements
Jennifer Athay, Director of Student Affairs, reviewed results of an informal survey of current practice and
policies of schools related to student drug testing. Certify, AACP’s criminal background check vendor, has offered a guaranteed price of $40 per test for a 10-panel evaluation. The PharmCAS Advisory Panel recommends inclusion of drug testing in PharmCAS. On MOTION (Bosso/Desselle) the Board voted to add drug testing as an optional service at admission to the PharmCAS system. On MOTION (Kroboth/Herist) the Board voted that charges for the drug testing will be the responsibility of the student or the participating school. The Board also recommends that our contract with Certify establish equivalent pricing for any subsequent tests the student might be asked to complete while enrolled in the program.

Jen also outlined considerations for adding immunization tracking functionality to PharmCAS, noting that a formal recommendation from the Advisory Committee will be presented in February. She also outlined specifications for a plagiarism identification program that would allow for the evaluation of content in student essays in the PharmCAS application. The Board asked that additional needs assessments be completed on such a feature to determine the extent to which it might be used prior to approving coverage of the service fees from application revenues.

18. American Foundation for Pharmaceutical Education

President Carter outlined the background on current discussions by the AFPE Board of Directors to seek a partner organization to strengthen AFPE’s core development activities and decrease its operating expenditures. Both AACP and the American Association of Pharmaceutical Scientists (AAPS) have offered to enter into a critical evaluation of the potential for such a synergy relationship with AFPE. A task force of AFPE officers will make a recommendation to the AFPE Executive Committee to continue evaluating the partnership relationship only with AAPS. The Board discussed key considerations for our five AFPE Executive Committee/Board members, recognizing the importance of AFPE support to colleges and schools of pharmacy. The overall aim is to restore AFPE giving levels at least to their pre-2009 levels and to strengthen development and administration of the Foundation.

19. Report of the Strategic Planning Committee

On MOTION (Crabtree/Marken) the Board approved criteria (impact and cost) and relative weights for use in the Portfolio Review project and Emerging Opportunities Evaluation process. A list of potential new projects/programs generated from a brainstorming session at the July 2010 Board meeting was reviewed. EVP Maine outlined the key steps and timeline for each process, noting that a report from both will be provided for discussion and decision-making at the February/March Leadership Meeting. Brian Crabtree outlined his early thoughts on a theme and priorities for 2011-12 which he noted as “diversity of excellence” with an examination of fair and equitable recognition of all mission components of the academy and the full integration of all members/faculty into the mainstream of AACP meetings and programs. By CONSENSUS the Board agreed that the operational plan did not require official adoption as it is a continually evolving document. Communications from leaders to various governance groups (e.g., delegates, deans) should link to the plan and include information about how financial decisions are grounded by and on the plan.

20. Science Outreach

EVP Maine presented information about plans for outreach to schools by Interim Chief Science Officer Rosalie Sagraves who began her visits in September. Suggestions were made for appropriate placements for ads for the permanent CSO, including Science and the Chronicle of Higher Education.

21. Policy and Advocacy Update

Will Lang, Vice President for Policy and Advocacy, offered an overview of the 2010 election outcomes and plans for implementation of the Affordable Care Act. Coordinated efforts of the healthcare reform stakeholders group of pharmacy organizations continue to examine the opportunities to integrate pharmacists’ medication therapy management services into program and new service delivery models. Will noted that the Pharmacy e-Health Information Technology Collaborative which AACP supports as a founding partner is now staffed by a director. Several AACP members have been identified to provide ongoing input into decisions of the e-HIT Collaborative. AACP also forwarded for appointment by the Agency for Health Research and Quality Gary Matzke and Leigh Ann Ross to serve on a Comparative Effectiveness Research Pharmacy Workgroup.

Will noted that the federal budget status was on a continuing resolution until December 3rd and would likely be extended to February with funding of programs at FY 10 levels. He also introduced proposed regulations by the Department of Education related to “gainful employment” of graduates. He is exploring the implications of these regulations on new pharmacy programs.
22. Reports from the Councils
Council Chairs Marken, Bosso and Bradberry provided updates on their respective council appointments, charges and activities.

23-25. Meetings Attended and Roundtable
Board members shared insights from meetings attended, including AACP/NABP District Meetings. President Carter noted that four of the standing committees had met in October, making substantive progress on their charges and the Argus Commission will meet on November 18th.

26. Formation of a SIG on Graduate Education
On MOTION (Pieper/Desselle) the Board approved formation of a new special interest group for those interested in and involved with graduate programs.