

Minutes of the Steering Committee Teleconference of the AAPS in Vitro Release and
Dissolution Testing Focus Group
April 18, 2008

Those present were:

Raimar Loebenberg	Susan D'Souza	Tahseen Mirza
Jonathan Kretz	Alger Salt	Limin Zhang
Steve Mayock	Vivian Gray	Leonard Ferro
Ruben Lozano	Jan Parker	Erika Stipler

The highlights of the teleconference are as follows:

I. Administrative Items:

A. Outreach to Graduate Students

Vivian Gray discussed that for those interested in this program to send an email over to her. She will send your name in and match you up with a college/university interested in your discipline.

B. Survey

Survey draft was completed and sent out to the focus group to get their feedback. The plan is for any changes to be sent to Steve Mayock by 2May08. At this point the survey will be passed on to Maria to be distributed to the list serve.

C. 2009 Annual Meeting Programming

1. Time has begun to start thinking about programming for 2009. Please send any suggestions for workshops/seminars to Charles Wang or Steve Mayock.
2. Future meetings will have 5-10 minutes dedicated to planning for future meetings.

D. Graduate Symposium

Vivian discussed that APQ is looking for a new sponsor for the graduate symposium. If your company is interested please contact Vivian Gray.

E. Papers

Vivian quickly mentioned that the papers have not been submitted as of yet but that they are very close to being completed.

F. 2008 Workshop

Tahseen quickly updated everybody that the workshop was ready to go. All speakers have committed and all moderators were updated to keep the workshop uniform.

G. Employment Opportunities

Tahseen asked the committee to consider adding an employment opportunities link to the dissolution focus group website. This link would serve as a tool for employers to post job opportunities focused for dissolution/analytical chemists.

H. Stability Handbook

A request was forwarded to the dissolution steering committee for a volunteer to write a chapter for a stability handbook. Vivian discussed this briefly in the meeting. Deadline for this chapter to be completed is by the end of May.

II. Global Outreach

- A. The committee is looking to put together a conference possibly in India in 2009.
- B. India's FDA and pharmaceutical society has expressed interest in this conference.
- C. Committee is also trying to make contacts with South Africa as well as Singapore.

III. IVRD Focus Group Face to Face Meeting 2008

- A. Committee went briefly over the face to face meeting for 2008.
- B. It was mentioned that speakers were not allowed at this meeting. However, facilitated discussions were allowed.
- C. Vivian was to ask Maria if the face to face meeting could be combined with our annual meeting.
- D. At the face to face we will vote for open positions for the steering committee. Please submit nominations to the steering committee.
- E. Steering committee was asked to put together some ideas to discuss at the face to face meeting. These will be discussed at the May monthly meeting.

IV. Wrap Up

- A. Action Items:
 - 1. Steering committee to make suggestions about the survey to Steve Mayock by 2May08. Steve will then re-work the survey and hand it over to Maria to post to the website.
 - 2. Steering committee/ Focus group members are to think of suggestions for 2009 workshops and/or seminar ideas that they would like to see and forward on to Steve Mayock or Charles Wang.
 - 3. Steering committee/ Focus group members are to think of suggestions to discuss for the face to face meeting later on this year. Please forward suggestions to the steering committee
 - 4. Vivian to ask Maria if the face to face meeting could be combined with the annual meeting.
 - 5. Jonathan to check with Maria if an employment link could be added to the focus group website.
- B. Next meeting is to be held on Friday, May 16th at 2:00 ET.