

Rec #	PRT	Recommendations	Action	EC Comments	Assigned To:	Deadline	Status
1	Governance	<u>AMPC</u> : Candidates for AMPC Co-Chair should be agreed by President-elect, Director of Meetings, EC	Approved	Eliminating Short Course Committee in 2004 and rolling short courses into AMPC is a positive move and provides better alignment, esp. with speaker reimbursement	Sharon		Completed
2	Governance	<u>Awards Committee</u> : Eliminate committee for 2004; Sections handle section-based awards; journal editors select top 5 papers and past presidents make final selection for Meritorious Manuscript, Best paper in AAPS PharmSci and Post-doc Fellow Awards; all awards approved by EC	Approved	No clear process for committee vs. general awards; some driven by sections vs. Awards Committee	Sharon		Completed
3	Governance	<u>Content Advisory Board</u> : Change name to Content Advisory Committee	Approved pending review by the Publications Committee; Can change name back to Comm. Once they begin operating as a comm. Will require EC approval, though	Working fairly well; CAB will be addressed by Pubs PRT; should see if Focus Groups want to contribute articles	Victor		Completed
4	Governance	<u>Education Committee</u> : Rename committee something more appropriate that does not involve continuing education efforts, "STUDENT, POSTDOC & OUTREACH"; re-do procedural guide, include more students on committee (e.g. from student chapters in all scientific areas)	Approved	Should focus solely on students	Stacey	Jan. 04	Name change completed; Procedural guide completed
5	Governance	<u>Fellows Committee</u> : Chair should serve 3-year term as chair-elect/chair/past chair to ensure continuity. Past chair's responsibility to include solicitation of fellows nominations. <u>Those recommended and not recommended should be discussed at the EC approval meeting.</u>	Recommendation to be handled by Section PRT	Committee used Task Force recommendations during this year's selection process, which worked well. Composition of committee is okay. The Fellows Task Force will consider whether the list of recommended, as well as those not recommended for Fellow status, will be provided to the EC.	Sharon	Jan. 04	Approved by the EC at Jan. 04 meeting

6	Governance	<u>Nominations Committee</u> : Develop list of position responsibilities and time commitment for each AAPS elected position. These would be used in discussion with potential candidates. Use Past Presidents Advisory Committee to come up with list of prospective nominees. Staff should be consulted in the nomination process, e.g., keep an ongoing list of qualified people for current and future years. Consider calling for nominations at annual meeting. This is in addition to the nominations received from the Sections and membership.	Approved	Not always a thoughtful process; possibly start earlier or have written criteria; create good understanding of responsibilities and their agreement to fulfill commitment	John/Karol	June/July 04	Referred to the Nominations/Leadership PRT
7	Governance	<u>Finance Committee</u> : Expand committee responsibilities to include greater budget oversight, specific goals, greater alignment with strategic plan; at request of EC provide greater input on projected/actual financial expenditures for major programs within the association. Conduct annual review and analysis of budget goals versus actual activities; set specific goal for reserve fund; Rotate members with society finance experience onto the committee; Committee members should be agreed by Finance Director and Treasurer, who will ensure an appropriate mix	Approved; EC needs to develop charges for all committees at August EC Mtg.	Performing basic functions well	Maureen/John	Will be addressed as they come up	Completed
8	Governance	<u>Program Coordination Committee (PCC)</u> : Adopt report from PCC PRT including new approval process for PCC and recommendation that all international meetings be reviewed by International Affairs Committee and forwarded to EC for approval	Approved	Committee works well	Sharon		Completed
9	Governance	<u>Publications Committee</u> : Change name to Publications Committee; include publication consulting experts on committee; other structural changes	Approved	Committee works well	Victor		Completed
10	Governance	<u>Section/Focus Group Coordination Committee (SFGCC)</u> : Need clarity between sections and focus groups (to be handled by Section PRT); create greater awareness of committee as a resource for collaboration or issue resolution, general support of sections and focus groups and idea generation.	Recommendation to be handled by Section PRT	Initially created to make sure all sections/focus groups had a voice and a clearinghouse for issues	Section PRT along with SFGCC	Jan/Feb 04	Section PRT has referred this to the SFGCC to incorporate into their charge
11	Governance	<u>Short Course Committee</u> : Eliminate committee for 2004 and roll into AMPC	Approved		Sharon		Completed
12	Governance	<u>Screeners Committee</u> : Have committee discuss possibility of publishing statistics for number of papers	Approved	Committee and process are going well	Sharon	Sept/Oct 04	Article written for publication; completed
13	Governance	<u>Strategic Visioning Committee</u> : Change name to Strategic Visioning Task Force; Treasurer and Executive Director to ensure Strategic Visioning goals are integrated into Finance Committee	Name change approved; SV chair to participate on finance committee when appropriate				Not relevant yet; Task Force will be appointed upon completion of current SV process
14	Governance	<u>National Biotechnology Conference Committee (NBC)</u> : No additional recommendations					Completed
15	Governance	<u>Globalization Task Force for Developed and Developing Countries</u> : Combine task forces and rename International Affairs Committee	Approved				Completed
16	Governance	<u>Hot Topics Task Force</u> : Incorporate as subcommittee of AMPC	Approved				Completed

17	Governance	<u>Short Course Task Force</u> : Abolish task force - work completed	Approved				Completed
18	Governance	<u>Training Programs Task Force</u> : No recommendation at this time	No recommendation yet				On-going; no recs yet
19	Governance	<u>National Biotechnology Conference Task Force</u> : Task Force should be abolished since Committee is now in place	Approved				Completed
20	Governance	<u>Portal Task Force</u> : Abolish current task force; periodic evaluation of portal to ensure effectiveness; look to Portal PRT for additional recommendations	Approved				Completed
21	Governance	<u>EC</u> : Develop nomination criteria and job responsibility profile for each position; job responsibilities and time commitment should be shared with prospective candidates	Approved		John/Karol	June/July 04	Job responsibilities and time commitment document drafted and shared with Nominations Committee
22	Governance	<u>EC</u> : Liaisons to committees and task forces to provide brief (5 min.) committee/section/task force updates at quarterly face-to-face EC meetings; make a standing agenda item for face-to-face meetings	Approved		John	Immediately	Completed
23	Governance	<u>EC</u> : Current EC should develop criteria for what is appropriate to include on agenda; identify items that should be "standing" items; include org. business section to review items such as annual goals, alignment with the strategic plan, etc.; concentrate on strategy, monitor progress and ensure that we stay on track	Approved		Mario/John	On-going	
24	Governance	<u>EC</u> : (See above under Composition of EC); Post roles/responsibilities for each position on website to broaden members awareness	Approved		John/Karol	June/July 04	Will be done in conjunction with recommendations from Nominations PRT
25	Governance	<u>EC</u> : Ensure EC/New Leadership orientation occurs on	Approved		John	On-going	In-place
26	Governance	<u>EC</u> : Succession Planning - Maintain list of potential candidates which can be used by Nomination Committee (if list doesn't exist, EC, staff and Nomination Committee should develop one); list should be tied to criteria of expected roles, responsibilities and production; identify people in key roles (AMPC, etc.) for potential as candidates	Approved		John/Karol	On-going	Under discussion with Nominations PRT
27	Governance	<u>EC</u> : Ensure annual president's goals are in alignment with strategic plan and agreed by EC; EC review on quarterly basis (see recommendation on EC Agenda); annual review by past presidents at annual meeting luncheon	Approved		John	May EC Agenda	Review by past presidents probably will not happen; Quarterly review by EC already in progress
28	Governance	<u>EC</u> : No recommendations on staff interface with EC; current mode of operation appears to work well	No recommendations				No recommendations
29	Students	<u>Student Chapters</u> : Increase student chapter funding based upon number of chapter members: \$1,500 for chapters with greater than 30 students, \$1,000 for chapters with 20-29 members and \$500 for chapters with 10-19 members	Approved by EC at Jan. 04 meeting	This represents a budget increase of \$19,100 for 2004	Stacey; Finance Dept.		

30	Students	<u>Student Members:</u> Need to recruit student members from graduate or post-doctoral training in chemistry, bioinformatics, chemical information or other programs related to drug discovery and development; Move forward with developing a recruitment plan and assess how much money would be involved	Approved in concept; will undergo financial review		Stacy/Peter	2/1/2004 (recruitment plan)	Based on SPOD committee feedback, all student chapters will be sent 3 Cardinal Health applications for complementary student memberships. Priority will be given to first year students and those from departments of biology, chemistry, BME and related disciplines. Information on careers in the pharmaceutical sciences and student member benefits has been sent to over 2,000 members of the American School Counselors Association (ASCA) from both high schools and colleges. A recruitment plan has also been developed and is being
31	Students	<u>Student Members:</u> Information Central should track retention of AAPS graduate student and post-doc members who become regular AAPS members	Approved		Peter/Rich	Run report quarterly starting in May 04; send report to EC, SPOD and Membership Comm.	Still need to develop report.
32	Students	<u>Student Members:</u> Mechanisms should be developed to recognize student members or post-doc fellows who have completed their education or training	Approved		Stacey/SPOD	February-04	Completed
33	Students	<u>Student Grant Program:</u> Increase funding from \$30,000 to \$50,000	Approved in concept; will undergo financial review; before increasing the budget, take a look at how much sponsorship money they get from companies; consider a "matching" of funding from companies; Final disposition: Approved by EC at Jan. 04 meeting	This would involve a budget increase of \$20,000			Completed

34	Students	<u>Student Leadership Opportunities</u> : Student AAPS members should be selected for each section; support should be provided for these students to travel and participate in section meetings	Approved in concept; will undergo financial review; because of additional dollars, must get input from Sections on whether or not they want to do this; Final disposition: Funding approved by EC at Jan. 04 meeting	Funding approved - \$16,000			Stacey working with Sections on monthly conference call to get their buy-in; will be discussed at Aug. 04 retreat
35	Students	<u>Student Leadership Opportunities</u> : 1-2 symposiums reserved for student programming at each AAPS Annual Meeting and NBC	Changed to "Students should be encouraged to submit and participate in programming for the Annual Meeting and NBC				Completed; already implemented a couple years ago
36	Students	<u>Student Awards</u> : No change in current funding	No recommendation				No recommendation
37	Students	<u>Student Awards</u> : Plan should be developed for the growth of an endowment fund to provide long-term financial stability of awards	Not approved				Not approved
38	Students	<u>Student Awards</u> : Student award winners should be given invitation to publish their work in AAPS PharmSci, AAPS PharmSciTech, & Pharm Research	Already doing				Already implemented
39	Students	<u>Short Courses</u> : There should be sufficient method to communicate to students and post-doc fellows on the availability of short courses. This should be a charge to the Education Committee.	Approved				Completed
40	Students	<u>Post-doctoral Fellows</u> : Education Committee, Marketing, etc., should be charged with identifying mechanisms to increase post-doctoral involvement in AAPS	Approved		Stacey/Peter	February-04	Completed; Student & post-doc member on SPOD Committee
41	Students	<u>Post-doctoral Fellows</u> : 10% of one staff members time should be dedicated to membership services for post-doctoral fellows.	Can move forward if this doesn't involve increased funding		Stacey/Peter		Completed
42	Students	<u>Post-doctoral Fellows</u> : Plan to study the viability of the post-doctoral fellows award needs to be developed.	Not approved				Not approved
43	Students	<u>AFPE-AAPS Scholarships</u> : Special time slot for student poster-podium session at the annual meeting.	Not approved				Not approved
44	Students	<u>AFPE-AAPS Scholarships</u> : Program should include \$1000 scholarship for their first year when they continue on as a graduate student.	Not approved				Not approved
45	Students	<u>AAPS Staffing</u> : Two full-time staff members should devote their activities to this group of membership. This would allow greater outreach activities. The financial impact would be an additional \$41,000 for staff salary and	Not approved	This would represent a \$41,000 budget increase			Not approved
46	Students	<u>Budget Allocation</u> : Student members/student chapters/awards/AFPE-AAPS should receive 1.5 - 2% of the total budget, exclusive of staff costs.	Not approved since current student expenditure = 6.9%				Not approved

47	Member	Reinstitute Membership Committee and provide specific recommendations for structure and processes	Approved; Name of committee is Member Strategic Oversight Committee (MSOC)		Peter	Begin Immediately	Still waiting for Chair to be named
48	Member	Profile non-members who interact with AAPS to help identify other disciplines having natural links to AAPS	To be completed by Member Strategic Oversight Committee				Waiting for Chair to be named to continue with charge
49	Member	Examine AAPS member and registration fee structure, compare with other organizations, and provide recommendations to maintain participation from our core members	To be completed by Member Strategic Oversight Committee				Waiting for Chair to be named to continue with charge
50	Member	Identify key organizations and develop process for developing collaboration, joint programming or reciprocal arrangements	Approved				Waiting for Chair to be named to continue with charge
51	Sections	Compile documents from the Section/Focus Group Task Force (2001) and determine whether their recommendations have been or should be followed.	<In progress>				Peter to check with Section PRT
52	Sections	Develop a mechanism for the EC to review Sections and Section activities	Referred to SFGCC				Section reviews in progress by SFGCC
53	Sections	Examine and define Section responsibilities with respect to financials	Staff to develop Member Group Funding document		Maureen		Completed
54	Sections	Develop guidelines and recommendations for Section content on the website	Recommendations approved by EC at Jan. 04 meeting				Rich Lawson coordinating minimum requirements for each Section website
55	Sections	Integrate Focus Group review and recommendations in conjunction with Section activities	Referred to SFGCC				Focus Group Review in progress by SFGCC
56	Sections	Define the role of Member-at-Large as the primary liaison to sections	Role and responsibilities approved by EC at Jan. 04 meeting				Completed and shared with Sections
57	Sections	Develop overall processes and guidelines for sections	Section PRT to develop template for by-laws or operating guidelines; currently in progress				
58	Sections	Conduct programmatic budget analysis with respect to sections/section activities and provide recommendations					This is being incorporated into document being created by staff re: Member Group funding
59	Sections	Develop measurable items to evaluate effectiveness of sections in offering timely scientific programs, on-going education, opportunities for networking, and professional development.	Referred to SFGCC				Sections in process of being reviewed
60	Books	Immediately explore partnership with either professional organization with an established book program (ACS, APhA, Pharmaceutical Press) or a commercial publishing house	<In progress>				Being addressed by Books Subcommittee

61	Books	Set up a permanent Editorial Advisory Board with members appointed to a 5-year term, scientific expertise, publishing experience, & business/marketing expertise to formulate book acquisition goals & criteria that fit AAPS' scientific & technical niche and still meet marketability	<In progress>				Being addressed by Books Subcommittee
62	Books	Implement a rigorous evaluation process for book acquisitions that meets the defined AAPS Book Press goals & criteria	<In progress>				Books subcommittee of Pubs Committee has asked consultants to review book acquisition plan
63	Books	Consider the most effective way to parlay proceedings from AAPS workshop, symposia, training programs into publications, either as journal theme issues or books	<In progress>				Session at annual meeting to be conducted by Ron Borchart
64	Books	Existing book contracts should be honored and appropriate efforts applied to successful marketing;	Approved				Completed
65	Books	Overall strategy on AAPS Book Press should be formally reviewed every three years to adjust to changing circumstance	On-going				On-going
66	Short Course	Terminate the Short Course Committee and move short course programming under the AMPC	Approved				Completed
67	Short Course	Generate Short Course Committee Procedural Guide (In progress by 2003 Short Course Committee)	<In progress>				Completed; included in AMPC Guidelines document
68	Short Course	Examine Short Course financial success: Annual Meeting & others	<In progress>				Completed; review process is part of annual budget review
60	Short Course	Recommend appointing a task force for developing a business plan for short courses as part of the Training Course Task Force	Approved				Task Force Meeting and Developing Proposal
70	Journals	Retain AAPS ejournals as open access and develop marketing plan for sponsorship of journals as revenue generator	Approved by EC				Tactical plan in review by Pubs Committee
71	Annual Meeting	Reduce or eliminate allocation of "slots" to sections based on total membership and attendance (implemented for 2004 meeting)	Ready for EC review				Implemented; included in AMPC Guideline document
72	Annual Meeting	Initiate topic-driven symposia programming (e.g. themed symposia) to balance submissions of unrelated topics (section programming); one day at 2005 meeting will have themed symposia (not section sponsored); topic ideas will be solicited from sections at 2003 business meetings and focus groups; 2005 AMPC will select final topic(s); proceedings from themed symposia may be published in AAPS sponsored journal	<In progress>				To be addressed at AMPC meeting in Baltimore
73	Annual Meeting	A guideline document is required to facilitate continuity between AMPCs and assure consistent	Approved				Completed
74	Annual Meeting	Fringe groups should be included in workshops and not the annual meeting	Approved				Already in progress for workshops and annual meeting
75	Annual Meeting	Member feedback should be used to assess the quality and topics of the annual meeting	<In progress>			Sharon Pichon	Still investigating

76	Annual Meeting	The sections are encouraged to consider more programming in manufacturing and discovery areas	Approved				Has been addressed at all meetings of Sections, PCC and AMPC
77	Annual Meeting	Improvements are needed in scheduling process for poster/podium sessions and symposia to avoid conflict (to be addressed in guideline document)	Approved				Completed; in AMPC Guideline document
78	Annual Meeting	The abstract process for poster/podium requires improved coordination (to be addressed in guideline document)	Approved				Completed; in AMPC Guideline document
79	Annual Meeting	All symposium presentations have been reduced to 25 minutes with 5 minute Q&A	Already in place				Completed
80	Annual Meeting	All symposia are required to have either one or more open (uninvited) talks to be selected from submitted abstracts or a panel discussion (increased interaction and new science)	Already in place				Completed
81	Portal	None at this time -- will be available in near future	<In progress>				Recommendations to be made to EC at Aug. 04 meeting
82	Themed Meetings/ Workshops	For small workshops (<50 attendees) and academic workshops, allocate grant/seed money for program development, which will be paid as reimbursed expenses to the organizers; eliminate staff involvement (with the exception of registration) to hold down costs; any profit will be redirected to AAPS.	<In progress>				To be addressed by EC/Sections at August Retreat
	Nominations/Leadership Development						
	Distance Learning						
	Mentoring						
	News magazine						
	Career Center						



