



**Association of Chairs of Departments of Physiology
December 4 – 7, 2013**

**ACDP Executive Council
Minutes**

Present: Muthu Periasamy, President; Nick Delamere, President-elect; Marshall Periasamy, Past President; Susan DeMesquita, Secretary-Treasurer; Chris Cheeseman, T. Richard Nichols, Michael Sturek, Councilors; R. Clinton Webb, Marshall Periasamy, CFAS Representatives; Melinda Lowy, Staff

Absent: Bishr Omary, Charles Wood, Joseph M. Metzger, Councilors

- I. Approval of Executive Council 2012 Minutes (Periasamy)
- II. Guyton Award Lecture Selection Process
 - A. Councilors to assist (Cheeseman & Metzger)
 - B. Nominees for 2014
- III. Elections
 - A. Nominees for President
 - B. Nominees for Secretary-Treasurer (replacing DeMesquita)
 - C. Nominees for Councilor (replacing 2: Nichols, Sturek)
- IV. ACDP Budget (DeMesquita)
- V. 2014 Annual Meeting Plans (Delamere)
- VI. Other Business
 - A. Ideas to attract individuals responsible for discipline of Physiology at institutions regardless of department label
 - B. CFAS transition at AAMC
 - C. New ACDP website

The President, Muthu Periasamy, called the meeting to order at 3:06 pm and welcomed the members of the Executive Council to Nuevo Vallarta.

I. Approval of 2012 Executive Council Minutes

Council unanimously approved the 2012 minutes of the Executive Council meeting as written.

II. Guyton Award Lecture Selection Process

Periasamy announced that the 2013 Guyton Award Lecturer will be José Jalife from the University of Michigan. He reminded Council that there is a process in place for selecting the Guyton Award Lecturer. Nominations are first solicited from the entire ACDP membership. A subcommittee of the Executive Council, composed of the two second-year Councilors and the new President, work as a selection committee. The final choice is sent to the full Executive Council for approval. For 2014, Cheeseman and Metzger will assist Delamere in selecting the Lecturer.

Periasamy noted that the process worked very well and that he received many outstanding nominations. Delamere noted that he planned to start working with the two Councilors to

identify possible candidates for the award immediately after the first of the year. March 1 is a recommended deadline for naming the Lecturer. Periasamy agreed to forward nominations to Delamere for his consideration.

III. Elections

Council discussed various members for the offices of President-elect, Secretary-Treasurer, and Councilor (2 positions). Periasamy along with members of Council agreed to ask the suggested nominees about their willingness to serve. Nominations will also be invited from meeting attendees.

IV. ACDP Budget

Council received the 2013 year-to-date budget numbers compared with 2012 at the same point in time. DeMesquita noted that ACDP remains in good shape financially. She did point out that meeting costs are not included yet because the travel agency was used again. In addition, award costs increased substantially with the approval in 2012 to support the David Bruce Undergraduate Awards at \$2,000 for 3 years. She will present the budget to the membership during the Business Meeting.

V. 2014 Annual Meeting

President-elect Delamere provided an update on his plans for the 2014 meeting. He has elected to work with Classic Travel again for the 2014 meeting, so all registrations and hotel reservations will be handled by the travel agency. He recently returned from a site visit to the selected location: Gamboa Rainforest Resort in Panama. There is a nearby Smithsonian Tropical Research Institute on Barro Colorado Island. Delamere is working to set up a tour prior to the meeting, as well as possibly having a speaker from there. Minor details remain to be worked out as the property is not an all-inclusive. They are working with us to develop a price to cover all expenses of food/drink and the meeting. In addition, the property has two sister hotels on the beach at which attendees will receive special rates before or after the meeting.

VI. Other Business

A. Ideas to attract individuals responsible for discipline of Physiology at institutions regardless of department label

Council discussed ways to increase the membership of the Society and attendance at the meeting. The merging of departments could have an impact on the membership as Physiology is merged with other disciplines, also with a chairs organization.

After much discussion, Delamere will write a letter to send to medical physiology course directors, directors of graduate programs in physiology, and directors of undergraduate programs in physiology to invite them to join ACDP and attend the 2014 meeting. APS has the first two lists and Webb noted that he has a list of undergraduate programs and will forward that information. Sturek will contact Fred Peterson for a list of osteopathic medical schools to identify physiology departments and/or physiology course directors and Sturek will contact Chris Minson for a list of exercise science departments. Sturek will then forward the lists to Delamere and Lowy, so that letters of invitation can be sent to them from Delamere.

Many of these people may be at Experimental Biology. It was suggested that they be invited to attend the ACDP meeting held there and ask them for input regarding the 2014 program.

Delamere will work with members of Council and staff to make sure the language on the ACDP website reflects an interest in serving any members of those constituencies, not just chairs of departments. Sturek suggested that planning of the 2014 might include a different name for the annual meeting, such as: “Leaders of Physiological Sciences Programs” or “Leaders of Physiology”. There was additional discussion and decisions in Business Meeting II.

B. CFAS transition at AAMC

Webb and Montrose updated the group on the transition of the Council of Academic Societies to the Council of Faculty and Academic Societies. CFAS now consists of two representatives from each disciplinary society and medical school. There was a CFAS orientation meeting in November as part of the AAMC meeting that both considered attending. However, reviewing the agenda led them both to decide not to attend as it seemed to be mainly a “meet and greet.” A PowerPoint presentation given at the meeting was distributed and contained survey results and what are considered to be the top 10 priorities for CFAS. Not surprisingly, most of them have a clinical basis and only a couple directly relate to basic science departments. A list of CFAS members was also distributed. Montrose will send out the PPT and list and encouraged everyone to see if their institution has representatives and if not, consider volunteering themselves or someone from their department to ensure basic science representation.

The next CFAS meeting is scheduled for March. Both Webb and Montrose plan to attend and will report on that via email and at the ACDP meeting scheduled for Experimental Biology.

C. New ACDP website

Lowy reported that the APS IT Department is considering moving the ACDP website over into the Content Management System (CMS) that currently houses the APS website. Right now it is a stand-alone site and the technology supporting it is very outdated. The IT Director has indicated that he will ask the CMS company to develop a simple template for use for the ACDP website at little or no cost. If they are willing, then Lowy will move the current site over into the new system. Council assistance may be needed to review the current site to determine if anything is unnecessary to move or anything new should be included.

The meeting was adjourned at 4:32 pm.

ACDP Business Meeting I Minutes

I. Call to Order

The Business Meeting was convened by President Muthu Periasamy at 9:30 am on December 6, 2013.

II. Approval of 2012 Draft Meeting Minutes

The minutes from the 2012 Business Meetings were unanimously approved as submitted.

III. Financial Report

The financial report was presented by Secretary-Treasurer Susan DeMesquita. She distributed 2013 year-to-date budget numbers compared with 2012 at the same point in time. She noted that the Society is in good financial shape, with approximately \$10,000 more in assets than at this point last year. She did point out that meeting costs are not included yet because the travel agency was used again. However, it is expected that by holding the meeting at an all-inclusive resort again, ACDP should break even or make a small amount of money. Membership is at around 100, up slightly from last year in terms of dues revenue. Expenses show a drop in travel because there was no site visit for the 2013 location and neither CFAS representative attended the fall CFAS meeting. However, award costs increased with the approval in 2012 to support the David Bruce Undergraduate Awards at a level of \$2,000 for 3 years.

IV. CFAS Update

Montrose reminded the group that he and Webb are the ACDP representatives to the Council of Faculty and Academic Societies (CFAS), a newly created body formerly known as the Council of Academic Societies until it was opened to include two representatives from each of the 150 medical schools as appointed by the Deans. This was to ensure that faculty would be represented directly as initially envisioned. One of the faculty representatives is supposed to be a senior faculty member (professor, chair) and the second a newer faculty member within 10 years of appointment. The change took effect in July 2013. Most societies, ACDP included, have decided to continue to pay dues for the time being and are monitoring the new organization but remain concerned about the dilution of the societies' voices.

There was a CFAS orientation meeting in November as part of the AAMC meeting that neither Montrose nor Webb attended as the agenda for it seemed to be mainly a "meet and greet." A PowerPoint presentation given at the meeting was distributed that contained the top 10 priorities for CFAS. Of those 10, only 2 appear to be directly relevant basic science departments. A list of CFAS members was also distributed. Montrose will send out the PPT and list and encouraged everyone to see if their institution has representatives and if not, consider volunteering themselves or someone from their department to ensure basic science representation.

The next CFAS meeting is scheduled for March. Both Webb and Montrose plan to attend and will report on that via email and at the ACDP meeting scheduled for Experimental Biology.

Martin Frank, APS Executive Director, informed the group that APS also has two representatives who are Gary Sieck (a member of ACDP) and Michael Levitzky (LSU, New Orleans). Levitzky has been appointed to the CFAS Board and will be reporting about the new organization to APS.

V. Call for Nominations for Officer Positions

A call was made for nominations for President-elect, Secretary-Treasurer, and two open Councilor positions. The membership was reminded that the nominees for President need to have previously served on Council as either Councilors or Secretary-Treasurer. The deadline for nominations is Saturday by 11:00 am.

The meeting was adjourned until the following day at 11:30 am.

ACDP Business Meeting II Minutes

I. Call to re-convene

Periasamy reconvened the business meeting at 11:31 am on December 7, 2013.

II. Election of Officers

The slate of nominees for President-elect, Secretary-Treasurer, and Councilors was announced and the membership voted by secret ballot. Michael Sturek (Indiana University) was elected President-elect. Elsa I. Mangiarua (Marshall University) was elected Secretary-Treasurer. Pieter de Tombe (Loyola Univ. Chicago Medical School) and Janice Urban (Rosalind Franklin University of Medicine & Science, Chicago Medical School) were elected Councilors with terms ending in 2016.

III. 2014 ACDP Meeting

Nick Delamere, ACDP President-elect, announced that the 2014 ACDP meeting will be held December 4-7, 2014 at Gamboa Rainforest Resort in Panama. He gave a slide presentation on the meeting site, from which he recently returned from a site visit. There are minor details to work out and then the contract can be signed. There is a nearby Smithsonian Tropical Research Institute on Barro Colorado Island. Delamere is working to set up a tour prior to the meeting, as well as possibly having a speaker from there. DeMesquita informed the group that she had been there a year ago and highly recommended it.

Delamere plans to send out a meeting survey to participants for feedback on topics and types of presentations to help him better plan the program for 2014. He encouraged everyone to fill it out and give him suggestions.

IV. Meeting Name Change

Delamere, Montrose and Sturek brought up the issue of attendance at the meeting and possible declining membership with the disappearance of departments of physiology. One suggestion had been to investigate a new name for the ACDP but it was agreed that such a step would be labor intensive and costly. However, renaming the annual meeting would be very feasible and could be

a way to increase both membership and meeting attendance. Delamere and Sturek will work together to draft a letter to send to medical physiology course directors, directors of graduate programs in physiology, and directors of undergraduate programs in physiology to invite them to join ACDP and attend the 2014 meeting. APS has the first two lists and Webb noted that he has a list of undergraduate programs and will forward that information. Chris Minson suggested including exercise science departments and Fred Peterson urged targeting Osteopathic School chairs or program directors. Both agreed to work with staff to find lists of people.

Many of these people may be at Experimental Biology. It was suggested that they be invited to attend the ACDP meeting held there and ask them for input regarding the 2014 program.

After discussion, a new name for the meeting was agreed on: ACDP Leadership Retreat. This conveys that the ACDP organizes the meeting/retreat, but that faculty in several Leadership roles are involved, e.g. education, research, service. Further, the Retreat conveys the focus on these leadership issues away from other tasks. Delamere agreed to work on a draft agenda as soon as possible to allow the various people time to decide whether they want to attend and can justify such a meeting if necessary to their leadership.

V. Adjournment

The meeting was adjourned at 12:10 pm.

Respectfully submitted,

Susan DeMesquita
Secretary-Treasurer