



**Association of Chairs of Departments of Physiology
December 4 – 7, 2014**

**ACDP Executive Council
Minutes**

Present: Nick Delamere, President; Michael Sturek, President-elect; Elsa I. Mangiarua, Secretary-Treasurer; Chris Cheeseman, Pieter de Tombe, Bishr Omary, Janice Urban, Charles Wood, Councilors; R. Clinton Webb, CFAS Representative; Melinda Lowy, Staff

Absent: Muthu Periasamy, Past President; Joseph M. Metzger, Councilor

AGENDA

- I. Approval of Executive Council 2013 Minutes** (Delamere)
- II. Guyton Award Lecture Selection Process**
 - a. Councilors to assist (de Tombe and Urban)
 - b. Nominees for 2015
- III. Distinguished Service Awardee**
 - a. President selects but can use assistance of Council
- IV. Elections**
 - a. Nominees for President
 - b. Nominees for Councilor (replacing 2: Omary, Wood)
 - c. Nominees for CFAS Representatives (replacing 2: Webb and Montrose-1 year appt)
- V. ACDP Budget** (Mangiarua)
- VI. 2015 Annual Meeting Plans** (Sturek)
- VII. Other Business**
 - a. Ideas to attract individuals responsible for discipline of Physiology at their institutions regardless of department label
 - b. New ACDP website
 - c. Higher Logic area for chairs
 - d. New Chairs Orientation
 - e. Update on APS Legislative Affairs Committee

The President, Nicholas Delamere, called the meeting to order at 3:38 pm and welcomed the members of the Executive Council to Panama.

I. Approval of 2013 Executive Council Minutes

Council unanimously approved the 2013 minutes of the Executive Council meeting as written.

II. Guyton Award Lecture Selection Process

Delamere announced that the 2014 Guyton Award Lecturer will be Gordon Mitchell from the University of Florida (formerly from University of Wisconsin). 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 2015, de Tombe and Urban will assist Sturek in selecting the Lecturer.

Delamere noted that the process worked very well and that he received many outstanding nominations. However, he recommended having several choices in hand in case the first-choice person cannot attend. Sturek 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. Delamere agreed to forward the list of nominations to Sturek for his consideration.

III. Distinguished Service Awardee

Delamere announced that he had selected Michael J. Joyner from Mayo Clinic as the 2014 Distinguished Service Awardee based on his service to the discipline of physiology and his research. The President is responsible for the selection of the Distinguished Service Awardee but can enlist the assistance of Council if desired.

IV. Elections

Council discussed various members for the offices of President-elect, Councilor (2 positions) and CFAS Representative (1 3-yr position, 1 1-yr position to fill out Chip Montrose's term). Delamere along with members of Council agreed to ask the suggested nominees about their willingness to serve. Nominations will also be invited from meeting attendees.

V. ACDP Budget

Council received the 2014 year-to-date budget numbers compared with 2013 at the same point in time. Mangiarua 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, membership dues are down because only two reminders were sent out last year instead of the usual three. This will be remedied next year, so those numbers should increase. Also increased were travel expenses because both CFAS members went to the spring meeting as it was the inaugural meeting for CFAS in its new form. She will present the budget to the membership during the Business Meeting.

VI. 2015 Annual Meeting

President-elect Sturek provided an update on his plans for the 2015 meeting. He has elected to work with Classic Travel again, so all registrations and hotel reservations will be handled by the

travel agency. He has selected the Dreams Sugar Bay Resort in St. Thomas for the meeting location. He plans to conduct a site visit in January before finalizing plans. He noted that there is something for everyone in St. Thomas: golf, shopping, hiking, etc.

VII. Other Business

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

Delamere and Sturek updated Council on what they did to encourage chairs from osteopathic and veterinary schools as well as exercise physiology departments, medical physiology course directors, and chairs or course directors from undergraduate physiology departments or programs to consider attending the meeting. Lists of those chairs were compiled and an invitation directed to each specific group was sent out. There were a greater number of new people at the meeting this year, which might be the result of that campaign.

Sturek noted that he planned to continue the effort for the 2015 meeting, since it might take a few years to convince a large number of these people to attend. Overall, it was seen as a worthwhile way to encourage attendance.

B. New ACDP website

Lowy reported that the APS IT Department is working with her to transition 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 CMS company had wanted over \$10,000 to create the simple templates for the site but there are staff at APS who can do it. So the plan is for Lowy to work with the staff to create templates. Delamere, Urban and Wood volunteered to review the templates and website content.

C. Higher Logic area for chairs

Lowy informed the group that APS has recently purchased software from Higher Logic, which is a cloud-based community platform. Listservs and group communications will be moved to that. It will allow any group to form a community where discussions can occur and documents can be shared among a selected group. APS has offered to allow ACDP to have a community in Higher Logic if interested. After discussion, the group agreed it would like to try having a community on Higher Logic as a trial basis to see if people are interested in participating.

D. New Chairs Orientation

Delamere announced that he decided to offer a new Chairs orientation session directly after the Council meeting to introduce new chairs or newcomers to the meeting to the organization and leadership. He invited former Presidents to attend and all are planning to do so. The Council thought this was a great idea and encouraged its continuation at future meetings.

E. Update on APS Legislative Affairs Committee

de Tombe informed the Council that he was a new member of the APS Legislative Affairs Committee. They had a committee meeting in September and discussed the following items: 1) sustainability of funding, 2) production of Ebola vaccine coming from Canada and China (who has 4x the R&D budget as the US), 3) possible new law regarding sex of animals and humans in research, 4) travel approval issues for US government employees, and 5) the new report from FASEB on decreasing the regulatory burden. de Tombe and other members of the Committee also visited Capitol Hill and met with staff of their representatives. He noted they were worthwhile meetings covering a range of topics.

The meeting was adjourned at 4:40 pm.

ACDP Business Meeting I Minutes

I. Call to Order

The Business Meeting was convened by President Nicholas Delamere at 9:44 am on December 5, 2014.

II. Approval of 2013 Draft Meeting Minutes

The minutes from the 2013 Business Meetings were unanimously approved as submitted.

III. Call for names for 2015 Guyton Award Lectureship

Delamere requested nominations from the membership for the 2015 Arthur C. Guyton, Jr. Distinguished Award Lectureship. Any nominations should be sent to President-elect Michael Sturek or Councilors Pieter P. de Tombe and Janice Urban for consideration.

IV. Call for names for 2015 Distinguished Service Awardee

Delamere also requested that any nominations for the 2015 ACDP Distinguished Service Award be submitted to Sturek for his consideration.

V. Call for Nominations for Officer Positions

A call was made for nominations for President-elect, two open Councilor positions and 2 open CFAS representative positions (3 year and 1 year to finish out Chip Montrose's term). 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.

VI. Financial Report

The financial report was presented by Secretary-Treasurer Elsa Mangiarua, which compared the 2014 year-to-date budget numbers with 2013 at the same point in time. She 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, membership dues are down because only two reminders were sent out last year instead of the usual three. This will be remedied next year, so those numbers should increase. Also increased were travel expenses because both CFAS members went to the spring meeting as it was the inaugural meeting for CFAS in its new form.

VII. CFAS Update

Webb reminded the group that he is the current ACDP representative to the Council of Faculty and Academic Societies (CFAS). The ACDP second representative was Chip Montrose who resigned when he accepted a deanship at his institution this year. CFAS was created in July 2013 and was 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. 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.

The first CFAS meeting was this spring and information on that meeting was distributed in the Leadership Retreat program. Both Webb and Montrose attended that meeting. It appeared as though most Deans are appointing clinical people to the faculty slots. Webb 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 spring 2015. Information on that meeting will be reported to the ACDP membership via email and at the ACDP meeting scheduled for Experimental Biology.

APS also has two representatives: Gary Sieck (a member of ACDP) and Michael Levitzky (LSU, New Orleans). Levitzky serves on the CFAS Board. Sieck noted that he agreed with Webb's assessment and again urged ACDP members to contact their Deans and volunteer to serve.

VIII. 2014 David S. Bruce Awards for Excellence in Undergraduate Research

Delamere reminded the members that ACDP provides support for the APS David Bruce Undergraduate Awards. Because of that support, additional awards were given in 2014. A total of 30 Outstanding Abstract Awards were given and from those, 14 Excellence in Undergraduate Research Awards were presented based on poster presentations at EB. The Undergraduate Poster session had a record 200 undergraduates presenting their research. ACDP members were urged to remind any faculty attending EB to attend that session and support the undergraduates.

The meeting was adjourned until the following day at 12:15 pm.

ACDP Business Meeting II Minutes

I. Call to re-convene

Delamere reconvened the business meeting at 12:30 pm on December 6, 2014.

II. Election of Officers

The slate of nominees for President-elect, Councilors, and CFAS Representatives was announced and the membership voted by secret ballot. Richard Nichols (Georgia Institute of Technology) was elected President-elect. Kebreten Manaye (Howard University College of Medicine) and Dale Buck Hales (Southern Illinois University School of Medicine) were elected Councilors with terms ending in 2017. Clinton Webb (Georgia Regents University) was elected

CFAS Representative with term ending in 2017, and Elsa Mangiarua (Marshall University School of Medicine) was elected CFAS Representative with term ending in 2015.

III. 2015 ACDP Meeting

Mike Sturek, ACDP President-elect, announced that the 2015 ACDP meeting will be held December 3 - 6, 2015 at the Dreams Sugar Bay Resort in St. Thomas, USVI. He gave a slide presentation on the meeting site. He plans a site visit in January.

Sturek plans to send out a survey to participants for feedback on topics and types of presentations to help him prepare the program for 2015. He encouraged everyone to participate and contact him with ideas and suggestions.

IV. Adjournment

The meeting was adjourned at 12:40 pm.

Respectfully submitted,

Elsa Mangiarua
Secretary-Treasurer