



**Association of Chairs of Departments of Physiology  
December 4 – 7, 2015**

**ACDP Executive Council  
Minutes**

Present: Michael Sturek, President; Nick Delamere, Past President; R. Richard Nichols, President-elect; Elsa I. Mangiarua, Secretary-Treasurer; Chris Cheeseman, D. Buck Hales, Kebreten F. Manaye, Janice Urban, Councilors; R. Clinton Webb, Elsa I. Mangiarua, CFAS Representatives; Melinda Lowy, Staff; Martin Frank, APS Executive Director, invitee

Absent: Pieter de Tombe, Joseph M. Metzger, Councilors

The President, Michael Sturek, called the meeting to order at 3:36 pm and welcomed the members of the Executive Council to St. Thomas.

**I. Approval of 2014 Executive Council Minutes**

Council unanimously approved the 2014 minutes of the Executive Council meeting as written.

**II. Guyton Award Lecture Selection Process**

Sturek reminded Council that the 2015 Guyton Award Lecturer will be Leslie Leinwand from the University of Colorado. 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 2016, Hales and Manaye will assist Nichols in selecting the Lecturer.

Sturek 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. Richards 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. Sturek agreed to forward the list of nominations to Nichols for his consideration.

**III. Distinguished Service Awardee**

Sturek reminded Council that he had selected John E. Hall from University of Mississippi as the 2015 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). Sturek 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 2015 year-to-date budget numbers (as of 9/30/15) compared with 2014 at the same point in time. Mangiarua noted that ACDP remains in good shape financially. At this point in the year, the budget is showing a gain of \$6,415. Meeting costs again are not included yet because the travel agency was used. Membership dues are up substantially (almost \$8,000) this year because three reminders were sent and there was an increased effort to invite chairs and program directors from osteopathic schools, exercise physiology programs and undergraduate physiology departments. Travel expenses were up again as both CFAS representatives went to the meeting. In addition, there was not the expense associated with support of the National Directors of Graduate Students (NDOGS) meeting since that is only held every other year. She will present the budget to the membership during the Business Meeting.

#### **VI. 2016 Annual Meeting**

President-elect Nichols provided an update on his plans for the 2016 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 RUI Palace in Cabo San Lucas, Mexico for the meeting location. He noted that the meeting hasn't been held on the West Coast for a number of years and the Society hadn't been to that location since 2001. The meeting will be held a week later on Dec. 8-11 as the property is undergoing renovations that are not scheduled to be completed in time for the previous weekend.

#### **VII. New Chairs'/First-time Attendees Orientation Meeting (Sturek)**

Sturek reminded the officers that he is continuing the initiative begun by past President Nick Delamere and holding a New Chairs/First-time Attendees Orientation Session. He requested that all officers consider attending to meet these new attendees and make them feel welcome.

#### **VIII. Other Business**

##### **A. Success of informing individuals responsible for discipline of Physiology at their institutions regardless of department label about ACDP**

Sturek updated Council on what he 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 multiple invitations were sent out inviting them to join ACDP and attend the meeting. As a direct result, 7-10 of these invitees joined ACDP. Several are also attending the meeting.

Nichols agreed to continue the effort for the 2016 meeting, since it might take a few years to convince a large number of these people to attend. He is especially

interested in continuing to work to attract those directors of undergraduate programs, since they are overseeing the future of physiology in their students. Overall, it was seen as a worthwhile way to encourage membership and attendance.

**B. Continued support for APS David Bruce Undergraduate Research Awards?**

Sturek reminded Council that ACDP had voted 3 years ago to support the APS David Bruce Undergraduate Research Awards at a cost of \$2,000 per year. 2015 was the third year of support so a request will need to be made to the membership to vote on if support is to be continued. The Council approved a motion to recommend to the membership to continue ACDP support of the Bruce Undergraduate Awards for another 3 years at \$2,000 per year.

**C. New ACDP website and APS Connect area for chairs**

Lowy reported that the new ACDP website is up. She thanked the APS IT Department and Education Office Web Support Specialist Yang Sipper for working with her to create the templates and develop the site. She also thanked Nick Delamere, Janice Urban and Charlie Wood for their review and selection of the final template and website content.

Additionally, APS agreed to allow ACDP to have its own area on the cloud-based Higher Logic community platform called APS Connect. The ACDP listserv has been moved to that forum with the assistance of Mike Quinn in the APS IT Department. It will allow the membership to post positions available ads, ask questions and discuss issues. In addition, documents can be shared among the group. She encouraged Council to begin using the site.

**D. New ACDP Survey site (Survey Monkey)**

Lowy informed Council that the APS IT Department had discovered that the ACDP Space and Budget Survey will no longer work because of software compatibility issues. Therefore, the decision was made to transition the survey to SurveyMonkey, using APS' subscription. She thanked APS for making that available to ACDP. Mike Quinn in the APS IT Department has been working to move the survey over, which should be done by the end of the year. The data will need to be re-entered by the departments this first year, but will be available for revising in the future.

**E. APS Updates**

Sturek welcomed Martin Frank, APS Executive Director, to the Council meeting. Frank gave an update on APS upcoming activities, the chief of which is a re-branding process that APS has begun. A company named "Minding Your Business" was hired to oversee the re-branding. They have been meeting with staff and APS Council to discuss the strengths and weaknesses of the Society. They also plan to conduct a membership survey and meet with selected members of the Society to gain their input before providing recommendations to increase the visibility of APS and physiology.

Frank announced that Melinda Lowy will be retiring from her position in the APS Education Office as of January 15, 2016. Since she also serves as ACDP Executive Assistant, this affects ACDP as well. She was select for that role because of her previous position as Frank's Executive Assistant when ACDP's offices came to reside at APS' address in order to have a stable mailing address and gain non-profit status. She retained the position when she moved to the APS Education Office. Frank noted that currently ACDP pays APS an administrative fee of \$5,000 to offset the cost of Lowy's time, Robert Price's time to manage the ACDP finances, and the IT Department's time to host the website and annual survey. After discussions with Price and Lowy, Frank is proposing to ACDP that Lowy continue working as Executive Assistant to ACDP, but as a contractor via APS, at a salary of \$5,000 per year. APS will continue to provide its services of financial and IT assistance for no additional charge. Thus ACDP will continue to pay the same yearly fee. Council approved the request and thanked Lowy for continuing to work on ACDP's behalf. Frank will present the request to the attendees at the Business Meeting for its vote.

The meeting was adjourned at 4:52 pm.



## ACDP Business Meeting I Minutes

### I. **Call to Order**

The Business Meeting was convened by President Michael Sturek at 9:00 am on December 4, 2015.

### II. **Approval of 2014 Draft Meeting Minutes**

The minutes from the 2014 Business Meetings were unanimously approved as submitted.

### III. **Call for names for 2016 Guyton Award Lectureship**

Sturek requested nominations from the membership for the 2016 Arthur C. Guyton, Jr. Distinguished Award Lectureship. Any nominations should be sent to President-elect T. Richard Nichols or second-year Councilors Buck Hales and Kebreten Manaye for consideration.

### IV. **Call for names for 2016 Distinguished Service Awardee**

Sturek also requested that any nominations for the 2016 ACDP Distinguished Service Award be submitted to Nichols for his consideration.

### V. **Call for Nominations for Officer Positions**

A call was made for nominations for President-elect, two open Councilor positions and one open CFAS representative position. 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 2015 year-to-date budget numbers (as of 9/30/15) compared with 2014 at the same point in time. She noted that ACDP remains in good shape financially. At this point in the year, the budget is showing a gain of \$6,415. Meeting costs again are not included yet because the travel agency was used. Membership dues are up substantially (almost \$8,000) this year because three reminders were sent and there was an increased effort to invite chairs and program directors from osteopathic schools, exercise physiology programs and undergraduate physiology departments. Travel expenses were up again as both CFAS representatives went to the meeting. In addition, there was not the expense associated with support of the National Directors of Graduate Students (NDOGS) meeting since that is only held every other year.

## **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 is Elsa Mangiarua, who is finishing out the term of Chip Montrose who resigned when he accepted a deanship at his institution last 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.

Information on this year's meeting was distributed in the Leadership Retreat program. Both Webb and Mangiarua 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. Webb informed the group that AAMC conducted a survey on investment in research. This resulted in a white paper, "Academic Medicine Investment in Medical Research," in which the findings spotlight that regardless how substantial the investments from academic medicine are, there is a large and growing gap in funding that puts medical research at risk with the absence of predictable, consistent, and sustainable federal funding. The paper is available on the AAMC website.

The next CFAS meeting is scheduled for spring 2016 and it will be a joint meeting with the Group on Diversity and Inclusion (GDI), and Organization of Resident Representatives (ORR). 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. New Business**

### **a. 2015 David S. Bruce Awards for Excellence in Undergraduate Research**

Sturek reminded the members that ACDP provides support for the APS David Bruce Undergraduate Awards. Because of that support, additional awards were given in 2015. 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 around 150 undergraduates presenting their

research. ACDP members were urged to remind any faculty attending EB to attend that session and support the undergraduates. This year's awardees and host researchers are listed in the meeting program book. Sturek announced that the support for the awards is the result of a 3-year term of agreement with APS at a cost of \$2,000 per year. 2015 was the third year of support so if the membership wants to continue its support of these awards, it will need to vote to do so. A motion was made and unanimously approved to continue ACDP support of the Bruce Undergraduate Awards for another 3 years (2016-2018) at \$2,000 per year. APS will be notified of the continuation of ACDP support.

**b. ACDP Executive Assistant**

Martin Frank, APS Executive Director, announced that Melinda Lowy will be retiring from her position in the APS Education Office as of January 15, 2016. Since she also serves as ACDP Executive Assistant, this affects ACDP as well. Frank noted that currently ACDP pays APS an administrative fee of \$5,000 to offset the cost of Lowy's time, Robert Price's time to manage the ACDP finances, and the IT Department's time to host the website and annual survey. After discussions with Price and Lowy, Frank is proposing to ACDP that Lowy continue working as Executive Assistant to ACDP, but as a contractor via APS, at a salary of \$5,000 per year. APS will continue to provide its services of financial and IT assistance for no additional charge. A motion was made and approved to have Lowy continue as Executive Assistant to ACDP at a rate of \$5,000 per year.

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

## **ACDP Business Meeting II Minutes**

**I. Call to re-convene**

Sturek reconvened the business meeting at 11:50 pm on December 5, 2015.

**II. Election of Officers**

The slate of nominees for President-elect, Councilors, and CFAS Representative was announced and the membership voted by secret ballot. Charles E. Wood (University of Florida College of Medicine) was elected President-elect. Edward E. Morrison (Auburn University College of Veterinary Medicine) and Marlene A. Wilson (University of South Carolina College of Medicine) were elected Councilors with terms ending in 2018. Nicholas A. Delamere (University of Arizona College of Medicine) was elected CFAS Representative with term ending in 2018.

**III. 2016 ACDP Meeting**

Richard Nichols, ACDP President-elect, announced that the 2016 ACDP meeting will be held December 8 - 11, 2016 at the RIU Palace Hotel in Cabo San Lucas, Mexico. He gave a slide presentation, prepared by Hannah Nowicki from Classic Travel, about the meeting site. He conducted a site visit in September 2015.

**IV. Adjournment**

The meeting was adjourned at 12:05 pm.

Respectfully submitted,

Elsa Mangiarua  
Secretary-Treasurer