



**MINUTES – 2016 AACA Interim Council Meeting
 Sunday, November 6, 2016
 O’Hare Hilton – Chicago IL
 Room 2029**



Council Members Present: Stephen Carmichael, Alan Detton, Philip Fabrizio, Tom Gest, Anne Gilroy, H. Wayne Lambert, Lisa Lee, Marios Loukas, Angela McArthur, Neil Norton, David Porta, Peter Ward, and Caitlin Hyatt (*ex officio*).

Council Members Absent: Anthony D’Antoni, Brian MacPherson, Rob Spinner, and Shane Tubbs (*ex officio*).

Breakfast: 7:30 a.m. Central Standard Time (CST)

1. **CALL TO ORDER** ----- 8:07 a.m.
2. **APPROVAL OF AGENDA** ----- 8:07 a.m.
 Neil informed Council that the discussion of the AACA awards will occur at noon, so Council members that are not present can join the meeting and give their input. The name of the *ad hoc* Legacy Committee report under Old Business has been changed to the agenda. The agenda was changed with these corrections, and it was approved by general consent at 8:12 a.m.
3. **APPROVAL OF MINUTES** ----- 8:13 a.m.
 Wayne distributed the minutes to Council from the two recent Council meetings at the 2016 AACA Annual Meeting in Oakland, CA and the three recent AACA Executive Council meetings. There were no changes or suggestions for these minutes at this time. Wayne emphasized to the Council that the minutes are a living document, and they can be altered/edited at any time. The minutes were approved unanimously at 8:15 a.m.
4. **PRESIDENTIAL UPDATE** ----- 8:15 a.m.
 Neil highlighted the talking points of his update. Enclosed are the topics that he covered.
 - a. AACA Regional Meeting – Neil discussed the success of the regional meeting in Chapel Hill. There was a strong attendance, and Neil stated that Kurt Gilliland did a great job running the meeting. Neil noted was great to visit with friends, including Ronn Wade, and visit with prospective, new, and old AACA members from the North Carolina
 - b. ASG survey report – Neil went through the survey report from the survey where Council members were asked of their opinions of the ASG staff. Neil highlighted how our opinions of ASG continue to rise throughout our working relationship, and he commended Caitlin and her staff on their outstanding contributions to our professional association.
 - c. AACA and Social Media – The Brand Promotion *ad hoc* committee, led by Jon Wisco, has been active on LinkedIn, Facebook, and Twitter. Neil briefly touched on the importance of the AACA having a presence on social media and increasing our visibility.
 - d. Establishment of an *ad hoc* Committee on Establishing Awards and Criteria – Neil appointed Tom Quinn to lead this committee, which is charge with examining the establishment of future awards.
 - e. Publishing Agreement Update – Neil has been in contact with Stuart McDonald, the President of BACA, concerning extending our joint publishing agreement with Wiley. Neil has also been in

contact with Jinnie Kim of Wiley to establish the annual funds for the EIC and extending our agreement in a long term fashion (potentially ten years). Neil will be attending the BACA winter meeting in Leeds and will be able to talk with BACA directly.

5. REPORTS

a. Educational Affairs (EAC) ----- 8:56 a.m.
Chair's Report (H. Wayne Lambert for Vaughan Lee)

Composition of Committee: Vaughan Lee (Chair), Lela Giannaris, April Richardson-Hatcher, Peter Ward, Mohammed Khalil, Elmus Beale

At the EAC breakfast during the 2016 AACA Annual Meeting in Oakland, an election was held for the EAC member-at-large for the 2016-2019. Lela Giannaris was elected to this position, and Mohammed Khalil was announced as the presidential appointment for 2016-2019. After completion of EAC business, Dr. Marios Loukas (Department of Anatomical Sciences, St. George’s University School of Medicine) lead a discussion regarding certification for anatomist and questions on how such a program might be organized and implemented.

The EAC symposium was held at the 2016 AACA meeting on Tuesday, June 14, 2016, 1:00 – 2:30 pm. The topic was Competency-based Anatomical Education and the symposium consisted of presentations and a panel discussion with Dr. Markku T. Nousiainen (Department of Surgery, University of Toronto), Dr. Wojciech Pawlina (Department of Anatomy, College of Medicine, Mayo Clinic), and Dr. Nirusha Lachman (Department of Anatomy, College of Medicine, Mayo Clinic). Dr. Nousiainen described his experiences in competency-based assessment of orthopedic surgery residents at the University of Toronto since 2009. This presentation discussed: (i) how the training program developed its CBME training program; (ii) the lessons learned in implementing the program; and (iii) the future direction of CBME as it relates to orthopaedic surgery residency training programs in Canada. Dr. Pawlina and his colleague Dr. Nirusha Lachman presented a talk regarding assessment of competencies in the anatomical sciences. They discussed assessments of cognitive and non-cognitive competencies in anatomical sciences. For millennial students, finding the right assessment tools with use of multifactorial assessment strategies is a key element for promoting authentic learning.

During the monthly EAC meetings, discussion and planning for the 2017 breakfast meeting program have continued. Current plans are to follow-up on a common question related to both 2016 discussions, core objectives for anatomical education. A core set of objectives would likely be required for standardizing certification of anatomy educators as well as designing competency-base curricula for broad use.

After discussion that centered on how most of the standing AACA committees have their own Facebook page, this discussion led to the following motion.

MOTION (Norton, Carmichael) – The AACA Council recommends that we consolidate the various AACA Facebook pages into the main AACA webpage. This motion was approved unanimously.

b. Clinical Anatomical Terminology (CAT) Committee ----- 9:08 a.m.
Chair's Report (Tom Gest)

Composition of Committee: Co-chairs: Tom Gest and Evan Goldman

Members: Sherry Downie, Paul Gobee, Chelsea Lohman, Brad Martin, Alan Richards, Ian Whitmore

The CAT Committee has met ten times since May 2016. The meetings initially included only members of the CAT committee but later meetings expanded to include certain members of FIPAT, with Pierre Sprumont and Paul Neumann frequently attending. The CAT Committee developed a joint-initiative for creating definitions based on the anatomical terms in the Terminologia Anatomica (TA).

The CAT committee has held bi-weekly meetings since June to further develop a "Guidelines and Patterns for creating anatomical definitions" document that was initiated by CAT member, Paul Gobée. The group has continued to expand and refine the comprehensive set of guidelines.

The group has also continued to expand and to refine the patterns that specify the syntax of how definitions are constructed for specific structures (e.g. muscles, tubes [arteries, veins, duct], nerves, bones, bone processes, etc.). The set of patterns and guidelines is continuing to grow as the CAT Committee expands into other types of structures. The document currently stands at 86 pages in length.

To facilitate the creation of definitions by non-CAT members, i.e. those individuals not familiar with the Guidelines and Patterns document, the committee is developing and alpha-testing two systems. First, they have begun creating a set of instructional videos, one of which was used, in part, during the CAT meeting at the 2016 AACA conference. Second, they are developing a software interface that will allow people to create definitions using a guided system in which Plain English Terms can be populated using 'pull-down' menus while anatomical terms can be written into placeholders. The construction of definitions in this interface is based on the syntax described in the Patterns. The group is currently alpha-testing the patterns and guidelines document and refining the Guidelines and Patterns document.

In order to move the work on anatomical definitions forward, the CAT Committee would like to find funding for a programmer who could help make an online definition generator based upon the patterns and guidelines. The CAT committee would like to request whether there is any mechanism for support from the AACA.

A development that had been coming for months but that came closer to fruition this past week is that negotiations are solidifying between Paul Gobée and Incision, a Dutch company involved with making surgical videos. Incision has offered to use their resources to develop approximately 300 anatomical definitions within the next 3 months. These definitions would reside on ATI (Anatomical Terms.Info) and would be used by Incision in support of their learning materials. Members of the CAT committee will serve to vet each anatomical definition created by Incision.

Phone expense has become a concern for the CAT committee, since they spend over \$200/month, which is more than any other committee, including Executive and MOPP. Therefore, they are currently looking into the possibility of moving to some lower cost conferencing, like Google Hangouts or GoToMeeting, and they will be testing solutions.

They have also begun discussions about the CAT symposium during the 2017 AACA meeting in Minneapolis. At this point, they are thinking about holding a definitions contest similar to the one that was held in Oakland.

c. Career Development ----- 9:20 a.m.
Chair's Report (Alan Detton for Sarah Greene)

Composition of Committee: Sarah Green (Chair), Yasmin Carter, Alan Detton, Nirusha Lachman, Tony Olinger, Eileen Kalmar

The role of the Career Development Committee (CDC) is to support career growth and the advancement of clinical anatomy knowledge for individuals at any stage of their career. Additionally, the CDC strives to encourage high quality anatomical research and scholarly educational work. The committee accomplishes these goals through sponsoring numerous activities, including the following at the annual meeting: judging of student posters (Sandy C. Marks, Jr. Award) and platform presentations (Ralph Ger Award), and sponsoring the CDC Breakfast Meeting and Mentorship Reception. Every other year, the CDC sponsors the Career Development Symposium.

At the 2016 meeting, the CDC was responsible for organizing the judging of student poster and platform awards. Judging was completed online by a majority of judges, allowing for much more efficient tabulation of submitted judging forms and determination of award recipients. Awards were presented at the Banquet.

During the CDC Breakfast Meeting on Tuesday, June 14th from 7:30-9:00 am, the CDC did a presentation and facilitated discussion on “Managing student elicited feedback for improved teaching quality.” Eileen Kalmar, of The Ohio State University, was elected as the Member-at-Large during the breakfast.

This year’s Mentorship Reception included a presentation by Dr. Amanda Osterloh, D.O. Dr. Osterloh discussed how she developed her clinical research project. Mentees and Mentors were then encouraged to interact and network, and the evening ended with the annual raffle.

A new Facebook page was created in 2015-16, and the CDC is continuing to work on posting mentorship-related topics to encourage interaction among members.

The CDC is currently narrowing down a symposium topic for the 2017 meeting. Encouraging networking throughout the conference, in addition to the mentorship reception, is also a topic that is being discussed for the 2017 meeting.

The CDC would like to thank the outgoing member, Gib Willett, for his incredible service the past three years. As well, the CDC would like to thank Caitlin Hyatt and Sarah Ann Keeter from the Association Services Group (ASG) for their assistance, and all members who helped our committee this year, including and especially our Award judges.

Discussion centered on the direction of the CDC with emphasis of mentoring for young faculty

d. Anatomical Services ----- 9:39 a.m.
Chair's Report (Angela McArthur for Brandi Schmitt and David Conley)

Composition of Committee: Angela McArthur (*ex officio*), Heather Balsiger, David Conley (Academic Co-Chair), Andrew Corson, Nicole Herring, Bobbi Morgan, Brandi Schmitt (Technical Co-Chair)

1. The Anatomical Services Committee (ASC) meetings on the third Tuesdays of every month. They have had had four conference calls since the 2016 AACA Annual Meeting to debrief from the Oakland meeting and discuss the 2016 survey results
2. In 2015, members of the ASC, due to recent legislative action, conducted a review of laws, rules and regulations which could potentially impact academic body donation programs.
3. At the ASC annual breakfast meeting, the committee reviewed their activities from the previous year, presented the finding of their regulatory review, held committee member elections, and presented a “Lessons Learned” session. During this latter session, three presentations were presented, including Angela McArthur (University of Minnesota) discussing the collision between social media and anatomy lab policies, Andrew Corson (University of California, San Francisco) shared practical reasons for electronic storage of donor files, and Todd Hoagland (Medical College of Wisconsin) shared the aftermath of a embalming fluid spill, including how it happened, new risk management procedures, and the positive outcomes that resulted. After this session, a discussion about record keeping practices and document retention requirements occurred.
4. Following the Henderson breakfast meeting, the poster session featured several anatomical services related presentations. Because the ASC recently created an award to be given to the best platform or poster presentation at the AACA Annual Meeting specific to scientific studies or case reports in the areas of donor preparation and management, administration of donor programs; and other related areas, the ASC created new judging forms to judge the posters that qualified for this award. Overall, there were 16 submissions for the ASC award but several were disqualified due to subject matter or presenter qualifications. The 2015 award went to Steven Carmichael from the Western University of Health Sciences.
5. The ASC also created an appendix form for the purpose of vetting vendors who propose to exhibit human anatomical specimens for purchase during AACA events.
6. For the 2016 ASC breakfast meeting, a similar agenda is planned as the 2015 meeting due to the positive feedback of the attendees to this session. The “Lessons Learned” session will focus on the anatomical preparation of human specifics.
7. In 2016, the ASC will also hold their symposium at the Annual Meeting. This 90 minute session will focus on donation databases, donor record keeping including document retention, and the tracking of human anatomical donors from acquisition to final disposition.
8. In 2016, the ASC will work to: 1) Enhance their web presence; 2) Create a \$100 ASC member fee; respond to inquiries and items of topical interest when warranted; and write a viewpoint article to be submitted to *Clinical Anatomy* on the AACA’s Best Practices for Anatomical Donation Programs document.

After the presentation was complete, discussion ensued concerning the creating a special membership category for technical Anatomical Services members, which would be at a reduced price to regular membership dues. Following this discussion, the following motion was made.

MOTION (Carmichael, Porta): To approve a special membership category with a reduced membership fee for technical Anatomical Sciences members. The motion passed unanimously. The Council charged the Executive Council with the implementation of this motion.

Neil also mentioned the importance of asking the chairs of each committee who are the most active members in each committee, and he uses this knowledge for his Presidential Appointments to the benefit of the committee chairs.

e. *ad hoc* AACA Certification Committee ----- 9:43 a.m.
Chair's Report (Angela McArthur)

Composition of Committee: Angela McArthur (Chair), Mandi Collins, Andrew Corson, Tom Gest, Eileen Kalmar, Tory Knutson, Brandi Schmitt

Angela populated this *ad hoc* committee with these listed AACA members to determine They sent out a survey regarding the Anatomical Services programs, and their initial survey results covered 37 of 50 states (74%).

Motion (Norton/Porta) – To have the *ad hoc* committee go forward with the certification process. Motion passed unanimously.

f. AACA Membership Committee ----- 10:55 a.m.
Chair's Report (Marios Loukas)

Marios reported that 81 new members that have joined the AACA since June 1st. We currently have 557 AACA members (to date). Marios also mentioned that he is working on developing analytics to keep a better track of specific information concerning membership.

{BREAK 10:57 a.m.}

6. MEETINGS -----

a. Program Secretary/Meeting Organization and Program Planning (MOPP) Committee
Chair's Report (David Porta)

David started his report by listing the 17-22 people included in the MOPP committee conference calls. He mentioned that the MOPP committee has met three times since the Oakland meeting. He started by discussing the 2016 AACA Regional Meeting, the five universities that hosted, the four corporate exhibitors that participated, the 74 meeting attendees (up from 61 people in 2015), and its schedule. He complimented the work done by Kurt Gilliland at UNC-Chapel Hill in the organization of the meeting. While the schedule went well, one suggestion was to spread out the times of the poster presentations, so the student presenters can view the research presented by their peers and other presenters. He reviewed the results of the Regional Meeting survey, where most attendees stated that they were interested in attending the annual meeting in Minneapolis.

b. 2016 Annual Meeting Report (Porta)

Concerning the Oakland meeting, David reported that the banquet was moved to Friday, and other highlights from the 2016 meeting. David also reported 225 at the opening session and the attendees at the other sessions. 190 initial abstracts, 32 returned for format, only 4 late breaking submissions, and 23 total rejections. 350 registrants, 18 platform sessions, 113 publishable posters, and 26 not publishable posters. 100 people responded to the survey,

plus 3 exhibitors returned the survey. 77% agreed that meeting met their professional needs (down from 84%).

Changes that were made for 2015 meeting included:

- 1) Moving breakfast meeting from 7am to 7:30am
- 2) Implementation of graduated lunch breaks (including 90, then 75, then 60 minute breaks) to give attendees time to familiarize themselves with the restaurant options in the area.
- 3) Moving all student platform presentations to the first two sessions to help expedite the judging for student awards
- 4) Presenting each student platform presenter with a certificate
- 5) Launching of an application that contained the Annual Meeting Program for attendees
- 6) Extending poster sessions from 60 minutes to 75 minutes as well as grouping posters by anatomical regions.

David finished his 2015 Annual Meeting Report by reporting some of the meeting statistics post-meeting survey results, and issues that arose during the meeting. Highlights are included:

2015 Annual Meeting Statistics

- 1) Increase in abstract submissions (147) from 2014 (139)
- 2) Increase in abstracts returned to submitter due to formatting errors (51) from 2014 (20)
- 3) Increase in abstract rejections (24) from 2014 (10)
- 4) Decrease in submissions of late breaking abstracts (21) from 2014 (26)
- 5) Increase in meeting registrations (338) from 2014 (327)
- 6) Decrease in platform presentations (22) from 2014 (29), tech fair presentations (3) from 2014 (6), and publishable posters (78) from 2014 (80)
- 7) Increase in the posters NOT published in *Clinical Anatomy* (43) from 2014 (40)

2015 Annual Meeting Survey Results (76 members & 7 exhibitors responded to the survey)

- 1) Only 23% of survey respondents teach undergraduate students and 2% teach physicians
- 2) 84% stated the meeting met their professional needs (4 or 5 on Likert scale)
- 3) 87% stated they would attend the AACA meeting again
- 4) Concerning the dates of the meeting, only 2 respondents wanted the meeting moved back to July.
- 5) 21 survey respondents used the mobile app; 55 did not use it.
- 6) 62 (of 71) survey respondents want the mobile app to be available for future meetings
- 7) Only one exhibitor had a negative experience, and it was specific to the exorbitant internet cost within the meeting site.
- 8) The rest of the survey results are still being reviewed by the MOPP committee.

2016 Annual Meeting Issues/Suggestions for Improvements

- 1) We need to add a break after the Wiley/Clinical Anatomy luncheon
- 2) We need to improve the IT issues, including the loading times of the presentations
- 3) We need to improve the Awards Presentations
- 4) We have too many poster presenters who are not present at their poster during judging
- 5) We had an issue concerning plagiarism.
- 6) We had an issue concerning a member making unwelcome advances towards another member.

After this part of the presentation, discussion ensued concerning the last issue, which led to a push for adopting a Sexual Harassment policy for the AACA. Neil presented a document

that he had prepared in preparation for this discussion. After reviewing the document and making sure it will be included in the 2016 AACA Annual Program, the following motion was made.

c. 2017 Annual Meeting Committee Report (Porta)

David reported preparation for the 2017 Annual Meeting in Minneapolis was proceeding on schedule. This meeting is scheduled to occur from July 17-July 21 in 2017. He mentioned that a new abstract submission software was purchased, and they are trying to implement it by November 23, 2016. He talked about the ease of the software in abstract submission and the importance of a “Hint” button, which will assist submitters during the process.

The Minneapolis venue had four site visitors (David, Caitlyn, Angela, and Jennifer Burgoon). David went through the layout of the hotel and the plans for the meeting based upon the layout. The Wednesday Social Event will be on the 6th floor, and Angela stated that several demonstrations and exhibits are being planned. He also mentioned that the postgraduate course at the Visible Heart Lab at the University of Minnesota.

He gave the following timeline for preparations for the Oakland meeting, which including reviewing the abstract submission process in October, opening the abstract submission process in late November, soliciting abstract reviewers in February, setting the abstract submission deadlines for March 9th and March 31st for late breaking abstracts, establishing April 15 as the early bird registration deadline noting that abstract authors must register by April 27.

d. Future AACA Annual Meetings (Porta/Atkinson)

The 2018 AACA Meeting will be in Atlanta with Larry Wineski and Sarah Greene serving as the local hosts.

The 2019 AACA Meeting may be in Tulsa with Elmus Beale serving as the local host.

For the 2020 AACA Meeting, we are hoping for a joint meeting with the British Association of Clinical Anatomists (BACA).

The 2021 AACA Meeting may be in Ft. Worth with Rusty Reeves serving as the local host, The 2022 AACA Meeting may occur in San Antonio with Chris Walters serving as the local host.

MOTION (Porta/Gest) – To appoint Sarah Greene as the co-meeting manager for the 2018 and 2019 AACA Meeting. The motion passed unanimously.

Discussion concerning the abstract submission process ended the presentation.

WORKING LUNCH ----- 12:00 p.m.

7. **AWARDS** (Lambert/Norton) ----- 12:05 p.m.

a. Honored Member Award – After presenting each candidate, Dr. James “Jim” Collins was selected by Council for the 2017 AACA Honored Member Award.

b. R. Benton Adkins, Jr. Distinguished Service Award - After presenting each candidate, Ronn Wade was selected by Council for the 2017 R. Benton Adkins, Jr. Distinguished Service Award.

{BREAK 1:50 p.m.}

8. **JOURNAL COMMITTEE** (Marios Loukas) ----- 2:03 p.m.
Impact factor is 1.316, which is similar to the 1.332 number from the previous year. Shane covered topics of future special issues, including superficial landmarks, common chromosomal abnormalities, evidence based anatomy, anatomy education in the new
9. **POSITIONS FOR 2017 ELECTION** (Lambert/Norton) ----- 2:05 p.m.
Wayne stated that Greg Smith was appointed to Chair the AACA Nomination Committee. For the 2017 AACA Election, the following 5 positions will need to be filled on Council.
- 1) AACA President-Elect
 - 2) AACA Secretary
 - 3) Special Councilor – Allied Health
 - 4) Two Councilor-at-Large positions
10. **ASG REPORT** (Hyatt) ----- 2:09 p.m.
Caitlyn covered the ASG hours that will be billed to the AACA in 2016. It is anticipated the hours for ASG will be higher this year due to leadership changes. Caitlin stated that the ASG are responsive to any request, so they can improve in the future and noted the importance of the ASG quality assurance evaluation that was sent to Council.
11. **TREASURER’S REPORT** ----- 2:11 p.m.
Treasurer's & Committee Chair's Report (Tom Gest)

Tom reviewed the financial standing of the AACA. While showing the Council members the major meeting expenditures from our 2013-2016 AACA Annual Meetings, Tom reported the 2016 Oakland meeting led to an AACA profit of \$38,589, after \$168,957 in income and \$130,368 in expenses. This AACA profit of \$38,589 is a record profit when compared to our past annual meetings (\$35,780 in Orlando in 2014; \$6,437 in Denver in 2013; \$10,344 in St. Georges in 2012). The AACA has a current bank balance (on September 31, 2016) of \$212,413 and he reported a profit of \$353,478 and expenses of \$284,976 for a net gain of \$68,502 in 2016. Tom listed the royalties derived from the *Clinical Anatomy* journal as \$74,910 in 2016, which is an increase of \$7,648 from the previous year (2014). She also listed the breakdown in expenses and hours worked by ASG. While Carol has been working to grow our savings to support a one year operating budget (~\$300,000), she mentioned that she is happy that our financial well-being is still heading in a positive direction. At the conclusion of his presentation, Tom suggested increasing the cost of advertising job openings on our website to increase our web income.

MOTION (Gest/Carmichael) – To increase the cost of posting job listings on our website from \$100 to \$150 for six months. The motion was approved unanimously.

12. **OLD BUSINESS** ----- 2:59 p.m.
Brief update from *ad hoc* AACA Committees
a. *ad hoc* AACA Legacy Committee ----- 3:00 p.m.

(Anne Gilroy)

Anne mentioned the importance of emphasizing the history of the AACA to our young members. She complimented Neil on recognizing the past presidents and Honored Members during our opening ceremony at the Oakland meeting. Anne mentioned that they want to continue to highlight our Honored Members and people who significantly impacted our professional association by making posters to highlight their lives and accomplishments. These posters will continue to grow in numbers to form a historical gallery at each meeting. Anne will also post the Legacy poster that debuted at the Oakland meeting. Other ideas were floated to develop the AACA L

b. *ad hoc* Committee for CME ----- 2:31 p.m.

(Marios Loukas)

Marios has been working with his legal department at St. George’s University in Grenada to discern if the AACA could be an accredited body who can offer CME credits in any state. He mentioned we could also go through Wiley to get CME credits for reviewing papers. Discussion also went back to the competencies for anatomy teachers. Marios would like to have different working groups to figure out competencies on different regions of the body.

13. NEW BUSINESS -----{3:15 p.m.}

David wanted to have the Bylaws changed to where the terms of officers ended after the end of the Annual Meeting.

ADJOURNMENT: 3:17 p.m.

Respectfully submitted,
H. Wayne Lambert
AACA Secretary