ACVPM Epidemiology Specialty Minutes
September 10, 2018 at 7:00PM EDT

Attendees: Drs. Kimberly Orr (President), Tom Doker (Secretary), Tom Berg (Executive Vice President), Christa Hale (Continuing Education/Nominations Committees Chair), Benjamin Newcomer (Credentials Committee Chair), Kathy Orloski (Examinations Committee Chair), and Bob Brady.

Approval of 15 July 2018 Meeting Minutes (Dr. Orr): Approved as written. INFO

Old Business

1. EVP Transition Update (Dr. Berg): Dr. Berg officially assumed ACVPM EVP duties 1 August and Dr. McCall will assist with the transition until 1 February. Drs. Berg and McCall interact almost daily now. Dr. Orr complimented Dr. Berg on the transition and welcomed him aboard. Dr. Orr reported that three to four partial applications were submitted for the specialty. Dr. Berg has seen one only so far which consisted solely of one letter of recommendation. The application process will be centralized on the new YM website. INFO

2. Credentials Committee (Dr. Newcomer): No new applications that committee is aware of yet. Dr. Orloski reported that one person (Rachael Kreisler) was having trouble with the application process. Process is open until 15 October but will consider an extension if necessary. Dr. Berg has access to ACVPM email and can monitor. INFO

3. Examinations Committee (Dr. Orloski): Nothing significant to report. Had a question regarding exam administration...should the specialty continue using the current handwritten exam or consider using a computer option similar to ACVPM’s ExamSoft? Advantages include options for remote testers but unsure if college would incur additional costs. Dr. Berg will check if current 3-year contract can be modified and what the expenses may be. Current exam consists of 13 questions with the tester choosing 10 questions to answer. Calculations and essay portions are submitted. Other advantages for ExamSoft is that the application takes over the user’s computer so that only the exam is accessible, saves all data, and locks the exam. OPEN (Dr. Berg)

4. Continuing Education Committee (Dr. Hale): Nothing significant to report. Will synchronize activities with the corresponding ACVPM College CE Committee. Will reach out to the Chair and have an Epi Specialty member attend all committee meetings if possible. OPEN (Dr. Hale)

5. Nominations Committee (Dr. Hale): Seems early to start now but perhaps should consider. INFO

6. New Website Update (Dr. Berg): Still building front page, just a blank slate for now (no logos or color). Have been consumed primarily with back end development for now. Key
is now ACVPM administrators will be able to manage all content vice needing to coordinate with YourMembership (YM) administrators. Should be able to copy Epi Specialty content for movement to YM website and then the Epi administrator(s) can edit the page(s) as necessary while all changes will be tracked and can always return to earlier versions. Can create an event for administering an exam. The Epi Specialty can determine who and how many administrators they require and Dr. Berg can manage administrator rights. Can develop a custom form for applicants and can upload files. Proposed membership types include epidemiology member, epidemiology candidate, and epidemiology diplomate (active, inactive, emeritus). Exam Committee will be able to create an event and manage testing through the website. An Epi Specialty file can be created so consider pictures/files the specialty would like to include. Meeting minutes can be posted by the specialty. Specialty should decide who should have administration rights and Dr. Berg can manage. 1 December is the planned website start. Can use eCommerce function of website to manage dues and application fees. Now, $50 exam fee, $30 retake fee, and $150 join fee for Epi Specialty. Administrator trainings available from YM. Now, Dr. Doker has administration privileges. Dr. Berg will import records from Beyond Indigo to YM focusing on cleaning the membership database. Some discussion about raising annual dues to $180.

INFO

Other Business

1. Meeting adjourned at 8:06 PM EDT