



60th Anniversary Committee (Ad Hoc Committees)

Description: This Committee has been created to celebrate the ASC's 60th Anniversary at the ASC Annual Scientific Meeting.

2011-2012 Initiatives

- To create themes and recognition ideas for the 60th Anniversary Meeting.

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Awards Committee (*Ad Hoc Committees*)

The **Awards Committee** makes recommendations to the Executive Board for recipients of the major achievement awards of the Society presented each year at the annual scientific meeting. The committee also evaluates the awards process and recommends changes or revisions as necessary.

Responsibilities

- Call for nominations for the Papanicolaou Award, the Cytotechnologist Award for Outstanding Achievement, and Excellence in Education Award; review the nominees' credentials and present at least two candidates for each award to the Executive Board for the Spring Meeting.
- Maintain a list of nominees of the previous four (4) years to be considered for the above awards each year.
- Review applications and make recommendations to the CAP Foundation for the Zeiler Award.
- Develop criteria for new awards based on the evolving role of cytopathology, as needed.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Solicit nominees and proposed at least two candidates for the Papanicolaou Award, the Cytotechnologist Award for Outstanding Achievement, and Excellence in Education Award
- Review the scoring criteria that also includes discussion of the candidates for the ASC Achievement Awards
- Provide the ASC Board with the top three candidates with a brief summary of why they were selected for EB to consider for final selection.

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Budget and Finance Committee (*Standing Committee*)

Description: This Committee manages the financial concerns of the Society.

Responsibilities

- Review and present Budget prepared by the Executive Director and Secretary-Treasurer, and make recommendations regarding the Budget in a timely manner.
- Consider requests for budget allocations from ASC Committees, Task Forces, Liaisons and Members.
- Review and evaluate membership dues and adjust annually or bi-annually to account for the cost of added programs and regular inflation.
- Manage operating costs to ensure they remain within 15 - 18% of total expenses.
- Propose a plan to recommend salary increases for the National Office Staff.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Develop a reserve strategy to include an overall reserve target (as a percentage of operating expenses), as well as policies and procedures for use and payback of reserve funds.
- Review and report on the findings of the End-Of-Year Audit with consultation from outside accountants as needed.
- Determine if the ASC's 60th Anniversary can be leverage financially

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The ASC Bulletin Editorial Board (Ad Hoc Committees)

Description: The ASC Bulletin Editorial Board publishes *The ASC Bulletin*, the official publication of the Society that is sent to all members. The Board writes, solicits articles and advertisements, and suggests improvements for the bi-monthly newsletter.

Responsibilities

- Work in concert with the Executive Board and other committees to communicate issues to the ASC members.
- Publicize committee activities.
- Solicit technical and clinical practice articles.
- Embark on a continuing improvement program for content.
- Improve CME or self-assessment modules in *The ASC Bulletin*.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Emphasize the 60th Anniversary moving forward tying in the theme in each issue
- Publish a special issue highlighting 60th anniversary and the members who have been with the ASC for a substantial time
- Use *The Bulletin* as an opportunity to raise the visibility of the organization and the field and provides value to the ASC member
- Determine if it would benefit the ASC members by publishing the Bulletin monthly
- Include a complimentary blog site with featured articles on the ASC Web site

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Continuing Education Oversight Committee (*Ad Hoc Committees*)

Description: This committee oversees and evaluates the effectiveness of the overall ASC CME and CE Programs. The Committee is responsible for reviewing the evaluations from the ASC educational activities and relaying any topics, changes, or improvements for the overall CME Program to the respected committees for implementation.

Responsibilities:

- Oversee the development of ASC education meetings and learning resources
- Review all educational committee programs to identify professional performance gaps
- Evaluate the effectiveness of the ASC's overall CME program and suggest improvements to the program.
- Provide oversight and assistance to the ASC regarding ACCME Policies.
- Send follow-up surveys to CME activities participants to determine the usefulness of the educational content.
- Review CME evaluations and run statistics to designate needs of the participants.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Provide a forum for collaboration and coordination of efforts among educational committees including creating a central repository for all educational proposals
- Explore new areas and methods for education
- Assess the impact of online learning
- Ensure that the offerings are meeting the needs identified in the Future of Cytology report.

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Cytotechnology Educational Resource Committee (*Ad Hoc Committees*)

Description: This committee monitors and develops cytototechnology educational material and other resources for the cytototechnology programs for the ASC Web site.

Responsibilities

- Identify funding sources for cytototechnology programs
- Develop student recruitment materials for the ASC Web site
- In coordination with the CPRC to identify potential models for future cytototechnology training
- Anticipate and address changes in clinical practice and clinical implementation of research findings that need to be included in training to fully prepare the next generation of cytototechnologists.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Create and update the *Cytopathology Innovation Resource Center (CIRCe)* for the ASC Web site.
- Assist in developing the Strategies in Cytopathology Education Course held at the ASC Annual Scientific Meeting
- Encourage educators to share educational resources on the CIRCe.

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Clinical Practice Committee (*Ad Hoc Committees*)

Description: This Committee purpose is to monitor laboratory regulations that affect clinical practice and address the challenges of laboratories to improve the service of the cytopathology laboratory.

Responsibilities

- Anticipate and address issues related to safety, quality and efficient utilization of cytology laboratory services and practice.
- Maintain awareness of new developments and trends in clinical cytopathology practice and communicate these to pertinent committees, including Scientific Program and other educational committees, for inclusion in programming and other committee activities.
- Comment on regulatory documents as appropriate
- Collaborate with the Government Affairs and Economic Policy Committee to provide prompt and timely input on issues pertaining to clinical practice.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Review recommendations that come out of the ASCCP symposium on HPV molecular testing and respond with guidance on the appropriate course of action in regard including to screening algorithms.
- Inform the ASC members, via *The ASC Bulletin* and ASC Web site of the outcomes of the above.
- Serve as a resource for the ASC National Office staff when questions arise regarding laboratory guidelines, practices and legislative issues.
- Blog about important issues concerning the field on the ASC Web site.

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Companion Meeting(s) Subcommittee (*Ad Hoc Committees*)

Description: This Subcommittee is responsible for corresponding and developing program/courses for organizations outside of the ASC, such as, USCAP and ASCP.

Responsibilities

- Create and implement ASC programming for companion meetings at other professional societies.
- Coordinate program development with Scientific Program Committee and Continuing Educational Oversight Committee.
- Draw upon previous successes in other ASC educational programs.
- Submit programs to Exec Board for approval

2011-2012 Initiatives

- Develop program for the 2013 USCAP Meeting in coordination with the PSC.
- Develop program for the 2012 ASCP Meeting.
- Develop programming for new companion meetings as opportunities arise.

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Cytopathology Program Directors Committee (*Ad Hoc Committees*)

Description: This Committee reviews current RRC guidelines of cytopathology fellowships and develop tools or templates to assist program directors in complying with the requirements and the ACGME competencies.

Responsibilities

- Regularly engage Program Directors, including communication through web-based communication tools (ASC List-serve or other methods).
- Anticipate and address changes in clinical practice and clinical implementation of research findings that need to be included in fellowship training to fully prepare the next generation of cytopathologists.
- Assist in developing the Strategies in Cytopathology Education Course held at the ASC Annual Scientific Meeting. Continually develop and share best practices in education,
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Share best practices and training for future models of practice
- Share documents and Fellowship Program resources on the newly created *Cytopathology Innovation Resource Center (CIRCe)* on the ASC Web site

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Cytotechnology Program Review Committee (*Standing Committee*)

Description: This committee manages the ongoing review process for all new and existing Schools of Cytotechnology and makes recommendations to CAAHEP as to the status of each program.

Responsibilities

- Advise and collaborate with the Cytotechnology Education Resource Committee on issues related to Cytotechnology education.
- Monitor and review Cytotechnology Programs to ensure compliance with Standards and Guidelines for the Accreditation of Educational Programs in Cytotechnology and the policies and procedures of CAAHEP and CPRC; and make recommendations for accreditation
- Alert the Executive Board when the status of Cytotechnology Program's changes.
- Participate in CAAHEP as a delegate.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Monitor the impact (financial and administrative) for the multi-organization sponsorship of the CPRC.
- Identify areas where collaboration of organizations may benefit the educational process as a whole
- Address issues discussed in the Future of Cytology White Paper and move the training programs towards future models of practice.

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Cyto-econference Committee (*Ad Hoc Committees*)

Description: This Committee develops and manages the ASC Cyto-eConference program in cytopathology.

Responsibilities

- Participates in the Continuing Education Oversight Committee
- Ensure ACCME compliance for the Cyto-eConference
- Evaluate previous recorded Cyto-eConference to determine if content is current.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives:

- Develop the 2013-14 Cyto-eConference and archive program to reflect current and future needs
- Moderate Cyto-eConference Program
- Explore developing “Special Webinars of Interest”

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Educational Planning Committee (*Ad Hoc Committees*)

Description: This Committee reviews and suggests new items to be placed on website and periodically reviews of current educational items on site. The Committee is charged with investigating and evaluating other educational and teaching methodologies to meet the professional educational needs of the members of the Society.

Responsibilities

- Participate in the Continuing Education Oversight Committee
- Coordinate and prioritize the stream of e-learning components with the National Office staff.
- Generate and develop content for educational activities with an on-line component, making sure that some of the content has the possibility of CME and/or SAM.
- Consider web-based programs using virtual slides and offerings for MOCs and SAMs.
- Ensure that all programs meet ACCME requirements.
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Update and monitor the Case Studies and Virtual Slides in coordination with *The ASC Bulletin* Editor
- Reach out to Cytotechnology Program Directors and Fellowship Program Directors to encourage submission of cases
- Develop new program ideas for online course (distance learning/on demand programming)
- Consider ideas such as large focused course that may migrate to the Scientific Program Committee to advance the Future of Cytology
- Review the online Bethesda Atlas and update as needed

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eJournal Committee (*Ad Hoc Committees*)

Description: This Committee is responsible for monitoring scientific journals for articles of interest for the online education activity, eJournal Club.

Responsibilities

- Participates in the Continuing Education Oversight Committee
- Submit the planned program to the Executive Board for approval.
- Consider expanding to one article/month (12 per year)
- Develop a hot topic Webinar from one article in coordination w/Cyto-eConference Committee
- Ensure ACCME compliance for the eJournal Club
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Produce at least six eJournals per year

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Ethics and Conduct Committee (*Standing Committee*)

Description: This Committee reviews professional conduct or potential conflicts of interest when tasked by the Executive Board, develops ethical guidelines on specific topics, and review ASC policies when directed by either the EB or the President

Responsibilities

- Anticipate changes in ethical standards and conducts in medicine and science, and proactively recommend changes to processes and activities within the ASC.
- Receive and respond to complaints from ASC members.
- Review professional conduct or potential conflicts of interest when tasked by the Executive Board.
- Develop ethical guidelines on specific topics, when directed by the Executive Board.
- Monitor the ASC Listserve for breach in conduct or ethics.
- Nominate colleagues for ASC Achievement Awards

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2011-2012

BOARDS, COMMITTEES AND REPRESENTATIVES

ASC Foundation Board (*Standing Committee*)

Description: The ASC Foundation expands financial support for the Society's mission and its strategic goals of education, advocacy and research.

Responsibilities

- Develop and implement fund-raising programs that bring in new sources of financial support for the ASC.
- Identify and outreach to potential donors (members, non-members, organizations, industry partners, foundations) and cultivate them as donors.
- Raise visibility and awareness to promote ASC fund-raising programs, including writing articles for *The ASC Bulletin* regarding the activities of the Foundation and other communications
- Prepare an annual report on Foundation activities to be shared with members, donors, and friends of the ASC, including presentation at the Annual Meeting and hardcopy mailing.
- Provide regular acknowledgement and thanks to donors.
- Review applications for the Cytotechnologist Scholarship, Resident/Fellow Annual Meeting Scholarship and Patient Advocacy Grant and select the recipients???
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Leverage the 60th Anniversary as an opportunity for special fund-raising efforts.
- Explore new donor targets and methods.
- Review the current grants and determine if the grants should be repurposed to address future forces of change in the field, future practice trends, and to attract the best applications.
- Evaluate whether a full/part-time staff member dedicated to fundraising (commission based) would benefit the ASC's fundraising efforts.
- Increase acknowledgement and "thank you's" to those who have given to the Foundation
- Solicit corporations, foundation, membership and public for contributions to the ASC Foundation.
- Develop special theme fundraising activities for the 60th Anniversary
- Expand the contributors spheres



2011-2012
BOARDS, COMMITTEES AND REPRESENTATIVES

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2011-2012

BOARDS, COMMITTEES AND REPRESENTATIVES

Government Affairs and Economic Policy Committee (*Ad Hoc Committees*)

Description: This Committee monitors legislative and regulatory events, which affect the practice of cytopathology, and communicates information about those events to the Executive Board and the membership of the Society. This information allows the Society and its members to respond to issues influencing their profession.

Responsibilities

- Communicate with the AMA, CAP, ASCT, ASCP and various governmental agencies when issues relating to cytopathology arise.
- Serve as a resource for the ASC National Office staff when questions arise regarding laboratory guidelines, practices and legislative issues.
- Update as necessary the Cytotechnology Scope of Practice document.
- Encourage ASC members to be active in the legislative arena.
- Monitor and respond to requests regarding payment and economic issues affecting ASC members.
- Nominate colleagues for ASC Achievement Awards
- In a timely manner, inform ASC members and the Executive Board of any proposed state or national regulations or legislation affecting them.
- Provide a unified voice with the related organization, CAP and ASCP

2011-2012 Initiatives

- Explore partnerships with other organizations to expand and enhance activities above.

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Membership Committee (Standing Committee)

Description: This committee is responsible for determining the eligibility of applicants for membership in the Society and recommending those qualified for membership.

Responsibilities

- Create programs and “drives” to actively recruit and attract new members to the ASC, including an annual regional membership drive at the location of the Annual Scientific Meeting.
- Review membership applications and approve for ASC membership on an as needed basis
- Increase net membership numbers by 5 percent each year
- Continue to assess and optimize the value of ASC membership
- Monitor growth and attrition rates by membership categories and suggest programs or strategies for retention. Co-host with the Executive Board the first time gathering at the ASC Annual Scientific Meeting
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Create a special membership drive for 60th Anniversary
- Identify and address member constituency gaps
- Evaluate the 2011 Membership Survey and provide summary report and recommendations to the Board.
- Identify new and innovative member benefits
- Create an Educational Menu to offer to the ASC memberships when renewing membership and evaluate the response
- Determine how the ASC responds or change approached based on the results of the Membership Survey
- Review the success of the International membership

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Nominating Committee (*Standing Committee*)

Description: This Committee provides to the Society a slate of nominees for each of the four offices and for each of the positions on the Executive Board to be filled by vote of the voting members.

Responsibilities:

- Develop a slate of nominees that will ensure adequate constituency representation, and offer proper expertise and leadership skills to the Board
- Promote diversity on the Board by requesting nominations from the membership, including solicitation of nominees from ASC committees.
- Develop the slate of nominees for open positions on the Board for the Executive Board's review and approval prior to creation of the ballot for voting members.
- When necessary, identify additional candidates (other than those nominated by membership) for Executive Board and Officer positions.
- Prepare articles regarding the nomination process and candidates for the *The ASC Bulletin* and other communications
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Evaluate nominations for Board positions from the membership
- Evaluate the effectiveness of the minimum eligibility criteria.
- Ensure that process in selecting nominees includes scoring and discussion, and that these are shared with the Board when submitting the slate of candidates for approval.

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Progressive Evaluations of Competency (PEC) Committee (*Ad Hoc Committees*)

Description: This Committee updates and monitors the sequential examination given to the cytopathology fellows, pathology residents and senior residents.

Responsibilities

- Ensure that topics and questions are aligned with those on RISE to ensure adequate preparation of trainees for future success on board examinations.
- Continually update and solicit questions from a variety of sources (e.g., Annual Scientific Meeting Seminar Directors, Cyto-eConference Presenters, members of educational committees and Cytopathology Program Directors Committee)
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Monitor, Update, and review the effectiveness the PEC Exams and Questions
- Explore partnership with ASCP RISE Committee to share questions and images
- Consider expanding the PEC for cytotechnologists
- Consider offering an online “mock Board preparation exam” for cytopathology fellows.

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Public Affairs Committee (*Ad Hoc Committees*)

The **Public Affairs Committee** is charged with developing programs to provide information on issues of cytopathology to the public and developing patient education program for the Internet

Responsibilities

- Monitor current articles, news feeds, etc that affect the field of cytopathology and develop a response as needed.
- Recommend ways to promote ASC's standing among other pathology and medical societies.
- Recommend improvements to the ASC Web site in order to better educate the public, physicians and our members about the Society's mission, programs and events.
- Promote the positive image of the field of cytopathology
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Develop special communications leveraging the 60th Anniversary to promote the field and organization
- Explore 'sunsetting' the ASC List-serve and replacing with more modern web-based communication that members find useful and friendly.
- Expand communication promoting the ASC and its activities to a broad audience, using social media.
- Increase activity on Facebook, LinkedIn, Twitter, etc.
- Blog regularly about important issues concerning the field on the ASC Web site.
- Increase communications/announcements for Annual Meeting
- Daily blogs or Tweets re: annual meeting activities/highlights
- Develop press releases on hot topics/abstracts from the ASC Annual Scientific Meeting.
- Explore development of a media day at the ASC Annual Meeting by inviting press.
- In collaborations with the Clinical Practice Committee consider a paper after the results of the Cervical Cancer Screening & Prevention: The Role of Molecular Testing are announced.
- Explore jointly branded communications with the ASCP or other organizations on hot topics and advocacy areas.
- Work with Government Affairs and Economic Policy Committee for press release on policy changes and the effects on the practice of cytology



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Research and Current Concepts Committee (*Ad Hoc Committees*)

Description: This Committee monitors and evaluates current concepts and technological developments in cytology. It works with the Scientific Program Committee, *The ASC Bulletin*, and other ASC committees to effectively communicate this information to the Society and its membership.

Responsibilities

- Maintain awareness of new developments and trends in research and implementation science pertinent to cytopathology and communicate these to pertinent committees, including Scientific Program and other educational committees, for inclusion in programming and other committee activities.
- Advocate for the cytologic method in clinical trials, biorepository development, and other emerging research programs and funding opportunities.
- Evaluate abstracts at the ASC Annual Scientific Meeting and select the recipients for the Warren R. Lang, MD Resident Physician, Cytotechnologist Scientific presentation, ASC Foundation – Future of the Profession and the Geno Saccomanno, MD New Frontiers in Cytology Awards
- Evaluate applications for the Foundation Research Grants
- Review the current award criteria and process and update as necessary
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- Develop a process to review the abstracts and grant applications (ie, create subgroups for reviewing purposes)
- Produce a yearly summary article for *The ASC Bulletin* on Cell Biology research relevant to diagnostic morphologic features of cancer including a summary of important points relevant to Cytopathology from the yearly Cell Biology meeting.
- Correspond with Cell Biology journal editors to request that authors integrate the morphology of their cancer cell model systems into their studies (the ASC Web site would be a resource).
- Correspond with national research agencies (i.e. NIH) addressing funding needs for basic research related to Cytopathology.
- Provide names of potential speakers for the ASC Annual Meeting.

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Scientific Program Committee (*Standing Committee*)

Description: This committee plans the scientific content of the ASC Annual Scientific Meetings, including the selection of additional sessions (Cytology Workshops, Panel Luncheon Seminars, etc.) and abstracts for platform and poster presentations.

Responsibilities

- Identifies and plans all programming for the ASC Annual Scientific Meeting.
- Participates in the Continuing Education Oversight Committee to coordinate activities with planning for other ASC programs
- Ensure ACCME compliance for the Annual Scientific Meeting
- Consider new approaches in presentations such as recording sessions, streaming on-line events.
- Continue to foster collaborations with other Societies (PSC, BSCC, etc.)
- Nominate colleagues for ASC Achievement Awards

2011-2012 Initiatives

- 60th Annual Scientific Meeting Scientific Program.
- Select special speakers for the Koss Lectures and New Frontiers at least 15 months prior to the Meeting (with assistance from ASC Executive Board)
- Participate in development of processes for easily identifying educational programs and leaders in order to facilitate planning of regional and companion meetings.
- Ensure that the offerings are meeting the needs identified in the Future of Cytology report.

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