**2013-2015 Publications Committee Report**

**Denver, Colorado**

**Committee Chairperson**: Latha Radhakrishnan  
**Committee Members**: Angela Appling, Ravi Bacchus, David Kim, Kellie Kocher, Lan Le, Samantha Pelham, Jarjeet Singh, Lauren Spada, Daniel Welch, Johnny Wong, and Gregory Zumach

**Charge #1: Update and revise the Kappa Psi Recruitment Brochure.**

**COMPLETED**

The official Kappa Psi Pharmaceutical Fraternity Inc. Recruitment Brochure was revamped and approved by the executive committee. The new brochure includes the most current Fraternity statistics, a “how to section on contacting Brothers and Chapter Members”, and a Quick Response (QR) code. I’d like to thank Angela Appling and Greg Zumach for taking the lead on this project. Brochure samples will be available for viewing at the 57th Grand Council Convention (GCC). The committee strongly encourages Collegiate Chapters to order the new brochures from The Central Office well in advance to the start of the academic year.

**Charge #2: Promote existing publications at all Province Assemblies.**

**COMPLETED**

All official Fraternity publications were promoted at Province meetings, many Chapter meetings, via letters of communication, and within the Fall and Spring Packets. While the location of each publication on the international webpage was shown at Province meetings, time constraints were the main challenge.

Challenge: While much promotion of publications took place during the 2013-2015 term, there was not enough time at meetings to really get into the “meat” of each and every publication. The information within each publication is relevant and purposeful. The specifics within these documents would truly benefit the Brothers and their respective Chapters.

Recommendation: Consider holding a mandatory “Publications Workshop” at the 58th GCC and perhaps mini workshops at Province meetings.

**Charge #3:** Work with the Web Services Committee to create a “how-to” page on the national website with documents that assist Chapters in carrying out their various activities.

**IN PROGESS**

The committee initiated a google document to present ideas on creating such a page. This will have to be completed with the assistance of the Web Services Committee in the 2015-2017 term.

**Charge #4: Update the Kappa Psi Publications spreadsheet as needed.**

COMPLETED

The Kappa Psi Publications excel spreadsheet has been updated for the 2013-2015 term. This spreadsheet includes updated and new publications.

**Charge #5: Update all publications as needed.**

COMPLETED

Many publications were updated in the 2011-2013 term. Those updated publications were promoted during the 2013-2015 term.

The “Supervisors Manual” was updated by Chris Miller. The publications committee was able to modify and format. The manual is currently under executive committee review. The manual should be approved by the 57th GCC.

The “Province Planning Packet” was updated and submitted by Zach Russell for review by the publications committee. The committee made their revisions and formatted the document. This is to be submitted to the executive committee for review and approval. The updated packet should be approved by the 57th GCC.

Charge #5: Consider the creation of a new publication if a need exists.

The committee did not feel that a new publication was needed at this time. The final thoughts are that the existing publications need to be detailed to our Chapters in the upcoming term.

In summary, the committee was able to execute many projects this term. All committee members participated in conference calls and projects. I’d like to offer special thanks to Brother David Kim for the formatting of all documents. This took much time and effort on his part.

As I was unable to attend all Province meetings, the Supervisors and Assistant Supervisors assisted greatly in the presentation and promotion of all new and updated publications. I would like to thank all my committee members for their strong work these past 2 years!

Respectfully submitted,

Latha Radhakrishnan, Pharm.D., BCPS, BCOP

Chairperson, Publications Committee