

**EAST CENTRAL REGION/ACPE
GENERAL BUSINESS MEETING
MINUTES – FEBRUARY 22, 2008**

Call to Order: 9:15 by Price

First time attendees introduced themselves and were welcomed to the meeting.

Prayer: Price

Minutes of September 28, 2007:

MSP passed as distributed by e-mail [January 2008 Regional Newsletter).

Agenda as posted on the flip chart.

EM: Johnson

- REM meeting will be held at the University of Memphis Holiday Hotel. Other hotels are available with shuttle service.
- Regional REM Scholarships are available. \$1,500 is set aside and will be divided among requesters.

Certification: Letson

- Deborah Damore from CAPE to ACPE: Associate Supervisor
- Ron Compton to Supervisory Candidate
- Ruth Alpers to ACPE Supervisor
- Donald Chase to Associate Supervisor
- Frank Woggon to ACPE Supervisor
- Meeting a committee in Memphis:
Wayne McKenney
Satoe Soga
Laurie Hearn
William Foster

Acknowledged Michelle A. Oberwise-Lacock, North Central Region, for serving on a committee.

Finance: Uken (see attached budget report)

- \$10,000 from reserves used this budget year.
- An increase of regional student fees to \$65 per student per unit is included in the proposed budget – effective January 2009.
- A \$250 accreditation annualized Center fee is included in Budget, effective January 2009. Postponements and other penalties will be assessed in addition to this annualized fee.
- Cost of living and other increase in salaries for Regional Director and Office Manager are included in budget. The Regional Director's salary is designated as housing allowance.

- Review of Merrill Lynch funds being undertaken.
- MSP** budget for 2009.

Accreditation: Bonner

- Postponement fees are national fees and do not delay 5 year and 10 year accreditation requirements.
- Education, accreditation process and ethical complaint forms must be included in student handbooks. Forms are available at the ACPE website.
- Paperwork for new satellites needs to be turned in 30 days before provisional approval. Satellites must receive provisional approval before students are accepted into the program.

Recommended for accreditation:

- **Approved for Continued Accredited Membership:**
Baptist Hospital East
University of Kentucky Health Care
- **Candidacy to Accredited Member:**
Spiritual Care & Education Center
- **Satellites approved:**
Clarian Health Partners – Clarian North, Carmel, IN
Spiritual Care & Education Center – Foot Hospital-Jackson, MI
- **Addition of Supervisory CPE**
VAMC – Pittsburgh, PA

Annual reports of Centers received in good order.

Note: Annual reports from satellite centers must be submitted as well as main center report.

Standards: Viti

- Outcome data for all program levels: United States Department of Education requested this report of a numerical standard: set at 75% of students completing CPE (Standard 305.2).
- Under review:
 - Proposed: The Ethics Commission has final authority over ethics complaints.
 - Proposed: The Accreditation Commission final authority educational complaints.
 - Study documents will be an agenda item at the fall 2008 Regional meeting
 - 2008 published changes
 - Fall 2008 feedback
 - 2009 goes to board

RD Report: Brand

- Report will be included in the March 2008 Newsletter.
- Diversity is a focus area for regional directors.
- Peer review: 2 ACPE Supervisors from East Central Region have been referred to the Certification Committee.
- Transition into electronic CPE Program Unit reporting is taking place for all Centers.
- Several members of the region have experienced loss of family members through deaths.

Appreciation for Cal Brand and Joan Lyke and was expressed by the body.

Nominations: Barnett

MSP nominations be accepted as presented.

Ethics: Buxo

- No ethics violations have been reported in East Central Region over past few years.
- Integration of accreditation and certification into ethics process is taking place.
- APC and ACPE are now using one ethics process.
- Report of ethics violations now goes directly to the Rev. Dr. Teresa Snorton, Executive Director, ACPE

Board of Representatives: Impicicche

- Carol Green recognized for her service.
- Marla Coulter-McDonald recognized as new regional Board of Reps.
- Committee chairpersons are advised to send the names of individuals co-opted to serve on committees to the national office so that they will be covered by liability insurance.
- ACPE Foundation: Dennis Kenny reporting.
 - Purpose: For the work of CPE through ACPE.
 - About Half Million dollars now in the fund.
 - Consultants being used.
 - ACPE facilities will be part of the campaign.

Mini Supervisory Summit Report:

- Amy Greene and Michelle Oberwise-Lacock reported that:
 Purpose: Clarify curriculum and evaluations for communication to other professionals.
 Fine tune language of process and curriculum, outcomes and objectives
 Suggested books: How do we know what they've learned and Assessing Student learning in higher education., G. Brown.

Next Meeting:

- Discussed moving the Spring ECR meeting to later in February or early March in 2009. **Hueston Woods Conference is scheduled for Friday, 02/27/2009-Saturday, 02/28/2009**
 - National conference: Richmond 2008
 - Orlando 2009 cognate groups conference in early February
 - REM also February 1, 2009.
- MS**, to move the nomination process to the Fall business meeting as of 2009. **Motion was tabled.**

Adjourn: 10 AM

Respectfully Submitted,
 David Koch

The Rev. David C. Koch
 Spiritual Care & Education
 915 N. Reynolds
 Toledo OH 43615
 dkoch@scec-cpe.org