

ECR ACPE General Business Meeting Minutes
Hueston Woods State Park, College Corner, OH
March 23, 2012

Call To Order: 1:30PM Judy Ragsdale

Approval of Minutes September 23, 2011
Motion, Seconded, Approved

Accreditation: Ruth Alpers

Thanked everyone for getting their Annual Center Reports to her.

ACPE National Accreditation Commission Actions from Fall 2011 Meeting:

- Summa Health System, Akron, OH granted candidacy to offer programs of Level I/II CPE
- William Beaumont Hospital, Royal Oak, MI, granted postponement of full accreditation review to 2012
- Bronson Healthcare Group, Kalamazoo, MI granted continued accreditation to offer programs of Level I/II and Supervisory CPE with commendation.
- Lutheran Hospital of Indiana, Fort Wayne, IN (Five Year Review) - granted continued accreditation to offer programs of Level I and II with no notations
- Mt. Carmel Health System, Columbus, OH (Five Year Review) - granted continued accreditation to offer programs of Level I and II CPE with no notations

The Christ Hospital has hired a supervisor but the name of the individual is not yet public.

Ruth noted there are several centers in the region that are in the process of recruiting supervisors *and those positions are filled on a contract basis, in some instances by retirees.*

Board Report: Marla Coulter-McDonald and Ted Hodge

Marla presented a Board Report with talking points on Finance, ACPE/REM Dialogue, FCPE, ACPE/APC Collaboration, ACPE/CPSP Collaboration, Governance Restructuring and a Correctional CPE Pilot Program

Discussion – A concern was raised about NAJC and NACC not approached regarding possible merger in same manner as APC. Another concern was voiced about issues brought to a mediator. Marla said the Proposed Governance Manual is available on the ACPE website and she encouraged everyone to pay attention and provide feedback as requested. Marla shared a letter from Robin Brown-Haithco.

Certification: Bill Scrivener for Frank Impicciche

Nine applicants appeared before the regional certification committee. Three met for Candidacy: Marcos Collado, Ephraim Karp and Faith Proietti; Four met for Readiness: Bernard Gillespie, Sarah Knapp Ellis, Anastasia Holman and Denise Lewis; and two for consultation: Donald Chase and Tony Marshall. Outcomes of the committees: New Candidates are Ephraim Karp and Marcos Collado.

Finance: Jim Wright

Reported that the Budget & Investment committee met Thursday and prepared the budget document that included adjustments for FY 2012 and the projected FY 2013. He reported the region is doing comparatively well and is working to increase reserves to the level we had

several years ago. The FY 2012 adjustments included paying retirees serving on Committees at regional meetings mileage at the volunteer rate of \$0.14/mile. He noted the positive reviews of the Regional Director and Regional Administrator. After a brief discussion the budget was **motioned, seconded and approved**. [The budget as approved is attached].

Nomination: Lin Barnett

Lin Barnett and the committee reviewed vacancies. Lin presented the ballot at the General Business meeting and nominations were taken from the floor. The nominations were **Motioned, Seconded and Approved**. (The Roster as approved at the meeting was included in the July 2012 regional newsletter).

Standards: Joe Viti

Joe gave a power point presentation covering the various topics. Discussion followed and the complete report was included in the May 2012 regional newsletter.

1. **Supervisors' Written Evaluation: 308.2.** The newly written standard has changed due to seminary representatives and professors expressing dissatisfaction with Final Supervisory Evaluations that are in check list form. The check list form does not fully and effectively describe the CPE student's humanity, pastoral identity and his/her experience. The change emphasizes Supervisor's assessments be written in narrative form, relative to the CPE student's learning goals and each of the ACPE outcomes for appropriate level of CPE.
2. **Standards Champion Group**—The Standards Committee has formed Champion Groups, e.g. Certification Champions, Accreditation Champions, Ethic Champions, who will interact and dialogue with the other Commissions to make our work more congruent, integrative and efficient.
3. **Including the word, "ethics" in Objectives and Outcomes 309.6, 405.1, 311.8, 312.8, 313.1.** Want to include "ethics" in the various Objectives and Outcomes to train chaplains who are being called upon in hospitals to help address ethical dilemmas, APC Certification folk often complain the ACPE Candidates for Board Certification are often deficient in their knowledge of ethics.
4. **1.5 Units**—Some CPE Centers like to offer CPE programs consisting of 1.5 units because it allows for a more compatible schedule in line with seminaries, and some Supervisors feel 1.5 units allows for a richer CPE experience. Members of Standards Committee feel strongly that CPE Students deserve to have a final supervisory evaluation after completing one unit of CPE. After some discussion in the Standards Committee the consensus is the 1.5 units will not be offered.
5. **Suspension of Candidacy Status in the Definition of Terms**—Currently committee actions can Grant Associate Supervisory certification, Grant Associate Supervisory certifications with notations, Deny Associate Supervisory certification, Revoke Candidacy Status. Revoke Candidacy status is for SESs whose work with CPE students is not of quality or is abusive or potentially abusive. The Certification Commission would like to replace "Revoke" with "Suspend." Using suspend would give the SES the opportunity for grace and review the Regional Certification Committee, so she/he can get a better sense to decide what the next step is. Suspend is less drastic than revoke. Certification would like "Suspension of Candidacy Status" to be entered in Definition of Terms.
6. **End of Date 308.1**—Supervisors, who do not write their final evaluation within the 45 day limit, often claim that the last day of the unit was not the Friday at the end date of the unit, but it was a week later when the departure party was celebrated, or two weeks later when one or two CPE students had to make up their clinical time. The last day of the unit is when the supervisory says it is. This practice gives them more time to write their

final evaluation. This practice is not acceptable. The end of the date needs to be specifically defined.

7. **Definition of Good Standing**—A supervisor in good standing and an ACPE center in good standing are not included in the Definition of Terms. These definitions have significance for ongoing ACPE members and ongoing accreditation. They need to be included in the Definition of Terms.
8. **Maintenance of Student Records:** change language to include electronic storage.— Electronic storage provides the advantages of reduced storage space, quicker accessibility, and rapid transfer of records to CPE students who make the request. However, student records can be stored electronically as long as confidentiality is maintained and they include the proper signatures. The language in the Accreditation Manual needs to be changed to permit paper from and electronic storage, p. 88, Appendix 7B.
9. **Pastoral Review of Good Standing**—Accreditation site teams have concerns about the centers they review; and, there are times they have concerns about the CPE supervisor. On paper the CPE Center looks good, but in reality the CPE Supervisor is struggling and /or has issues of impairment. The three responses that Accreditation has are notation, competence review, or ethical violations. Accreditation does not want to take on the role of “police”. They are requesting Standards to create a way for a remedial, collegial way to help ACPE supervisors with issues of impairment. Standards would like to create A Pastoral Review of Good Standing Committee. A task force is looking into this.
10. **Peer Review**—Drawing upon Standards 318.2, 408, 409, 413 peer review is being looked into by the Standards Committee. This comes as a request from Accreditation. Currently peer review, every five years, and 50 hours, annually, of continuing education are the only requirements for professional development of ACPE Supervisors. A task force is looking into this with the purpose of determining if these requirements are sufficient for professional development.
11. **“Training” verses “Education”** -Training has been added to the definition of terms because this word is considered compatible with “education” in our documents. This decision was made in response to Jim Stapleford to clear up any inconsistency, and to maintain consistent language usage.
12. **Request from DOE and Medicare**—DOE and Medicare are asking ACPE to devise a way to demonstrate how our Outcomes are measurable. Medicare wants to know what their funding is producing. We do not want to go down a “rabbit hole” of research on this request. The Standards Committee is considering more clearly articulating the language of the Outcomes (Level I and Level II) so we can use them as a measurable indicators. A task force is looking into this.

Professional Ethics: Yoke Lye Kwong

Yoke Lye gave report on Annual Conference in Arlington VA.

1. The Ethics commission reviewed the complaint process from the Professional Ethics Commission Manual. Concerns have been expressed about the initiating of the complaint process. The complaint process features very prominently on www.acpe.edu. We want students to use the local complaint process whenever possible. Complaint Point Person is currently Deryck Durston.
2. Conflicts of Interest—PEC members to serve on certification is not a conflict of interest. Like serving in any other committees, self-monitoring is always recommended.
3. The ethics processes of APC/ACPE are combined whether or not the respondent is a member of both organizations. The Joint Process involves two initial review panels:
 - a. APC Ethics Chair, ACPE Ethics Consultant (Ann Underwood), ACPE’s Executive Director.

b. APC's Executive Director (Patricia Applehouse), ACPE Ethics Consultant (Ann Underwood), and ACPE Ethics Chair.

If it is an APC Complaint, the first panel is used. If it is an ACPE complaint, the second is used and APC is notified.

4. The Role of the PEC Regional Rep—Under new joint process, a Regional Rep is not notified of cases in the region. The fact that Regional Reps are not notified is not about trust but about “need to know.” However, the Regional Rep might have more “need to know” than the Regional Director. It would also be helpful for Regional Reps to know what is happening in the region in order to educate, rectify, etc.
5. Job Description for the Regional Rep—The rep plays the role as a consultant to the region. It was proposed the idea of formal training in consultation skills to be offered for the Regional Representatives: 1. To offer consultation at the local level. 2. To offer educational opportunities for regional members (workshops, didactics for supervisory education students, peer reviews, etc.) 3. On the national level, to serve on investigation panels and sanction reviews as needed.

REM: Judy Ragsdale for Vickie Johnson

Vickie Johnson is at the end of her term as our REM representative. We need a new representative. Those interested or who would like to nominate someone please contact Judy Ragsdale or Dennis Kenny. REM celebrated their 25th Anniversary in February and ACPE and REM held their Annual Meeting together at Arlington, VA, February 2012. [A description of duties of the Regional REM Taskforce Chairperson was included in the May 2012 regional newsletter].

Regional Director Report: Dennis Kenny

He reported that several centers in the region are in the process of recruiting and interviewing for supervisory vacancies. *In the meantime, some of those positions are being filled by retirees and he acknowledged: Sue Breiner, Frank Ciampa, Ken McCullough, Karen Morrow and Stan Mullin for their dedication and service.* He said that St. Vincent's in Indianapolis has been actively recruiting and the Christ Hospital recently hired a CPE supervisor. Dennis said he has been consulting with several possible new centers and encouraged the Admin Council to share any openings they know about with their colleagues. He noted several CPE supervisors are contemplating retirements in the near future and that will result in future vacancies. He said he is intentional about talking with administrators and offering his assistance with their recruitment efforts.

2012 ECR Fall Conference: October 5-6, 2012 The Boulevard Inn, St. Joseph, Michigan. Walter Balk and Bob Persenaire are planning the event. Details will be provided as they become available.

Respectfully submitted,

Rev. Frank Nation, D. Min., BCC
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