

General Business Meeting
East Central Region – Association for Clinical Pastoral Education
Kingsgate Marriott at the University of Cincinnati
October 5, 2013

With A quorum established the meeting was called to order by the Chair, Bob Uken at 9:15a.m.

A. Minutes

Marla Coulter-McDonald moved to approve the February 22, 2013 minutes as distributed and Henry Uy seconded the motion. **Motion passed.**

B. Nomination for Awards – Chair

The following individuals were nominated for the awards as noted below. Their names will be presented at the Leadership meeting this fall.

1. Emeritus Supervisor – John Peterson
2. Distinguished Service – Urias Beverly
3. Helen Flanders Dunbar – Ann Letson (in memoriam, posthumously)
4. Emerging Leader – Bill Foster

C. FCPE Annual Campaign – Bill Foster

The goal is to get everyone to give something to FCPE. ACPE is making a united effort in supporting our own organization. To date, in our region 23 supervisors or approximately 25% of supervisors have given. Bill announced that envelopes were available for contributions in the back of the meeting room.

Approximately, 80% of funds raised from the Annual Campaign goes to support operating costs of the ACPE in 2 specific areas – electronic accreditation and new management system software; and 20% will be given toward new and innovative CPE programs.

D. ACPE Webinars – Dennis Kenny

Gary Sartain, North Central Regional Director, has been functioning as the organizer for webinars and has asked regions to support the effort. Two webinars were cancelled this past year due to lack of interest. The webinars are valuable for everyone and especially those in supervisory training. If you would like to present a webinar in 2014, please contact Gary Sartain.

E. National Conference – Dennis Kenny

The National Conference Planning Committee is asking for individuals to “ACPE’s Talks” (i.e., TED Talks). The goal is to have individuals representing a broad representation in age, regions, diversity and styles of supervision. If you are interested in presenting, pick up a form that is available on the back table and send it to ACPE.

F. REM – Karen Morrow

The following report was read by Karen; the report was also included in the November 2013 ECR Newsletter.

*“Planning for 2014 REM Invitational February 5-8, 2014, Charlotte NC:
VISIONING: Reclaiming Our Purpose, Offering Our Best,
Embracing Race, Ethnicity and Culture
Mid-Atlantic Region Planning Committee is led by Rev. Carolyn Fleming-*

*Sawyer. Hotel has been selected: The Hilton Charlotte Executive Park
We are working on the schedule, which will be finalized before end of October.*

Speakers:

-James E. Taylor Ph.D, Organizational Psychology with extensive work in diversity, inclusion and cultural competence in healthcare industry.

-Isabel Docampo, Ph.D, Teaching Specialties: Peace/social justice ministries; cross-cultural and interfaith communication; urban ministry; church and community studies; Latino/a ministry, Professor of Supervised Ministry at Perkins School of Theology in Dallas.

-Dr. William Barber, President of NC NAACP and leader of "Moral Monday," former Executive Director of NC Human Relations Commission. The planning committee is in conversation with him.

-Lisa Merriweather, Ph.D. Adult Education, Asst. Professor UNC, Charlotte. Planning committee also in discussion with her at this point.

Wednesday: Consultation meetings - persons in the clinical educational process meet with persons who can help with guidance, peer review or progress toward goals. May continue on Thursday morning.

Thursday Afternoon: Meeting opens with gathering devotions, plenary session followed by small groups learning sessions based on shared interests or same level in the CPE process (interns, residents, chaplains, supervisors in training).

Subjects will be Navigating the Certification process, Integrating Culture in Supervision, Cultural Competence in CPE, Theory Paper Writing.

Thursday Evening: Plenary speaker at Worship service

Friday: Plenary Speaker, Small Group Learning Sessions repeat

Friday Evening: Banquet with speaker followed by social hour (dance)

Saturday: Business meeting, future plans, closing worship service.

There is a link from the ACPE Website for REM 2014. More information will be available there as program decisions are posted in early November.

2. Regional REM Representative

My involvement of late has been helping with the planning of the Small Group Learning Sessions for the 2014 Invitational. I am now in the midst of a life transition, a shift of focus from work to family. This will entail relocation out of the East Central Region in the near future. Our destination is the Washington DC area where I have 2 adult sons, 2 young grandchildren and a third coming very soon. Since I won't be here, I don't think I will be able to fulfill the role of ECR REM Representative. Therefore, my hope is that... someone will feel called to become the Regional REM Representative. Dr. Cecelia Williams, another of the REM Elders here in our region, will help whoever steps up to carry on.

A couple of the known duties are distribution of the scholarship money provided by the Region for attending the Invitational, and soliciting funds to support REM Invitational from organizations and individuals in our region. Both of these tasks will need attention soon as the 2014 REM Invitational is only a few months away."

Update: Rev's. Anastasia Holman and Netetia Walker volunteered to serve as Interim REM Co-chairs for the ECR.

G. Clinical Members – Martha Amann

Met in Indianapolis, IN with two regions not present. A survey showed that the Clinical Members felt invisible. The Practitioner Clinician as part of Accreditation Review is a possibility for the Clinical Members to impact the ACPE especially with the requirement of the USDoE. Received a list of the Clinical Members of the region. Chair of the National Clinical members is going off the Task Force at the end of December 2013 and Diane Cox of the Pacific Region will become the chair on January 1, 2014.

H. Nominations Committee – Bill Foster

Bill announced the committee is still looking for members for the February meeting who would be willing to serve the region on specific committees. He also reported the following future leadership changes:

1. Jim Wright's term as B & I Chair ends December 31, 2013 – John Peterson begins as Chair, January 1, 2014.
2. Joe Viti's term as Chair of Standards ends December 31, 2013 – Yoke Lye Lim Kwong begins as Chair, January 1, 2014.
3. Yoke Lye Lim Kwong's term as Professional Ethics ends December 31, 2013 – Karl Van Harn begins January 1, 2014.
4. Karl Van Harn resigned from Long-Range Development Chair, effective immediately – the Chair of Long-Range Development is vacant.
5. Beth Newton Watson is rotating off Certification Commission December 31, 2013 – and Frank Impicciche will serve on the Certification Commission effective January 1, 2014.
6. Ruth Alpers is the Chair Elect of the Accreditation Commission and will begin the term as chair January 1, 2016.

I. Accreditation Committee – Ruth Alpers

Ruth reported it had been a very busy year and she thanked members of the committee. One member, Bonnie Woods, is rotating off in December. There were 4 newly accredited centers; 5 – 10 Year reviews, 4 of which will come before the Accreditation Commission in November (one site visit was completed a week ago) and 4 – 5 Year Reviews. All the reviews went well.

J. Certification Committee – Frank Impicciche

Two new Associate Supervisors moved into the Region: Jeffrey Holman, Lutheran Hospital, Fort Wayne, IN and Greta Wagner, Trinity Community of Beaver Creek, OH. James Pfeiffer, CPE supervisor at St. Vincent, Indianapolis, IN is also new to the region.

Frank reported the results of the 10 people that met committee as follows:

- 5 for Readiness: Mic Cain, Fred Ehrman, JoAnne Morris, Gayle Simmons, and Bobbyun Uy
- Whit Stodghill was denied for CPE Supervisor
- Mark Eberly and Sarah Ellis were granted Supervisory Candidacy
- Victoria Johnson was granted an extension of Associate Supervisor
- Versey Williams was granted an Extension of Candidacy

K. Certification National Report – Beth Newton Watson

Beth reported that the Commission is working toward consistency in the Certification process so they read through the requirements, paragraph by paragraph. Also, at the National level, any notations must be linked to an ACPE Standard. We reminded

ourselves that we can suspend an individual from supervision when the individual appears before the Commission and with cause. She reminded everyone that it is necessary to remember the deadlines. We continue to receive request for variations from the time-line too many times; and the Commission is asking how many times they can make accommodations. Get help in getting it right the first time. She suggested individuals contact Dennis Kenny – as he is willing to help with anything.

Beth said do not let your appearance for Associate Supervisor go to the sixth year. If you are denied, you will revert to pre-Candidate status. The presenters are having difficulty with presenting individuals who are supervising students at a different time than the supervisory unit. The National Commission is studying this issue at this time. It would be helpful if members would consult with each other and make comments to National Chair. We are looking at changes for the Presenter's Report. Francis River Mase is the National Certification Commission Chair elect and will be taking the position in January 2014. As a reminder, you must get video tape/digital recording approval before recording can be presented at committee.

Beth suggested that this could be a part of the interview and that the students know and approve before being admitted into a program. The Commission will report to Ethics or Accreditation flagrant problems of Supervisors that appear in materials presented by individuals coming to committee. The Commission has also formed a Task Force called the "Future of Certification Work Group." The purpose is to look at ways to improve the certification process and hopefully with the improvement shorten the length it takes for certification.

L. Standards Committee Report – Joe Viti

Joe shared the following report at the meeting. The report was also included in the November 2013 ECR Newsletter.

"The Regional Standards Committee met on October 3, 2013 from 4:00 PM to 7:00 PM. Those present included Jill Rasmussen-Baker, Deborah Damore, Charles Doughty, Yoke Lye Lim Kwong, Wade Rowatt, and Henry Uy.

We discussed five study documents including Distance Learning, Clinical Ethics, Peer Group of Three, Supervisory Student Ratio, and Peer Review. All five of these documents are available on line at the ACPE Web-site. You are encouraged to submit your feed-back in preparation for the 2015 revision.

The comments below are a summary of what was received from the members of the Standards Meeting and those participating in the Business Meeting/National Issues Panel.

Distance Learning

Rationale: A growing number of CPE Supervisors are conducting units of CPE using on-line learning and telepresence resources for portions of the structured learning hours. There is a need for standards to ensure quality for participants in CPE units that are conducted using Distance Learning Methods.

Critique:

Line 28 - 308.11.1 - "There must be a minimum of two days geographical presence within the 100 hours of synchronous time between Supervisor and student each unit."

Comment: This standard needs to be thought out more thoroughly. Specifically, what does two days mean, 48 hours? The number of hours needs to be defined in terms of specific contact hours. Also how are the contact hours verified and documented?

Line 35 – 308.11.2.2 - "All individual and group supervision (Level I and Level II) must be done through DL synchronous time with group supervision being by video-conferencing. Asynchronous formats such as discussion forums or video tape may be used for didactic seminar." Line 67- 308.11.7.2.3 says that at least one/half of individual supervision, for Supervisory CPE, must be accomplished through telepresence and the rest may be via email or other asynchronous methods.

Comment: The question is why does all group and individual supervision for Level I and Level II need to be done in synchronous time and one-half of individual supervision in Supervisory CPE can be done via email or other asynchronous methods? This discrepancy needs to be explained and justified.

Line 39 – 308.11.4 – "A supervisor leading a distance learning CPE unit shall document adequate training/orientation to the technology that will be used and adequate access to technology. This may be addressed by a memo of orientation from the training facility Instrument Technology service, training through the ACPE Academy or class of similar quality."

Comment: *This standard is unnecessary. We need to trust that those engaged in Distance Learning are motivated to take the responsibility upon them to have the proper technology and training.*

Line 75 – 308.11.9 – "The CPE Supervisor must meet with the student's mentor/preceptor regularly throughout the unit to gain insight into clinical work, student work habits and perception of devotion to CPE process."

Comment: *This Standard needs to define what "regularly" means. Also "perception of devotion to CPE process" may be too high an expectation. Replace it with "understanding of the CPE process" is a more reasonable expectation.*

Line 126 – 12) "Submit assignments and papers on-time, and take tests by the posted dates..."

Comment: *We need to delete, "and take tests by the posted dates..." We do not take tests in CPE.*

Lines 133 to 147 – Rights and Responsibilities of Supervisors

Comment: *This entire section on the Rights and Responsibilities of Supervisors needs to be rewritten in keeping with Standards 412 – Professional Competence and Standard 413 – Continuation of Supervisory Status.*

Line 25 – Under the definition of terms, we are proposing a more simplified version of Distance Learning. Specific requirements of hours, the use of electronic devices, and geographical presence are addressed in the Distance Learning Study Document.

Comment: *Definition - Distance Learning (DL) refers to CPE education where the majority of individual and group supervision is not done with the primary supervisor and all group members meeting in person, synchronous time.*

Clinical Ethics

Rationale: *What is driving this Standard can be summarized in three points.*

- 1) *The Association of Professional Chaplains, The National Association of Jewish Chaplains, The National Association of Catholic Chaplains, and the Common Standards of Chaplains all require, “Working knowledge of ethics appropriate to the pastoral context.”*
- 2) *More and more Chaplains, CPE Interns, and CPE Residents are being called to deal with ethical dilemmas and asked to serve on ethics committees. Knowledge of clinical ethics is becoming a requirement of our pastoral practice.*
- 3) *This document is not proposing that Clinical Ethics become our major thrust, but it encourages us to take a look at how we can creatively learn about clinical ethics as we integrate it into our pastoral practice.*

Critique:

Comment: *In general this document is very well received. This study document is entitled “Medical Ethics Competency Standard.” The title needs to be changed to Clinical Ethics Competency Standard. Throughout the document the terms “organizational ethics” and “professional ethics” are used (Lines 49, 53, 57, 58). The two terms “organizational ethics” and “professional ethics” need to be defined for clarity.*

Peer Group of Three

Rationale: *The purpose of 303.5 Peer Group of Three is to establish that at least three CPE students are required to meet the program requirement of a peer group. The intent is that a peer group would be a group of people each of whom are in the CPE Program and none of whom would hold a position of power over the other; as CPE peers they would each be enrolled in the program and committed with and from each other.....when circumstances require creative solutions in order to assure the remaining students are able to complete the program unit, we feel we need to trust the program supervisor to act in good faith and to make the best choices available to resolve the unplanned situation...the proposal is to note the situation in the annual accreditation report and*

document what was done to provide the remaining students a peer group and a quality learning experience.

Critique:

Comment: *The proposed change to standard 303.5 is not needed because CPE Supervisors have been doing for years what the new standard proposes. Leave the standard as it is.*

Supervisor to Student Ratio

Rationale: *Standard 303.1 was implemented as a new standard for the 2010 Revision. "303.1 a faculty of sufficient size to fulfill program goals and comprised of persons authorized by ACPE." And then the standard says that an Associate Supervisor or CPE Supervisor may be the supervisor for no more than 13 full time equivalent (FTE) students in CPE (Level I/Level II). A full time equivalent student puts in at least 32 hours each week. A part-time student (e.g. Extended Program) puts in less than 32 hours each week. A Supervisory candidate may be the supervisor of no more than 6 CPE Level I/Level II students. FTE does not apply to students of Supervisory Candidates.*

The problem occurs in the final part of Standard 303.1 that says that in supervisory education, a center's faculty should include at least one ACPE Supervisor for every 4 FTE Supervisory Education Students or Supervisory Candidates. So if you have a Supervisor who has 4 Supervisory Candidates who each have 3 students each that equals 12. If you include the four Supervisory Candidates that equals 4 plus 12 equals 16. That exceeds 13. The Standard undermines itself and needs to be changed because the Supervisor of record has too many people. The new standard being proposed solves this problem by allowing "A Supervisory Candidate's students (full time or part time) will count ½ FTE against the 13 limit for the training ACPE Supervisor. This will bring Standard 303.1 into mathematical compliance.

Critique:

Comment: *Counting the students of a Supervisory Candidate as ½ may bring the standard into mathematical compliance, but it does not change the number of students. In the example above 12 students is still 12 students. The number of people does not change. The Standards Committee needs to do something else to bring this standard into mathematical compliance.*

Peer Review (Second Draft) 413.6 *This revised second draft is well received by the members of the East Central Region.*

Please continue to give your feedback to the Study Documents on line at the ACPE Website.

M. 2013 Accreditation Manual - Ruth Alpers

Ruth requested a point of privilege to report that there is a Revised Interim 2013 Accreditation Manual. Changes are underlined, bolded and in italics.

N. Ethics Committee – Yoke Lye Lim Kwong

The Ethics Commission is in the process of preparing to write the Professional Ethics Manual for 2015. She highlighted three points:

- Trying to get clarity about the “appropriate Ethics Complaint Form” as it relates to referrals from other Commissions. It seems this has been part of the mis-communication and frustration that has happened in the past where, for example, the Accreditation Commission makes a referral to the Professional Ethics Commission but the Professional Ethics Commission did not act on it because it was not written up as a complaint but came as a referral. Evidently the report form had been talked about several years ago but was never completed. It had been suggested that if we develop the form, it could be included in an appendix in the 2015 Standards.
- To pursue clarity about the role of the legal consultant and how we want to proceed with the 2015 Standards. Hearing Deryck Durston (interim Executive Director) speak of the burden he felt by receiving complaints, I wonder if the Executive Director is the best choice to receive complaints. If we hire a Chief Executive Officer type Executive Director, rather than an ACPE Supervisor, it would be appropriate that would continue to be a part of that job description.
- The regional Representative is recommended to be included in the loop with complaints cases that happen in the region. They do not have to be given the confidential information of the case.

O. Budget and Investment – Joan Lyke (for Jim Wright)

Jim Wright was not able to attend the conference since his father-in-law recently died and he was helping his wife Catherine, care for her mother. Joan reported that the region is in good shape financially. We had projected a (\$2,174) deficit budget for 2012 and ended the year at a positive \$2,917. As of August 2012 – 550 student units with revenue of \$44,025 had been reported; compared to August 2013 – 639 student units with a revenue of \$54,368.

P. Board of Representatives – Marla Coulter-McDonald

Marla presented the highlights of the following report. It was also included in the November 2013 ECR Newsletter.

1. Foundation for CPE

- The Foundation for CPE has raised \$1.5 million in capital giving.
- The Endowment has increased from \$860,000 to \$1.13 million.
- The Board approved transferring ACPE’s physical property (Clairmont Rd and Church Street) to the Foundation to protect ACPE assets from a lawsuit.
- FCPE is ACPE! A Foundation only exists to raise funds for the work of ACPE.

- The ACPE Board activated the Property Committee to evaluate ACPE's space requirements in light of current operations and the strategic initiatives plan.
- The 2013 Annual Campaign has already kicked off! We encourage everyone to contribute. Please look for Greg Stoddard, FCPE President on the website: www.acpe.edu/foundation.html.

2. National Office

- We appreciate Deryck Durston's years of service. His final day was June 3, 2013. The National Office Transition Plan has been established:
 - Professional Ethics: David Johnson will receive complaints and the process as outlined in our Professional Ethics Manual will be followed.
 - Certification – Robin Booth, Chair of Certification will manage Certification with the support of Sheila Hawk in the National office. Deryck will continue to manage the endorsement process for Certification – details of what this will look like in terms of time and space will need to be worked out.
 - Accreditation – Jerry Williamson as the Accreditation Manager will oversee the work of the Accreditation regionally and nationally – Beverly will continue to be office support for Accreditation and Jerry will supervise her work.
 - Office Management – Terry Izaguirre will oversee the operations of the office including supervision of staff. Deryck will do the staff annual evaluations before he leaves.
 - Finance – the finances of the Association will continue to be overseen by our CFO's, Gordon and Ellis McIntyre in collaboration with Doug Watson, ACPE Treasurer.
 - Board of Representatives – John Roch will continue to serve as the resource for the President and Board of Representatives. He will also continue as our Web Manager and Editor of the Newsletter.
 - Academy – Gary Sartain will continue in this role.
 - USDoE – Jerry Williamson will continue to draft our response to the USDoE in collaboration with the Accreditation Commission.
 - The President – will act as consultant in support of the National Office during this transition time.

3. U.S. Department of Education Recognition as an Accrediting Agency

- Be on the lookout for an e-Newsletter article by Executive Director, Deryck Durston and Accreditation Manager Jerry Williamson.
- Jerry William is currently preparing documents to address concerns raised by the Department of Education. The main concern being addressed has to do with how the language of by-laws indicate that the Officers of the Association of "educators."

4. Executive Search Committee

Members of the Executive Search Committee are:

- President- Elect, David Johnson, Chair
- Pat McCoy, North East Region Director and Member of Personnel Committee
- Marla Coulter-McDonald, East Central Region Board of Representatives and member of REM

- Carlos Bell, Southwest Region, ACPE Supervisor
- Robert Hartman, BCC and ACPE Clinical Member
- Russell Curry, Community Member (has served as a PAG member and Board Chair for one of our ACPE CPE centers and also works with non-profit boards in Atlanta)
- Heather Infantry, Community member (has served as an ED of a non-profit and also as a fund developer for one of our urban ACPE CPE centers)
- David Goetsch, Emory University Search Group, is assisting in the hiring process. Emory University provides HR services for the national office.

The job has been posted utilizing Emory University, the Georgia Society of Association Executives, the American Society of Association Executive Professionals and LinkedIn recruiting. A total of 36 applications have been received thus far. Please forward viable candidates to David Goetsch at david.goetsch@emory.edu.

The plan is to have three candidates interview with the Board at the November meeting. Our goal was to have a new Executive Director by January 1, 2014.

Update: ACPE has officially hired a new Executive Director in the person of Trace Haythorn. Please see the latest ACPE E-News for this recent development. He will meet with the Board in November at the National Leadership Meeting held in Atlanta. He will begin his new position as Executive Director effective October 28, 2013.

5. Strategic Plan

- The Board spent significant time reviewing the work of the Strategic Initiative Work Groups.
- The Board is proud of the work done so far and continues to finalize the action plan.
- The Six Initiatives are:
 - Collaborative Relationship
 - Certification
 - Accreditation
 - Professional Development
 - Technology
 - Fund Development
- The Board prioritized funding goals for the FCPE related to the Strategic Initiative: e-Accreditation and new Association Management Software (AMS)

6. Finance

- The Academy for Continuing Education is a line item in the budget now instead of a Board appointed item.
- The National Conferences are also now a line item in the budget.
- JPCC has been deleted from the budget. (Update: This decision is being reviewed and information is currently being collected from membership).
- No fees will be raised in 2014.
- The increase in revenue is probably attributed to increase in the number of Supervisors, Supervisory Candidates and in Centers. The Committee is optimistic about the increase in membership.

7. Regional Directors

- For the first time, the Regional Directors and the Board met formally as a group to discuss their concerns in an effort to increase communication between the Regional and National Association.
- A Task Force was created to explore the role/relationship between the Regional Directors, National Board and the Executive Director.
- At the request of the Regional Directors, a Task Force will be created to analyze a pilot project for a training program leading to a Diploma of International CPE Educator.
- Also, at the Regional Director's request, a Task Force was created to consider the best means of dealing with an impaired supervisor.

8. National Conference Committee

- A Regional Director has been added as a member of the Committee in an effort to further communication between the regions and national committees.
- A Task Force is continuing to develop a multi-faith/multi-cultural calendar to aid in future meetings/curriculum planning.

9. ACPE Bylaws Changes in Regards to Governance

- The Governance Change will affect us in several ways:
 - 1). The Board will operate more smoothly and efficiently
 - 2). Decisions can be made more quickly
 - 3). There will be a \$25,000 yearly savings. While the savings is not the most important, we have a mandate to be fiscally responsible during these economic times and moving forward.
- The Proposal in Arlington was met with concern. This new proposal addresses the need of the membership for regional representation. A majority of board reps will still be regional representatives.

10. Several Announcements or issues to be prepared for:

- Please prepare for giving names to awards; other regions very intentionally look at the awards and nominate to them. Maybe ECR could do the same.
- Announcement of the new Executive Director, for ACPE Trace Haythorn.
- Regional Director is receiving complaints from students who have called the ACPE National Office who are told that they do not have grounds for a complaint.

Q. Pastoral Concerns – Bob Uken

The chair asked for specific pastoral concerns of individuals in our region.

- Frank Ciampa mentioned that **Lin Barnett** had suffered a heart attack over Labor Day Weekend and had open heart surgery. He is now recuperating, is in good spirits and doing well. He will resume treatment for cancer as soon as his recovery from the heart surgery allows.
- Bob Uken mentioned that **Phil Williams** had a stroke earlier this year and is participating in physical therapy.

R. Gratitude – Bob Uken

Bob thanked the planning committee for the conference. It has been an enjoyable time with great hospitality. The assembly responded with applause.

As approved @ February 21, 2014 Meeting

The Chair also thanked the Regional Director, Dennis Kenny and the Regional Administrator, Joan Lyke for their continued hard work for the region and this conference. The assembly responded with applause.

- S.** Cal Brand made a **motion to adjourn** and the motion was seconded by Glenn Calkins.
The motion passed.

Respectfully Submitted,

The Rev. Daryl M. Hanson, ACPE Supervisor
Executive Director, Spiritual Care and Education Center
office@scec-cpe.org