**Consortium on Humanities, Ethics and Professionalism**

Leadership Committee Meeting

August 20, 2018

11:00 a.m. - 12:00 p.m. CST via Zoom

***Meeting Minutes***

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| *Invited**Unable to attend*  | Jennifer Hastings, Cindy Dodds, Donna Smith, Jim Brennan, Bruce Greenfield, Shelly Lewis, John EmmanuelSarah Luna |   |
| *Purpose* |  To discuss topics related to humanities, ethics and professionalism in Physical Therapy education |   |
| *Agenda Item* | *Summary & Action* |
| **Opening Remarks** | * John Emmanuel introduced himself.
* John is the newly assigned ACAPT liaison to CHEP
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| **ELC Meeting** | * Friday night is the consortium meeting
* Saturday lunch is the CHEP leadership meeting
* Donna has submitted room, food and wine with Sandy
* Artist Liz is softly confirmed
* Email blast advertising consortium meeting
* **Once Sarah back from vacation: Ask her about adding meeting notification to ACAPT newsletter ACTION ITEM (SARAH)**
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| **Updated ACAPT Policies** | * Jennifer has posted the new policies onto Google Drive and highlighted changes
* Please review
* Policies are generally related to honorariums and officer definitions
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| **Job Descriptions** | * **Everyone Read and Confirm that CHEP job descriptions are satisfactory: ACTION ITEM**
* **Remove old drafts of CHEP job descriptions: ACTION ITEM (ALL)**
 |
| **New Leadership Meeting time** | * Based on Doodle poll: Thursdays at 9 pacific, 10 central, and 11 eastern
* September meeting will be trial for new meeting time
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| **Student ESSAY** | * Essay Prompt complete
* Essay submissions opens on 11-15-18 and close on 1-4-19
* Internal review 1-5-19 to 1-21-19
* Shelly, Donna, Bruce and Sara will provide final review and make decision between 1-21-19 to 2-8-19
* Winner announcement on Feb 11.
* Electronic essay flyers out this week
* Will print a few essay flyers for Student Conclave and ELC
* **Essay link is on JHR website and will be added to CHEP website: ACTION ITEM (NATHAN)**
 |
| **Nomination Committee** | * Seeking nominations from Amber Fitzsimmons, Mary Lou Galantino, Danny Mcmillian
* Amber Fitzsimmons unable at this time
* Waiting to hear from others
* **Will contact Sara Blanton for suggestions: ACTION ITEM (CINDY)**
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| **CHEP Grant** | * **Create advertisement for grant: ACTION ITEM (CINDY)**
* Advertise on website, listserv, CHEP members, and ELC
* Set up Box account for submissions
* Nomination committee will review grants and make selection
* Will award 1 grant ($500), but can award 2 if quality of a second proposal is good
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| **Website** | * Nathan’’s permissioned changed, but have been corrected
* 1 year of minutes will be stored on website, others in repository
* **Will delete unnecessary agenda folder: ACTION ITEM (Jennifer)**
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| **Listserv** | * Shelly will send listserv introduction and prompt question asking faculty what they are doing to grow professionalism
* Jennifer and Shelly will meet to review listserve account management and to finalize repository postcard for distribution at ELC and CSM
* **When Sarah back from vacation, send outlook listserv group to Shelly: ACTION ITEM (Sarah and Shelly)**
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| **Open Discussion** | * Calendar review
* Bruce discussed professionalism video that are created and will be published by JHR. This will be nice platform for CHEP to expand professionalism discussion.
* **Bruce will send Introduction narrative for the videos: ACTION ITEM (Bruce)**
 |
| **Action Items** | * **Once Sarah back from vacation: Ask her about adding meeting notification to ACAPT newsletter ACTION ITEM (SARAH)**
* **Everyone Read and Confirm that CHEP job descriptions are satisfactory: ACTION ITEM**
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Meeting adjourned: 1 PM