**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 Emmanuel  Sarah 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 | | |
| **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)** | | |
| **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 | | |
| **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 | | |
| **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)** | | |
| **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 | | |
| **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)** | | |
| **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)** | | |
| **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** * **Remove old drafts of CHEP job descriptions: ACTION ITEM (ALL)** * **Essay link is on JHR website and will be added to CHEP website: ACTION ITEM (NATHAN)** * **Create advertisement for grant: ACTION ITEM (CINDY)** * **Create advertisement for grant: ACTION ITEM (CINDY)** * **Will delete unnecessary agenda folder: ACTION ITEM (Jennifer)** * **When Sarah back from vacation, send outlook listserv group to Shelly: ACTION ITEM (Sarah and Shelley)** * **Bruce will send Introduction narrative for the videos: ACTION ITEM (Bruce)** | | |
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Meeting adjourned: 1 PM