

**ASSOCIATION FOR CLINICAL PASTORAL EDUCATION
NORTH CENTRAL REGION
BUSINESS MEETING – Dallas, Texas
October 26, 2007**

Opening: Vice-Chair, Roger Ring, led the meeting in the absence of chair Joann O'Reilly who is continuing to recover from major surgery. He opened the meeting with prayer from Thomas Merton at 10:30 a.m.

A quorum of members (10% of membership) was established.
Roger welcomed new members present into the region: Janet Lutz, Gerald Weiss, Jean Hale, Susan Thornton, Gary Wilkerson, and Diane Maloney.

Approval of Agenda with Nominations being placed after approval of Minutes.

Approval of May, 2007 Business Meeting/ Chula Vista—approved with correction in Edith Finsaadal's name on page 2.

Nominations: Diane Grieve. Committee Report from Chair, Alice McLaughlin, included in distributed materials. Needing votes (all nominees have agreed in advance)

- Adm. Board: unexpired term of Bill Delong -- nominee Steve Corum
- Accreditation: unexpired term of Marty Halvorson – nominee Jim Winjum
 - Unexpired term of Karl Anderson –nominee Virginia Lane
- History and Research – unexpired term of Steve Corum –nominee Dan Leininger
- Standards --- nominate David Rumbold for chair and rep to Standards Comm.ACPE (a correction in records)
- Clinical member vacancy ---- no nominee

Nominations from Floor: Michelle Oberwise-LaCock for Accreditation

Membership decided to vote for two out of the three nominees (Jim W., Virginia L, and Michelle O-L) for accreditation and not by each unexpired term.

Result of secret balloting: Jim Winjum and Virginia Lane.

Acclamation vote of uncontested positions: Steve Corum, Dan Leininger, David R.

Clinical Member representative still needed

Treasurer Report: Beth Burbank

2008 Budget: Moved, Seconded, Passed as presented and distributed.

Audit 2007: Gary and Beth explained about the materials sent via FedEx not arriving in the box to auditors. Also, there are no legal ramifications to audit report received since ACPE is the only organization that requires Regional audit and they are not worried. Gary and Beth have been on top of this with the

auditors. There is no danger of member identity theft either...no information of such was included in the package.

Gary and Beth were thanked by the members for all their work on our behalf.

Chair/Board Report: Roger Ring

Peer Reviews: affirmed the good work of peer reviews thus far in and reminded members to do their peer reviews. Upon request from the floor Roger said he could write up for the next NCR Newsletter some reflections on the themes he has heard coming forth in the peer reviews.

Thanksgiving: Roger thanked by name those who had served the region and whose terms were ending. The membership also expressed their appreciation.

Regional Director Survey: Roger reported that the membership's satisfaction and positive responses to Gary's leadership as R.D. Responsive, organized, and planner were key words used in describing our experience of Gary. Folks wanted to see Gary more face-to-face and encouraged his assertiveness in representing us at National ACPE. Roger reported Deryck Durston's response that Gary is probably more assertive at the present time with ACPE than most R.D.'s membership showed great appreciation for Gary and all the work he does.

See full report as distributed at meeting

At the request of the members Roger will send a **Note of support and good health to Joann O'Reilly.**

Requests for National Board of Representatives: The NCR Board sent two letters of request to the ACPE Bd. of Repres. requesting 1) change of regional identification in Directory –included David Middleton's proposal as well – our proposal to change to "Northern Illinois" and 2) that Bd. of Repres. rethink ACPE budget expenses that get shifted to regional expenses without consultation with regions.

Results: both considered by Bd. of Repres. and spoken for by our representatives. --- identification has been forwarded to Accreditation Commission because of possible implications for accreditation; advance National budget now available for our discussion at this meeting-prior to Annual ACPE Member Mtg.

Survey for member input on options for increasing income, decreasing expenditures: The NCR Board seeks input from the members to assist in administrative decisions regarding increase income and decrease expenditures. Members are asked to complete the distributed survey of options and return to Treasurer Beth Burbank, Bd. member Randy Nelson, or RD Gary Sartain. The survey will be on the NCR web page for all members to complete. PLEASE DO SO...thanks.

Regional Director Report:

Expressed gratitude for members' response and encouragement
George Franke had prostate cancer surgery on Oct. 15 – request for prayer
Jay Turner's mother passed on Oct. 17th
Gene Leffingwell going to oncologist to determine next set of choices given cancer in the liver
Dick Texlof passed last week
VITAS book excellent promotional piece with Beth Burbank's great picture from her car!!!
NCR Board approved distribution of Supervisory Summit newsletter edition to all ACPE --- been available here at conference and people taking them
Gary attended the Planned Giving Workshop by ACPE--- a very fine workshop
Membership approved by hand "vote" to suggest this workshop be part of the regional meeting agenda in May, 2008. Gary will pass this information along to the planning committee.
Unit Reports now accessible online from ACPE who will send directly to Regional office...Gary will then send out invoices. LATE FEES still hold.
Pilot Project with APC on Ethics Issues is going forward
One issue keeps recurring around ethics: written supervisory evaluations for students not being done within the time frame!!!
Reflection on SES Training: we seem to be more along lines of conference speakers on "flattening" the power and the process much better.

Board of Representatives: Edith Finsaadal
Full report to be sent for Newsletter. Highlights outlined

Bd. rejected the certification task force proposal – things seem to be working
Accreditation Site Visit Chairs to receive more training for their position
Approved a ACPE History Task Force –as proposed by NCR History & Research
2 out of 3 ACPE Endowment Grants awarded to NCR:1)Avera Health for project in Cameron 2) Urban CPE Consortium, Inc.
Voted approval of \$6,000.00 for 9 Clinical Members to inaugurate a Clinical Member Council

Standards: David Rumbold

Educational Standards now in operation and review
Threshold Standard from DOE is that 75% of students over a 10 year period must have received credit
CQI is being "beefed up."

Certification: Michelle Oberwise-LaCock for Peter Strening

At this meeting 21 met committees, 18 passed. We extend our encouragement and support to Molly Ward to keep on keeping on toward certification!!!

Strategic Planning: Peter Holland distributed the ACPE vision statement and a challenge to win a massage at Chula Vista by choosing the vision statement for the NCR. This challenge will also be posted on the web site. Ya'll be creative!!!

History and Research: Steve Corum

Avera Health received the H & R grant for this year
Proposals now being accepted for the \$3000.00 2008 grant money.

2008 (May 18-20) NCR Annual Conference: In the absence of chair, Dean Hokel, Gary S. reported that Doug Wood is both our plenary speaker and entertainer for the May meeting.

Reports available in writing, not reported verbally: Accreditation, Professional Ethics, Standards, Clinical Members (need a representative). Reminder: REM meeting dates this year are in APRIL

Meeting adjourned at 12:00 noon.

Submitted by Barbara Sheehan, SP, Secretary
October 29, 2007

NOMINATIONS COMMITTEE REPORT

There is a need to fill some unexpired terms at this time

Administrative Board : unexpired term of Bill deLong nominate Steve Corum
Accreditation: “ “ “ Marty Halvorson – nominate Jim Winjun
“ “ “ Karl Anderson nominate Virginia Lane
History/Research: “ “ “ Steve Corum nominate Dan Leininger
Standards nominate David Rummel for chair and rep to Standards Comm.
ACPE (a correction of the records)

Clinical Member vacancy nominate from floor. (I have been in contact with Steve Melby and he seemed to say we may have to keep it vacant at this time. He could think of no one at the moment. I intend to work closer with him after this meeting.)

Other Business

The committee would like to consider a more effective election process and ask for any input you may have

Present System:

1. Nominations Committee prepares a slate
2. Present slate at Regional meeting 1st session
3. Elections of slate and further floor nominations at final session of business session

A few years ago the process was changed to have the actual voting at the end of the conference as a means of keeping people at the meeting.

4. The Nominations Committee decides the presentation and election process e.g. candidates speak for themselves or have an advocate etc.

In reviewing the process over the last few years,

1. More and more people are not present for the voting having had to leave early. When only about 1/3 of the membership attends the conference and less than that vote for the offices, there is not a strong showing for this event.
2. Some may choose not to vote while several have no opportunity given they are not able to attend the conference
3. Given the mix of our region geographically, gender and age, sometimes one is voting for someone they hardly know
4. It seems that it may be valuable to discuss alternate ways to make the elections more participatory for all members and help members be more knowledgeable of candidates. Are we really just trying to fill work slots?

Solutions: To make elections more participatory and members more knowledgeable of candidates:

1. Nominations committee develops another process that allows more who come to the conference to vote and know the candidates. Eg. Time for presentations of candidates or voting before banquet or
2. Think out of the box.....do not do it at the conference but all through computers and U.S.of A mail
3. At conference candidates make themselves known someway and the election takes place through electronic voting and paper two weeks later
4. Anything else?

We need your ideas and feedback

Report to the NCR ACPE regarding Accreditation

Submitted by Rev. Ellen M. Swinford, NCR Accreditation Chair

The ACPE Accreditation Commission met October 20-24, 2007. We took action on:

- Thirty-five Five Year Accreditation Reviews,
- Eight Ten Year Accreditation Reviews,
- one request for accredited membership by a satellite,
- two requests for candidacy for accredited membership,
- two requests for addition of component sites,
- three requests for addition of Supervisory CPE,
- six requests for removal of notations,
- twelve requests for additions of satellites,
- six requests for withdrawal of accreditation,
- sixteen requests for postponement of scheduled accreditation review,
- ten requests for program changes requiring commission action
- three Called Reviews

For a total of one hundred and four (104) decisions regarding center accreditation. Of those, four centers received notations and one received a commendation.

With respect to the requests sent forward from our own region this fall, I am happy to report to you that all centers were granted their accreditation requests without notation:

- St. Cloud Hospital CPE Center is now a Candidate Center for Accredited Membership to provide programs of CPE (Level I/Level II) and Supervisory CPE,
- Aurora Sinai Medical Center was granted continuing accredited membership to provide programs of CPE (Level I/Level II), as well as a name change,
- Avera Health ACPE System Center was granted continuing accredited membership to provide programs of CPE (Level I/Level II) and Supervisory CPE,
- Lutheran Homes of Oshkosh was granted continuing accredited membership to provide programs of CPE (Level I/Level II) and Supervisory CPE,
- Rush University Medical Center was granted continuing accredited membership to provide programs of CPE (Level I/Level II) and Supervisory CPE,
- VA Midwest Health Care Network was granted continuing accredited membership to provide programs of CPE (Level I/Level II) and Supervisory CPE,
- Genesis Medical Center was granted continuing accredited membership to provide programs of CPE (Level I/Level II),
- Rush University Medical Center was also granted the addition of a satellite program at Riverside Medical Center in Kankakee, IL,
- Elmhurst Memorial Hospital was granted the addition of a satellite program at Adventist Midwest Health Care in LaGrange, IL
- Aurora St. Luke's Medical Center, Loyola University Health System and Wheaton Franciscan Services were each granted their accreditation postponement requests.

Congratulations, everyone, and well done!

Concerns about Compliance in our Region

There were also two situations of concern in our region that had been referred to me this summer for inquiry about non-compliance with certain Standards. Because these situations came to my attention, they were addressed within the region in a timely and efficacious manner that enabled me to report a process of return to compliance with which the Commission was satisfied. Holding ourselves and each other accountable, utilizing our regional accreditation committee if necessary, in order to remediate compliance issues before they become entrenched in a center's culture or a colleague's practice is in everyone's best interest. Situations leading to notations, Called Reviews, and adverse accreditation actions are no joy to anyone, diminish our organizational reputation and always involve putting students in jeopardy.

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Extending Supervisory CPE Accreditation via Satellite Contract Center to Center

At this meeting the Accreditation Commission also discussed the idea of allowing centers with accreditation to provide Supervisory CPE to extend that dimension of their accreditation to other centers, as a possible way to resolve some persistent concerns about Supervisory CPE students winding up in situations without adequate supervisory and administrative support. In the end, this innovation was determined not to be in our best interest. This does have implications for one project in the works in our region, which had gotten an initial go-ahead, and Commission Chair Karrie Oertli and I will be addressing that and offering our assistance to enable the project to continue within the parameters currently available in our accreditation repertoire.

Maintaining Files of Closed Centers

Another concern we addressed involves what happens with the center and student files when institutions withdraw from accredited membership or have their centers close as a result of adverse action. The Commission believes that these files are the property of ACPE rather than of the institution that hosted the program and are of a confidential nature for which ACPE is responsible. Therefore, the Commission is asking us to consider what our options might be at the regional level to receive and hold the files of such centers.

Limiting Center Expansion During Called Review

In an effort to support the maintenance of proper focus of energy and attention at centers under Called Review, the Commission also established a policy that centers under Called Review are restricted from developing and adding satellite programs, component sites, placement sites and new programming.

Minimum Expectations for the Curriculum Dimension of Programs

We had some discussion of what, minimally, accreditation teams and reviewers need to see with respect to curriculum, given the wide variation from center to center. The Commission affirmed that Standard 308.6 and its subpoints is our base-line: an instructional plan that employs a process model of education and clinical method of learning, including use of individualized students' goals, core curriculum appropriate to the CPE setting, geared toward meeting objectives and assisting students to address the competencies of their level or type of program, a clearly written syllabus, and program evaluation.

Accreditation Manual and Accreditation Policy & Procedure Manual Revision

In anticipation of 2010, the Accreditation Commission has two task forces at work to review and revise the Accreditation Manual and the Manual used by the Accreditation Commission to manage its work. We are looking for ways to simplify and clarify our processes. Among the issues high on our list of concerns as we move forward is the lack of consistency around accreditation assessment of Student Handbooks due to differences between Accreditation Manual Appendix 11 and Appendix 19. Appendix 19 is troublesome also because base-line expectations and clarification of issues in terms of assessment criteria are intermingled with examples of best practice. As a result, site teams and other accreditation personnel can sometimes lose sight of our mandate to check for adequate compliance and become involved ⁱⁿ pushing for quality. If you have suggestions, questions or concerns about the Accreditation Manual, or want to have input to the 2010 edition, address those to me.

Respectfully Submitted,
Ellen Swinford, NCR Accreditation Chair

Report of NCR Accreditation to NCR Leadership Convocation, Sept 24, 2007
Submitted by Ellen Swinford, NCR Accreditation Chair

Eight of thirteen committee members met Sept 23 and nine of thirteen on Sept 24, 2007.

Actions:

- 5 of 6 Five Year Reviews were acted on (Rush, Genesis, Avera, VA Midwest, Aurora Sinai), all 5 are being sent forward to Accreditation Commission with recommendation for continued membership without notation. One center's process not yet complete due to indisposition of its reviewer this summer, process to be completed and committee to receive report and act via electronic communication in the coming two weeks (Lutheran Homes of Oshkosh).
- St. Cloud Hospital in St. Cloud, MN, where Marty Halvorson is now on staff, has requested Candidacy for Accredited Membership to offer programs of CPE (Level I/Level II) and Supervisory CPE. As NCR Accreditation Chair, I had extended provisional approval to begin programs of CPE at the end of August. The NCR Accreditation Committee has affirmed that action and has voted to recommend that ACPE Accreditation Commission grant the full request of this new Candidate center, which will be known as St. Cloud Hospital CPE Center.
- Two centers (Loyola, Aurora St. Luke's—reviews scheduled for 2007) and one Candidate center (Wheaton Franciscan—review scheduled for 2008) requested one year extensions on reviews. NCR Accreditation Committee is communicating to Accreditation Commission its formal support to all three requests.
- Two requests for addition of satellites (Elmhurst Memorial addition of Adventist Midwest in LaGrange, IL and Rush addition of Riverside in Kankakee, IL) both of which have been operating with provisional approval from NCR Accreditation Chair following review since the spring, were acted on by the committee. NCR Accreditation Committee is recommending Commission grant both requests. NCR Accreditation Committee did an initial review of request for satellite addition by Fairview at this meeting and is offering feedback to the center and proposed satellite with respect to student handbook, with a goal of enabling provisional approval in the near future.
- Committee received reports from Chair regarding referrals for Standards compliance concerns at two centers in our region. One referral came from a supervisory colleague outside the region, who interviewed a student seeking additional CPE and who was without supervisory evaluations from an NCR center months after unit completion. The other came from an NCR Certification Subcommittee regarding Standards compliance issues at a training center coming to light in the course of a SES committee appearance. NCR Accreditation Chair reported on correspondence with both centers requiring clarification and action plans for return to compliance when non-compliance was confirmed. Progress reported from both these centers will be forwarded to Accreditation Commission, documentation of non-compliance and report of status with respect to maintaining compliance going forward will be required in these centers' annual reports.

- Committee received notice of the following changes in Centers: 1) name change from Aurora Sinai Samaritan to Aurora Sinai, as well as addition of Jan McCabe to supervisory faculty at Aurora Sinai, 2) Evanston Northwestern has filled its supervisory vacancy, having hired Carlos Sanchez, 3) Edward Hospital reports it is without supervisor and CPE program in suspension for this year.

Business Ahead:

10 yr review for continued membership and addition of Supervisory CPE at Altru Hosptial, Grand Forks. Site Visit scheduled for mid-October.

All Annual Reports due January 15 at the latest. NCR Accreditation will appreciate early submissions this year, as the Commission is scheduled to meet in late March this year, so we need to finish our work by late February.

Bethesda Christian Counseling Center the only five year review in 2008—materials due March 31, 2008

Five site visit reviews in 2008—two candidate centers (Christian Homes, Lincoln, IL and Univ. of IL Chicago Med Ctr) and three centers seeking continuing accredited membership (Loyola, MacNeal and Aurora St. Luke's) Please note that while NCR Accreditation seeks to accommodate needs of centers, site visits cannot be scheduled when committee members are not available. Do note that a request for an early December site visit means that committee members are being asked to review your center's materials during Thanksgiving and write findings during Winter Holidays.

Respectfully submitted,
Ellen Swinford, NCR Accreditation Chair

**North Central Region
Certification Committee**

**Report from the National Certification Commission Meeting
May 2-5, 2007
San Francisco, CA**

1. Recommendation that “Disclosure Agreement for Information from Student Records (Appendix 4 of Cert. Pol. and Proc. Manual) be signed by subcommittee members at each meeting of cert. committee.
2. Feedback forms for individuals meeting committees should be given at time the Action Report is sent, not at the subcommittee.
3. Welcome letter for those entering the Certification process has been revised.
4. Candidacy materials should include the candidate’s self-evaluation and the candidate’s supervisor’s evaluation. In some instances, candidates were meeting committees before they had completed a full unit of Supervisory CPE following a readiness consultation.
5. The Certification Policy and Procedure Manual is updated annually, changes suggested last year are now incorporated.
6. Deadlines for submitting materials for meeting at national – 6 weeks during 2007 - will move to 5 weeks in 2008. Especially important for those meeting in the fall and presenting summer units.
7. Presenter’s report. Proposal for presenter to focus on items that only she/he receives.
8. An extended discussion with the Chair of Accreditation re: interface of certification and accreditation issues (e.g. supervisory competence) Likely more to come.
9. SERC (Supervisory Education Review Committee) – chaired by Bill Scrivener. Examining all aspects of supervisory education and especially certification process. Recommendations to be brought to ACPE members in Dallas.
10. 2007 national cert. results: Associate Supervisor 11 Grant, 1 Deny
84 % CPE Supervisor 15 Grant, 4 Deny
11. 2008 - National Commissions meetings in conjunction with REM - March 30 – April 5, 2008 in Memphis.

NCR ACPE REGIONAL CERTIFICATION ROSTER AS OF 12/31/07

I. Actions by the NCR Certification Committee and National Certification Commission in 2007:

A. Supervisory Candidates

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Mark Bradley	Rush Medical Center	Granted	1/07
Joel Greenfield	Allina CPE	Granted	2/07
Godlove Ndongndeh	Avera	Granted	2/07
Del Shinabarger	Advocate Good Shepherd	Denied	5/07
Laura Bradford Walker	VITAS Hospice	Denied	5/07
William Peake	U. of Iowa - Mason City	Denied	5/07
Janet MacLean	Advocate Christ	Granted	9/07
Scott Orth	Fairview	Denied	9/07

B. Extensions for Candidacy

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Rene' Brandt	Advocate Lutheran Gen.	Denied	5/07
Karin Derenne	Lutheran Homes Oshkosh	Granted	5/07
Ann Galloway-Egge	Fairview CPE	Granted	5/07
Rene' Brandt	Advocate Lutheran Gen.	Granted	9/07
Lori Kaufmann	Gunderston Lutheran	Granted	9/07

C. Associate (National Commission)

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Jan McCabe	Rush Medical Center	Granted	5/07
Mollie Ward	BroMenn	Denied	5/07
Mollie Ward	BroMenn	Denied	10/07

D. Extension of Associate

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
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E. ACPE Supervisor

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
Dean Hokel	MacNeal	Denied	1/07
Judith Susan Roska	Allina	Granted	1/07
Inbarasu Anantharaj	Iowa Methodist Lutheran	Granted	5/07
Dean Hokel	MacNeal	Granted	5/07

F. Face-to-face Review of Position Papers

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
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G. Restoration to Active Status

<u>Name</u>	<u>Center</u>	<u>Action</u>	<u>Date</u>
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H. Withdrew from Certification Process

<u>Name</u>	<u>Center</u>	<u>Date</u>
Joel Greenfield	Allina CPE	4/07

II. **Rosters**

A. Associate Supervisors

<u>Name</u>	<u>Center</u>	<u>Granted</u>	<u>Ext./Next Lv.*</u>	<u>Due</u>
Jerry Kaelin	Rush	2/06		2/08
Jan McCabe	Aurora Sinai	5/07		5/09

B. Supervisory Candidates

<u>Name</u>	<u>Center</u>	<u>Granted</u>	<u>Ext./Next Lv.*</u>	<u>Due</u>
Robert Bowlin	Univ. of Iowa	9/06		9/08
Mark Bradley	Rush	1/07		1/09
Rene Brandt	Advocate	10/01	5	9/09
Willia Brown	Rush	1/04	1	9/07
Digna Campanano	Advocate	1/06		1/08
Marsha Collins	Riverside Med. Ctr.	10/04	1	11/07
Karin Derenne	Lutheran Homes-Oshkosh	5/04	2	5/09
Ann Galloway-Egge	Fairview	5/05	1	5/09
Brenda Jackson	Advocate	5/04	1	1/08
Lori Kaufman	Gunderson Lutheran	9/05	1	9/09
Kristin Langstraat	Fairview	9/06		9/08
Shawn Mai	Fairview	1/06		1/08
Janet MacLean	Advocate Christ	9/07		9/09
Godlove Ndongndeh	Avera	2/07		2/09
Mollie Ward	BroMenn	5/05	2	10/09

C. Supervisory Students

<u>Name</u>	<u>Center</u>	<u>Date Admitted</u>
Kim Goodman	Allina	11/07
Angela Keith	Advocate	7/07
Nick Longworth	Iowa Health / St. Luke's	1/07
Meg Lybeck-Smoak	Village at Manor Park	2/07
Loren McGrail	Allina	9/07
Scott Orth	Fairview	12/06
William Peake	University of Iowa Hospitals	4/05
Sarah Sainsbury	Advocate	5/07
Delbert Shinabarger	Advocate	12/05
Kyle Vlach	Allina	4/07
Laura Bradford Walker	VITAS	10/06

* - Includes both meetings for next level of certification and extensions granted by regional certification.

FALL 2007 CLINICAL MEMBERS REPORT TO NCR

Our group was small when we last met in Chula Vista. Just Peter Lundholm and myself. Ed was in recovery. Jody Futornick was unable to attend because of Jewish holy days observances. Carol Potter has taken a new assignment in the Oakland, California area. And we did not hear from Bob Eagle. However, thanks to Peter Holland working on the strategic plan and visioning process, Peter and I had a spirited conversation on a mission statement for Clinical Members and it came out like this:

A Mission Statement for Clinical Members in the North Central Region

Encourage and reflect on ministry practice in a collegial setting that supports personal and professional growth. We want to:

- Foster collaboration with CPE settings
- Enhance quality of spiritual care

In this spirit we felt it was time to be proactive and engage with clinical members (old or new potentials). We wondered if supervisors are encouraging their students to be clinical members after they complete 4 units of CPE? We would follow up with potential members if we but had the names.

Submitted,

Steve Melby, Chair, Clinical Members Committee, NCR
10/23/07

WRITE THE NEW NCR VISION STATEMENT
A N D
WIN A MASSAGE AT CHULA VISTA

Now the NCR has a Mission Statement and a list of our core values, we need a snappy vision statement. The Mission statement defined the purpose for our existence, but the Vision describes where the NCR wants to be in the future. It reflects an optimistic view of the organization's future.

ACPE'S VISION

We will be distinguished as the premier provider of clinical pastoral education and recognized by the United States department of education.

THE CHALLENGE

- Write a statement of a future that is inspiring and empowering
- Create an expression of a future that fosters our unity
- Provide a reference point from which to develop strategic priorities and plans
- Paint a vivid and clear picture of a bright future
- Make it memorable, engaging, achievable and realistic
- Align it with organizational values and culture.

SAMPLES

NCR: Transforming theological education one learner at a time: Empowering theological educators to transform the world: Leaders in educational innovation for ministry.
Our students will become ministers who lead with integrity, empower authentically and teach transformationally.
We foster and oversee a person centered approach to education and Ministry.
Here is a church's vision statement:" reflect God's glory, grow in faith, serve in love."

MY NCR VISION STATEMENT

1. _____

3. _____

SOME WORDS TO GET STARTED

Learning, caring, empowering, living, teaching, transforming, integrating, promoting, practicing, reflecting, forming, processing, acting, leading.

NCRACPE

History and Research Committee Minutes

September 23, 2007

The meeting was opened with prayer led by the chair, Steve Corum. Present were John Thomas, Harvey Berg, George Paterson, Max Maguire. Minutes of the previous meeting were approved by consent. Paterson agreed to serve as scribe.

Book of Remembrance: To date materials have not been submitted for David Belgum and Bob Bergeson. Paterson had offered to prepare the pages for Belgum, but asked for any existing information concerning dates, ordination, etc. John Thomas offered a CD of an interview he had conducted several years ago with Belgum. Paterson will proceed with the task.

It was noted that the Steve intended to consult with Clyde Burmeister about Bergeson's pages. He will pursue this conversation.

Susan Hart is the other supervisor who has died since our last meeting. Jan de Jong was mentioned as a resource person for with her memorial page. Harvey stated he would contact Jan to ascertain his interest in this matter.

Distinguished Service Award: After reviewing the names suggested at the May meeting, John Thomas moved that Oz Anderson be nominated for the regional DSA for 2008. Motion seconded by Max Maguire, and approved by consent.

Supervisor Emeritus: The committee agreed to nominate the following persons to the Board, subject to their eligibility and consent: Mike Carlson and David Carlson.

History Task Force: John noted that there is no reference to either Archives or History in the ACPE Constitution, By-laws or Governance Manual. ACPE Board needs to review that and a Task Force on History is one way to get it started. Also when the ACPE creates its own History Committee (task force is a start) with regional representation this will require participation by each region, not optional as it is now.

Moved by Thomas, seconded by Paterson, that we recommend that the NCR Board request the ACPE to create a task force on the history of the organization, to be made up of one representative from each region. Approved by consent.

Research Funding: Peter Holland attended as a resource person on the proposal submitted by Godlove Ndongndeh (Avera Health, Sioux Falls) to attempt to establish an ACPE affiliate in Cameroon. The research question is stated as follows: "What critical elements will produce a contextualized CPE program at Mbingo Baptist, Hospital, Cameroon?" After some discussion for clarification (the members having previously received and read the proposal), Paterson moved, Berg seconded, that the project be funded at the requested level of \$3,000. Motion was approved by consent.

Strategic Planning: Peter Holland asked the committee to give continuing thought to the

question, “How can the History and Research Committee implement the mission statement being adopted by the NCR?”

Photo Directory: Questions concerning the directory for which photos are now being taken surfaced again: i) Should it be available to members only, or to the general public as well? ii) How much information should be available with the photos—professional only, or personal as well? iii) Should the information be available to prospective students? iv) Should it be on-line only or also in print format? Paterson agreed to draft a brief questionnaire to get responses to these questions from the members of the region. He will circulate the draft to the HR committee; when the draft is revised it will go to the RD with the request to circulate it to the regional membership.

Archives: It was moved by Thomas, seconded by Maguire, that the committee archives be deposited with the Regional Director to be forwarded to the Pitts Library for inclusion in the archives of the NCR. Motion approved by consent.

Ongoing Research: It was agreed that the Chair will ask for an update from Marty Halvorsen on the previously funded proposal presented by Ron Mahnke and currently supervised by Marty.

Meeting adjourned.

Report of Standards meeting in Dallas 10-21-4
David Rumbold, NCR Standards Committee

The first thing we addressed was the study document (published May 14th) inviting feedback to necessary Standards changes needed to remain in compliance with the Department of Education. My understanding is that these are in essence a CQI issue; How do we assure a specific program is meeting the standards and fulfilling its promises to the student and other consumers? The Standards changes will reflect the intent to require centers to have an active CQI program which will be monitored through the annual report and the accreditation process. Recommendations for how this might be accomplished were to be forwarded to Accreditation for consideration. FYI, many things are already in place but do not receive much activity; such as the annual request to speak to changes incurred as the result of student feedback. Standards position on this was that the absence of substantive responses would be a 'trigger' for further investigation.

In response to our Department of Education review we also established a new Standard for an Educational Complaint. This would differentiate a complaint involving a center or program that is not, in essence, an ethical complaint against an individual's professional practice. An example that comes to my mind would be an instance where a center loses a supervisor and fails to make arrangements for the completion of the unit. Appropriate policies and procedures will follow and need to be reflected in the Accreditation manual, and the annual center report.

We received the Accreditation Task Force Report- noting along with others the need for greater collegiality and transparency in the process.

We received the SERC Report - noting that while the Board determined that further study was needed we recognized that there was some helpful ground work accomplished for the review of the Certification Handbook . Additionally, the study exposed a number of areas that Standards will explore concerning Supervisory Education programs.

The core task for Standards this coming year will be to review the Certification process and handbook. We will be soliciting feedback from the many studies conducted as of late as well as comments from the general membership. Please feel free to send your comments directly to me if you have something you want discussed in regard to the Certification Standards or the Certification Handbook.

FYI the schedule for the republication of the Standards and Handbooks is to have all materials reviewed and changes made so that the handbook can be printed and implemented January 2010.

Some questions that were asked:

How many units are necessary to designate a unit of CPE as Level II unit for a student? Standards speaks to the development of a center's curriculum for CPE Programs. As far as which unit is a Level two unit for a student this is left to the discernment of the supervisor who is expected to document in the student evaluation the supervisor's support for designating the unit Level I or II.

We were asked about Standards for reciprocity with other organizations. We support further conversations with other organizations and felt current standards were adequate.

The question was asked, when is a unit of CPE certified? It was our opinion that a unit is certified when the supervisor completes the student evaluation stating that the student has completed and earned credit for the unit. (308.8.3) This must be accomplished within 45 days of the end of the unit. (308.8.1)

ACPE NATIONAL BOARD OF REPRESENTATIVES

REPORT FROM THE NORTH CENTRAL REGION REPRESENTATIVES:

Edith Finsaadal and Barry Britton

October 21 - 22 the Board of Representatives of the ACPE met in Dallas, Texas. Both of our regional representatives were present.

Significant issues the Board addressed were as follows:

- A major focus of the Board's activity was on the establishment of a new foundation for the ACPE. The foundation will raise and distribute funding to support the ACPE and its programs. The foundation will be called the FCPE. It will be administratively separate from the ACPE, in order to protect our funding from any lawsuits that might be brought against the ACPE. Its Board of Directors would be separate from those of the ACPE. However, a majority of those Directors would be chosen by the ACPE Board. The Board voted to establish this new foundation, thus creating the FCPE. It elected six representatives to make up the interim; incorporating board of the FCPE. Those persons selected were either Board members or financial advisors, who have helped us in the formation and creation of this foundation. Their immediate task is fund raising to get the foundation started. The first goal is to raise 10 million dollars in the first three years. *The ACPE and FCE leadership stressed the importance of broad membership participation and that small gifts are appreciated.*
- The Board addressed a proposal for sweeping changes in the Certification process. The vote was decisively to reject such changes at this time. Recent statistics indicate that candidates have recently been successful in getting through the process and in meeting committees. Therefore, the Board rejected proposed changes as unnecessary.
- The Accreditation Commission was again seeking to improve the accreditation process. They sought and received funding to create a group of trained site team leaders, who would be paid a stipend for their work. The goal in this is to simplify and improve consistency in the overall accreditation process.
- The Board heard and received the concern from the Board of our North Central Region. *The NCR Board had voiced the request that the Board of Reps reconsider its recent practice of shifting expenses traditionally covered or usually assumed by the national organization to the regions without consultation with the regions. The request was acknowledged. Teresa Snorton especially pointed out the issue of timing as a concern in these cases. (Delete? While the national board heard this concern*
- The Board sought to address an issue raised by a supervisor in our region regarding communication confusion in the ACPE Directory. Currently the South Central region includes "Southern Illinois" in its description. The North Central Region includes "Northern Illinois" in its description. Central Illinois is not included in either of these, which is confusing to students looking for sites in central Illinois. Another complicating factor is that one CPE site, *Christian Homes Incorporated*, includes two satellites in each region. Two of these satellites are in central Illinois. One of those is listed as a South Central Region site. The other is listed as a North Central Region site. A sub-committee of the Board proposed a solution, which would have called for a change in the ACPE Directory. ("Central Illinois" would have been added to the description of both regions, and *Christian Homes Incorporated* would have been listed in both regions.) The Board voted to refer the proposal to the Accreditation Commission. *According to Teresa, the rule is that the accreditation commission handles all center changes in the ACPE directory, and that the ACPE board cannot make exception to this.*
- The board discussed the need for closer attention to keeping our organizational history and passed our NCR motion to establish a task force on history to be composed of one representative from each region and to meet by telephone conference calls. It was acknowledged that the task force may develop into a permanent committee.

- The board accepted a new Jewish network and an international affiliate of ACPE, the Cameroon Baptist Convention Health Board.
- Out of the three endowment grants that the board decided to give, the two main grants went to our region; Cameroon CPE as proposed by Peter Holland and Steve Corum and Acts Urban CPE as requested by Barbara Sheehaan.
- A work group of the board looked at the ACPE membership categories and benefits. As a result of the group's work the board passed a motion that it will fund nine clinical representatives to attend the 2008 annual conference as the Clinical Advisory Committee. The work group identified the issues that clinical members may be underutilized in our organization and in creative and needed curriculum development, and that it is time for CPE supervisors and clinical members to work together more closely.
- Questions relating to these or other issues concerning the ACPE Board of Representatives can be addressed to Edith Finsaadal or Barry Britton.

NCR REPORT ON ACPE PROFESSIONAL ETHICS COMMISSION
October 20-23, 2007
Dallas, TX

1. From Saturday evening through noon on Monday the ACPE and APC PE Commission members received training on the new ACPE - APC Pilot Ethics Process. The session was conducted primarily by Ann Underwood, attorney to both the ACPE and the APC. In addition to PE Commission members about 20 others, including Larry Shostrom from the NCR, received the training. Those trained include members of the combined review panel of eight members along with the two chairs. The remainder make up a pool who can be called on when the need arises for an "investigator", who will serve the function that is served in our current process by the regional review panel. If a complaint is not resolved at the local level, the complainant contacts the ACPE Executive Director who then is in communicates with the Initial Review Panel (comprised of the two ED's and the two PEC chairs) to determine whether the complaint has sufficient merit to be investigated. An investigator (representing the association of the one being complained about) is appointed to investigate the complaint and to report findings to the national hearing panel. Assuming ACPE Board approval at this meeting, the pilot process will likely go into effect on November 1. By then or soon thereafter you will be able to find the Pilot Process on the ACPE website on the Ethics Commission's page. I encourage all members to read it. If you have questions about the Pilot Process after reading it on the web, I would be glad to discuss it with you via phone or email.

2. The PE Commission met on Tuesday.

- Reviewed the training and discussed various aspects of the process.
- During the next two years we will evaluate the process in order to recommend to the Board: 1) whether this 'new' process is one we want to use going forward, and 2) whether we should continue with a merged PE Commission with the APC.
- We will offer a workshop at the fall 2008 ACPE conference on developing a culture of collegial accountability in the ACPE
- All CPE supervisors are encouraged to check out referrals on applicants about whom we have concerns when interviewing. All may be aware (I was not) that the current standard CPE application gives us permission to contact and talk with the applicant's previous supervisor(s).
- I was glad to report that there are currently no active complaints in our region of which I was aware at that time.

Thanks to all for remaining ethically compliant! Have a great conference!

Respectfully submitted,

Dick Sellers
NCR Rep to the ACPE Professional Ethics Commission

NCR – Regional Director Survey – Fall 2007

BACKGROUND

At the May 2007 meeting, it was announced that a job performance/evaluation survey would be conducted electronically of our Regional Director Gary Sartain. In early September, the entire region received an email with the survey. On September 18 it was sent a second time. On September 24, it was given at the North Central Regional Convocation at Chula Vista. In total, there were 32 respondents (3 clinical members, 3 retired supervisors) to this survey, for the following five questions:

1. Please comment on your perception of the Regional Director's effectiveness on his job.

The universal feedback is that Gary is experienced as being very effective at his job. People cite his efficiency, his prompt responsiveness to their concerns, and that he serves as a great resource. Very positive mentions include the following: the newsletter, email communication and connectedness, the web page. People appreciate that Gary is very well organized, effective in planning and organizing, and serves as a resource to people and to regional committees, with out overstepping his bounds and attempting to do their work for them. The overall summary is that people are very pleased with Gary's work.

2. Are there any new/different actions the Regional Director could implement to increase his effectiveness?

Several supervisors mentioned they wished Gary could be more proactive when there are conflicts and concerns within centers, or with centers that close. Several supervisors mentioned they would enjoy it if he could visit their site face-to-face, and see their institution.

3. Are there ways the Regional Director can be of more direct support to you or your program?

Here people are very satisfied with the ways that Gary has supported them. He is cited as being generous with his time, energy, consultation, and personal and pastoral support of people in need. Very positively, he has attended sub-regional meetings, and this is extremely important to see Gary at these. One clinical member hopes he can help them with an accurate list of the current clinical members.

4. Any direct suggestions as to how the Regional Director can augment the Regional Strategic Planning Process?

Here feedback general themes include lessen our bureaucracy to maintain autonomy. One supervisor talked about setting clearer timelines for direct expectation of results; help hold committees accountable to timelines. Another supervisor mentioned more about planning on our web page for all the clinical members and supervisors who do not attend a meeting to have access to know what is coming up with strategic planning.

5. What are your hopes and expectations as to our NCR Regional Director's level of activity in National ACPE activities and strategic process?

At a national level, there again was a universal point of feedback for Gary: maintain a very active voice, presence, and assertion at the national table. It really is a hope of respondents that Gary has an intimate involvement in the national concerns and then communicates his understandings and awarenesses back to the region. One supervisor hoped that Gary could report on the best practices of what is working with other regions he is aware of, and communicate these to us. Another supervisor hopes that Gary maintains the appreciation of the rural nature of the North Central Region, as numerous centers are far from major cities and seminaries. Another respondent affirms to keep creative, and keep the national bureaucracy down and individual and regional creativity high