**Consortium on Humanities, Ethics and Professionalism**

Leadership Committee Meeting

September 12, 2019

11:00 a.m. Central Time

Via Zoom

***Meeting Minutes***

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| *Attendees*    *Unable to attend* | Jennifer Hastings, Sarah Luna, Cindy Dodds, Shelly Lewis, Nathan Brown, Sarah Caston, Bruce Greenfield, Donna Smith  Jim Brennan | | |  |
| *Purpose* | To discuss topics related to humanities, ethics and professionalism in Physical Therapy education | |  | |
| *Agenda Item* | | *Summary & Action* | | |
| **ELC** | | * CHEP Leadership Committee meeting * Saturday, Oct 19, 4:30 p.m. to 5:30 p.m. in the Executive Suite * Cindy is unable to attend ELC, but will develop agenda. Sarah L. will create a Zoom link for Cindy and Bruce who is also unable to attend * CHEP business meeting * Friday, Oct 18, 5-7 pm. Hyatt Regency Bellevue Auditorium. * Donna reported on arrangements with caterer, room setup * Invited artist: Judith Adams, poet from Humanities Washington * Discussed cost and modifications to menu and room setup: add to wine order and include an additional round table and chairs * General agenda for business meeting: * Introduction of CHEP members, activities, and leadership opportunities * Poetry presentation * Q & A, group poetry-writing activity (Nathan to look into pens and notepads through ACAPT for poetry activity) * Sarah L. will send out an additional email reminder about ELC approximately 2 weeks prior to conference; will include information about wine and cheese | | |
| **Listserv** | | * Shelly & Sandy set up a listserv on Freelists.org and several CHEP members tested it * There are problems with adds on the sign-up page and a follow-up verification process that was not easily identifiable. * The group discussed continuing with work-arounds using Freelists or paying for a subscription to one of the services that Shelly investigated * Decision was made to pay for a subscription and Shelly will communicate that back to Sandy for follow up. | | |
| **CHEP webpage** | | * Grant and essay contest information have been posted * The repository is in the new format * Instructions on how to submit content to the repository have been added   Process:   * Send content to CHEP email address * Secretary to forward to Chair for review * Chair then forwards to Sandy Brooks for posting to CHEP web page | | |
| **Nominating Committee** | | * Jim to report on open positions at ELC business meeting | | |
| **Social Media** | | * ACAPT does not want CHEP to have its own social media page * We will continue to pass information to Lisa Barnes and Scott Burns who are on the ACAPT communications committee to share in the ACAPT newsletter and social media outlets. | | |
| **Misc** | | * Email to membership were sent regarding: * Grant * Essay Contest * ELC reminders * Sarah L. needs to send email notification about new repository and process. | | |
| **New Business** | | Cindy shared her initial thoughts about moving forward as the incoming Chair and how to focus our efforts in the coming year, specifically with how to involve students in humanities activities. She asked the committee to reach out to her with any ideas we would like to focus on. | | |
| **Next meeting** | | * At ELC | | |
| **Action Items** | | * Sarah L - email communication to membership repository * Nathan - ask Scott Burns about ACAPT pens/notepads for poetry activity at ELC * Shelly - follow up with Sandy Brooks about previewing Listserv | | |
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Meeting adjourned: 11:40 p.m. CST