**Clinical Education SIG Leadership**

**Conference Call**

**August 15, 2017**

**Participants: Cindy Flom-Meland, Cinthia Utley, Tanya Apke, Jay Lamble, Angela Holland, Elsa Drevyn**

**Agenda**

1. Introductions –
   1. Elsa Drevyn, recording sec.
   2. Cindy Utley - Chair of nominating committee
   3. Angel – nominating com.
   4. Tanya – membership sec.
   5. Jay- co-chair for clinical
   6. Cindy Flom-Meland - Academic co-chair
2. Resource manual for clinical educators – manual in CE SIG website that is about ten years old and has not been updated. Several individuals have volunteered to help with this. Suggestions were collated but it became very confusing when doing it via email.

It would be great to have it together for upcoming ELC. However, it is very lengthy. Jay is willing to work on it. Cindy U. will send the collated information to Cindy F. that she had sent to Scott. Cindy F. will then put together the collated information and send it to Jay. Jay suggested to have a draft for ELC. Cindy F. feels that it is a good idea in order to have something to share

1. Web site – there is a lot of old information that needs to be archived. The Education Section website will be undergoing changes too. Cindy F. will take that on and get it cleaned up and organized and will send it to us for review.

Tanya suggested that it is not very well known that we have a website because we are directing people to the HUB. It is also confusing that a member of the CE SIG is not part of the listserve. It would be good to differentiate what to use the HUB vs the CE SIG website. Tanya/Cindy F. suggested to use the website for newsletter, minutes, etc. and use the HUB for discussion. Jay has been working on the website and has heard back from members having issues.

Cindy F. will check with Julia Rice and see if there is an extra step needed to get CE SIG access. Tanya asked to be included in the communication.

Should it be only a CE SIG without faculty being part of it. Jay, Scott and Cindy have discussed this before. The confusion also comes from there being a separate faculty page and a clinical faculty page. There is a disconnect relaying the benefits of being a CI. Is being called faculty part of the benefit. They are consider clinical faculty. It is confusing in the website. We agreed that removing the word faculty is a good idea. It there a bylaw concern with this? Do we need to take it to the larger group? Is it an editorial issue or a bylaw issue? Cindy will ask Gina.

IV. Bylaws (update) – will need to work with Corrie Odom (Vice-President of Education Section). Since Cindy has been in her position, they have not been revised. There are some items in the bylaws that should be pulled out because they are no longer in existence or relevant. Cindy will pull them down for us to review. Cindy will work with Corrie on the bylaws after receiving feedback from us and it won’t probably happen at ELC, most likely at CSM.

IV. Preparation for ELC

Friday, Oct 13 is Open Forum (5:00-6:30 pm) – time was moved to not compete with programing. We usually have reports from us in these meetings.

NCCE meets Saturday morning

Reports from leadership team members (need to know positions open for the CE SIG offices)

Reports from guests

PT PAC

Education Section – Gina Musolino

International Liaison – Brian or Greg

APTA Education – Bill Boissonnault / Libby Ross

Tri Board (Ed Section. ACAPT, APTA) – Jen Mai (academic and CE SIG member)

Task force on Best Practice in Clinical Education – Jay or Scott. Doesn’t seem to be a town hall for this at ELC. They seem to want this put to bed before then. Jay will report on this

CAPTE – Sandra Wise

Possible topics for Open Forum - Jay or Cindy will send out request for discussion at open forum. Tanya has been approached regarding updates that will happen to CPI and CSIF. Cindy F. has been part of this and the changes are not related to content. A report can be given from the task force.

Also, in the clinical reasoning summit the discussion was on the ideas that came from that and how will it impact CE. Maybe someone from the group could speak to our group. The clinical reasoning may be happening at the same time, will need to check the schedule.

The CE SIG newsletter should be put out twice a year but it has only been about once per year. It should go out after the two major meeting, ELC and CSM. Cindy suggested that each one of us could write a brief paragraph on our roles and what came out of the two major meetings. It would go to Elsa and she would arrange the format. We would review it and then post it on the website. We will have a two week deadline to submit our part.

IV. Get together for lunch on Friday, October 13th @ 12:00-1:30pm (?) – Everyone is able to attend ELC. We need to find a place to meet. Tanya will look at the facilities and come up with a location to meet. We will provide phone numbers to be able to communicate.

Last year it was brought up that more interaction is needed with the nominating committee. Tammy Burlis is the person to contact regarding this. Cindy U. will reach out to Tammy Burlis from the nominating committee. Some of the forms in the website have not been updated. Three positions are coming up this year.

Elsa’s phone number: 786-417-3166

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Cindy Flom-Meland: 218-779-4141