

## IPI Steering Committee

October 8, 2019

**Present:** Caroline Sehon, Anna Innes, Jane Garbose, Michele Reed, Ana Maria Barroso, Charles Ashbach, Carla Trusty-Smith, Karen Mohatt, Patrizia Pallaro, Stephen Morris, Suzanne St John, Michael Kaufman. **Absent:** Lorrie Peters

### Agenda:

1. Welcome and apologies
2. Appointment of minute taker: Jane Garbose
3. Minutes of last meeting: September 11, 2019
4. Executive Administrator's report: Anna
5. Director's report: Caroline
  - a. October weekend review
  - b. Weekend faculty schedule: proposed revisions
  - c. 2020-2022 Work together re: Keynote speakers & Nov. 2020 dates
  - d. Other
6. Committee Chairs and Program Chairs reports
  - a. Ethics (Michael): Progress on Colleague Assistance Committee
  - b. Faculty Development (Michele): New developments and announcement
  - c. Other
7. Other
8. Date of next meeting: November 13, 2019

### Minutes

1. **Minutes:** There were a few corrections to the minutes which will be sent to Caroline for revision. The minutes from September 11, 2019 were approved, pending revisions. Patrizia requested that membership dues and funding be added to the agenda.
2. **Executive Administrator's report (Anna):**
  - a. Anna will send a survey monkey for faculty to provide updated contact information.
  - b. A request was made for faculty to send Anna a current copy of their professional license and malpractice insurance.
  - c. Anna requested that faculty look at their program on the IPI website and send any changes to her.
  - d. Melanie requested that faculty update their member page. Caroline encouraged members to add a hyperlink to IPI on their page.

e. A request was made to remove faculty who are no longer faculty from the members page.

f. Caroline clarified that members can subscribe to an upgraded Zoom account that is HIPPA compliant and has the capacity to include multiple people. Committee members already have Zoom accounts and will continue to as long as they are committee members.

**3. October weekend review:** Caroline updated committee members on the October weekend and encouraged people to read Jill's blog. Michele Reed clarified that Karen Fraley is co-chairing the April weekend. The APSA visit seemed very positive with the site visitors enjoying the breadth of IPI offerings along with their meetings with IIPT students and faculty. It is not clear as to when we will hear the outcome. Linda Hopkins led the weekend only GAM group with 7 participants; there were 6 participants in the Saturday only GAM group, and 13 online participants. Caroline mentioned that we will need to recruit for the November weekend since we will be competing with another major conference in the area.

**4. Weekend faculty schedule:** The committee discussed the weekend faculty schedule and Caroline proposed 3 different options that would allow for more time throughout the weekend. The group voted and agreed on a model in which faculty will meet on Saturday mornings (for the consultative groups) instead of after the Friday social gathering. This model will support the opportunity for faculty to interact longer with students rather than either having to leave for the consultative small group meetings, or otherwise extend their work day much longer. It was suggested that GAM leaders need training in order to summarize and condense the content and themes of their groups. In Lorrie's absence, Caroline and Michael updated the committee on the 1<sup>st</sup> year Core group.

**5. Committee Chairs and Program Chairs reports:**

a. Ethics (Michael): Michael updated the committee on the progress of the Ethics Committee and the development of the Colleague Assistance Committee (CAC). Caroline underscored the importance for the IPI Ethics code to be made available soon for discussion at the IPI Board, so that we could put the CAC into place soon.

b. Faculty Development (Michele): Sharon Dennett has changed her status from "semi-retired" to "faculty". Several people have expressed interest in becoming faculty. There is a need for feedback for faculty who present during the weekends. Caroline reported that we can try having the weekend participants complete their evaluations online (via Survey Monkey) so we can readily obtain feedback to the presenters (scores and evaluation comments). The FDC will develop a method for dissemination of that information to faculty to support their development. The SC will discuss proposed model subsequently.

**Next meeting:** November 13, 2019

**Submitted by:** Jane Garbose 10/9/2019