DRAFT OPEN MINUTES
CONTINUING EDUCATION MEETING
April 7-9, 2016

COMMITTEE MEMBERS PRESENT:
Jessye Cohen-Filipic, PhD (Chair); Jennifer M. Taylor, PhD (Vice-Chair); Karen B. Schmaling, PhD; Shannon M. Couture, PhD; Daniel Philip, PhD; Bruce S. Liese, PhD; Megan J. Freeman, PhD; J. Kim Penberthy, PhD, ABPP; David J. Reynolds, PhD; Amelia I. Aldao, PhD; Mark M. Leach, PhD; Jeffrey S. Bedwell, PhD; Muniya S. Khanna, PhD; Tanecia M. Blue, PhD

ADVISORY COMMITTEE MEMBERS PRESENT:
Susan Simonian, PhD, ABPP (Chair-partial attendance); Bruce A. Thyer, PhD (partial attendance); Jennifer Sulouff Ripley, PhD

LIAISON PRESENT:
Erica Wise, PhD

STAFF PRESENT:
Antoinette (Toni) M. Minniti, PhD; Kristen Knight-Griffin; Brandy Spears; Alexandra Meimoun; Greg Neimeyer, PhD (partial attendance); Marcia Segura (partial attendance); Janis Pitt (partial attendance); Cristina Millett (partial attendance); Ann Springer, JD (partial attendance).

CEC Open Items: Thursday, April 7th, 2016

Item O1: Legal Orientation with Ann Springer, APA Office of General Counsel
This item was provided to the Committee as an information item.

Item O2: Update on CEP Office Activities
This item was provided as an update from the Office of Continuing Education in Psychology (CEP) to the Committee on its activities and programs (i.e., APA Independent Study Programs, Clinician’s Corner Workshop Series and other activities).

Item O3: Convention Workshops and Sessions
This item was provided as an update from the Office of Continuing Education in Psychology to the Committee regarding the 2016 APA Annual Convention, including the CE Workshops and CE Sessions that will be offered during the convention. There will be 79 CE workshops and 250 CE sessions for the 2016 Denver Convention.

Item O4: Approval of Minutes from September 2015 Open Meeting
The draft minutes of the September 2015 open meeting of the Continuing Education Committee were provided for the committee's review and approval.
ACTION: The CEC approved the minutes of the September 2015 open meeting.

Item O5: CEC Roster Review
The Office of CE Sponsor Approval requested that the CEC reviews the roster for accurate address and contact information.
ACTION: Updates to be sent to CESA.

Item O6: Minutes from the Fall 2015 BEA meeting
This item was presented as information. There is a new panel for CE and lifelong learning, and this presents a new forum and opportunities for supporting the work of the CEC, CESA, and CEP with regard to the Board of Educational Affairs.

Item O7: CONA Items
This item was provided as an update to the committee via the CEC Monitor to CONA. Dr. J. Kim Penberthy serves as the Monitor to CONA for 2016. CONA continues its work, with the support and collaboration of the CEC and Dr. Neimeyer to expand CE offerings related to psychology and aging.

Item O8: CC-3: Conflict of Interest Policies and Procedures and Decision Making Model
This item was presented to the CEC for discussion and action following the recent publication of the Cross-Cutting Agenda, requesting comments from boards and committees for this issue.
ACTION: The CEC collated and submitted feedback as requested.

Item O9: Council of Representatives (CoR) Update
This item was provided to the committee as an information item.

Item O10: Office of CE Sponsor Approval (CESA) Update
The Office of CE Sponsor Approval (CESA) provided this item as an update to the committee on the activities of the office and staff. CESA is executing a systematic release of new procedures, operating manuals, online systems, and electronic notifications. These additions include FAQs, ‘Facts and Myths’ about CESA, support resources related to the Online Application System (OAS), in addition to the Conflict of Interest and Code of Conduct documents which were discussed at the Fall 2015 meeting of the CEC.

Item O11: Online Application System (CESA OAS) Update
The Office of CE Sponsor Approval provided this item as an update on the activities related to the CESA Online Application System (CESA OAS). A demo of the OAS was provided to the CEC.

Item O12: Communications Plan for CE Policy Issues
This item was provided to the Committee as a discussion item. Both internal and external strategies were discussed. Internal strategies would include development of FAQs on an individual basis for the reviewers (for New Members Orientation Subcommittee; mentor/mentee tips; CEC resources (for CESA office); Communication strategies for CEC. External strategies would include identification of ways to reach individuals and groups beyond approved sponsors. In addition, the CEC would maintain their CE one-hour panel ‘meet and greet’ at Convention as part of outreach to sponsors.
ACTION: CEC AC will receive suggestions and compile feedback – and will begin working on Communications plan as a result of discussions.

Item O13: CEC Convention Program Planning for 2016
The CEC will be offering two sessions at the APA Annual Convention 2016: How to Make the Most of Your APA CE Sponsorship and Importance of Diversity in Education.
ACTION: The CEC will work on finalizing the session details for both of these programs.

Item O14: Continuing Education Survey Update
The Office of CE Sponsor Approval provided this item to the CEC as information. The purpose of the CE Survey is to assess the needs and perceptions of psychologists regarding continuing education / continuing professional development. This survey was conducted via APA
membership, APA boards and committees, and the respective networks of individual recipients. There were approximately 6,400 responses and the data is currently being compiled.

**Item O15: Subcommittee Reports**
The CEC discussed plans and progress for activities of the Research, New Member Welcome and Training, and Sponsor Relations subcommittees. The New Member Welcome and Training group is targeted at supporting new CEC members, and their current tasks include working on new CEC member FAQs. The Sponsor Relations Subcommittee is currently working on Convention programming. The Research subcommittee provided updates on progress regarding CE 2015 Convention Workshop research.

**Item O16: Sample Conflict of Interest**
This item was provided to the Committee as an information item. This document will form part of the ‘resources’ materials on the CESA webpage when the next updates are published live (approx. Summer 2016).

**Item O17: Call for Nominations for CEC 2017**
At the end of 2016, four Committee members will complete their terms on the Committee (J. Kim Penberthy, PhD; Daniel Philip, PhD; Jessye Cohen-Filipic, PhD; and David J. Reynolds, PhD).

**ACTION:** The committee reviewed and updated their 2017 Call for Nominations, and this will be submitted by the CESA director for dissemination in June.

**Item O18: Application Deadlines and CEC Meeting Dates for Fall 2016, Spring and Fall 2017**
This item was provided to the CEC as information.

**Item O19: Revisions to “Writing Illustrative Learning Objectives”**
The CEC reviewed the updated document entitled “Writing Illustrative Learning Objectives.” This document will form part of the ‘resources’ materials on the CESA webpage when the next updates are published live (approx. Summer 2016).

**Item O20: Supplemental Resources for Sponsors**
This item was provided to the Committee as an information and action item. The CEC was asked to review and approve the CE Supplemental Resources document developed by the CEC AC. This document will form part of the ‘resources’ materials on the CESA webpage when the next updates are published live (approx. Summer 2016).

**ACTION:** The CEC approved and adopted the recommended updates by the CEC Advisory Committee for the supplemental sponsor resources.