

## **CECA MEETING MINUTES**

### **February 20, 2014**

**Members present:** Sally Bean, Ken Berkowitz, Courtney Bruce, Joe Carrese, Art Derse, Stuart Finder, Ann Heesters, Martha Jurchak, Aviva Katz, Hannah Lipman, Kathy Powderly, Terry Rosell, Malcolm Shaner, Anita Tarzian, Lucia Wocial (chair)

**Others present:** Anne Cordes (Interim Executive Director)

**Members absent:** Lisa Anderson-Shaw, Armand Antommara, Brian Childs, Wayne Shelton, Jeffrey Spike, Stuart Sprague

The meeting was called to order at 11:05 am ET.

### **MINUTES**

Minutes from the January meeting were discussed. MOTION: To approve the minutes from the December meeting with minor correction. APPROVED.

### **ASBH Board Update**

#### **CECA CHARTER**

Members of CECA reviewed the Charter document from the ASBH board. The discussion reflected a desire to clarify the focus of the group to be more than just focused on individual consultants. Suggested edits will be sent to the ASBH board.

#### **Code of Ethics**

The plan is to post the Code as a PDF for a free download. The editorial staff at ASBH is working on cleaning up the document and preparing it with ASBH logo etc. Anticipate posting soon, which will include a brief introduction.

#### **QATF Update**

CECA extended a complement to the QATF members for transparency in posting information about the process on ASBH website. CECA members had questions about the randomized process and concern about some groups being under-represented or eliminated from the pool of portfolio applicants. Individual CECA members were encouraged to reach out to QATF leaders with their concerns (not as representatives of CECA, but as members of ASBH).

#### **CECA CHARGE**

##### **Code of Ethics Manuscript:**

Anita and Lucia will take the lead on the manuscript. The outline for the manuscript was reviewed (see attached). There were no additions, but discussion around future directions indicated that the manuscript will discuss enforcement but not suggest that ASBH be involved in any way in that sort of activity. The goal is to submit a manuscript by the October meeting. Once there is a substantive draft it will be shared with CECA

for input/feedback. Bob Baker has been consulted and will have input on the manuscript.

### **Updating the ASBH Education Guide**

There was discussion about a need to update this resource. (see attached table of contents from the guide). It is more than 10 years old and the stock supply is low. CECA members agreed that it would not make sense to print another edition without evaluating its utility. Stuart Finder (part of the original group that created the resource) agreed to lead a group to define the scope of a project to update the resource. Other members of the group include Ken Berkowitz, Courtney Bruce, Martha Jurchak, Hannah Lipman, Terri Rosell, Jeffrey Spike, and Anita Tarzian. This project would be an enormous undertaking, in part due to the shift in how educational resources are made available (web based). One suggestion might be to survey members on how it has been used. The goal is for this group to propose a plan for discussion on the April CECA call.

### **Code of Ethics Introduction/Education Product**

Members agreed that likely each of us, and many members of CECA will be creating some kind of “introduction to the Code of Ethics” for various stakeholder groups within our own organizations. It would be helpful if CECA could create a “canned” slide presentation targeting key stakeholder groups (individuals who do ethics consultation, ethics committee, facility administrators, students). It would be helpful to use cases as a framework to introduce the responsibilities and interpretive statements. The group suggested that the final product be available from ASBH as a downloadable product (members only?). Courtney agreed to take the first shot at creating a slide set. Anita, Kathy Powderly and Lucia agreed to work with Courtney on this effort.

### **Accreditation/Credentialing of Ethics Consultation Services**

Ken Berkowitz, Aviva Katz, Jeffrey Spike and ??? are working on a proposal for a panel discussion to be submitted for consideration at the annual ASBH meeting.

### **ADJOURNMENT**

The meeting adjourned at noon ET.

**The next meeting will be held via teleconference on March 20, 2014 11 am – noon ET.**