2017 CoCEA

**CoCEA January 20, 2017 Minutes**

**Members Present** - Chair: Lakin, Phyllis R, PhD (via phone); Chair- Elect: Gironda, Marc A PsyD; Program Subgroup Coordinator: Dorlen, Rosalind S, PsyD; Virtual Learning Subgroup Coordinator: McClelland, Nathan PhD; MAL: Blakeslee, Mary, PhD; NJPA Staff: Boertzel-Smith, Keira; Somers, Kelly MA; Transition Member, Dennis Finger, EdD

**Members Absent** - Past Chair: Montgomery, Sharon Ryan W PsyD; Conference Subgroup Coordinator: Wainer, Larisa R PsyD; CE Approval Subgroup Co-Coordinators: Raymond Hanbury F, PhD; Lowenthal, Mark S, PsyD; Treasurer: Economou, Peter J PhD

1. **Announcement of New NJPA Member - At - Large Appointment** – Mary Blakeslee

2. **Update – BoPE Regulations**
   Boertzel-Smith attended the January BoPE meeting and reported on a mandatory continuing education regulations comment reply. No final regulations have been released.

3. **CE Approval Update - Affiliate CE Training**
   CoCEA will provide the Affiliates with CE approval training in early 2017. It was suggested that trainers should include the CE Approval Coordinator(s), CoCEA Chair(s), and Somers, as well as the affiliates’ program coordinators.

4. **Virtual Learning Update - Homestudy Application Update**
   In Spring 2016, NJPA submitted a Homestudy Application which was denied for not meeting Standard D and E criteria. A CoCEA subgroup worked to revise the application and submitted a draft Homestudy Application to APA for review in December 2016. APA has scheduled a January 25, 2017 teleconference call to review the draft application. The final application is due February 20, 2017.

   Dorlen will connect Carol Goodheart to see if she would be agreeable to discuss with Boertzel-Smith the application and programs grounded in an evidence-based approach.

5. **Program Update** -
   CoCEA discussed the February 17, 2017 Workshop *Therapy in the New World: How to Evaluate Success*. If the number of attendees does not increase, it will be postponed. The group discussed attendance and pricing.
The Program Subgroup met today. The group is working with the NJPA budget in mind. All but two programs are scheduled to be held at the NJPA Central Office.

6. **Conference Update – Date, location, and featured speaker update Fall And Spring 2017**
McClelland and Somers reported on the conference committee work. Non-psychologists presenters were discussed. The issues discussed were CE approval and attendance.

7. **February 1, 2017 - February 17, 2017 NJPA Membership Satisfaction Survey**
The survey will cover continuing education venue locations, format of programs, and preferred program time and days.

8. **CoCEA meeting dates for 2017**
The next meeting will be April 21, 2017 10:00 am at the NJPA Central Office.

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**CoCEA April 21, 2017 Minutes**

9. **CoCEA Members - Chair: Lakin, Phyllis R, PhD; Past Chair: Montgomery, Sharon Ryan W PsyD; Chair- Elect: Gironda, Marc A PsyD; Conference Subgroup Coordinator: Wainer, Larisa R PsyD; Program Subgroup Coordinator: Dorlen, Rosalind S, PsyD; Virtual Learning Subgroup Coordinator: McClelland, Nathan PhD; CE Approval Subgroup Co-Coordinators: Raymond F, PhD; Lowenthal, Mark S, PsyD; MAL: Blakeslee, Mary, PhD; NJPA Treasurer: Economou, Peter J PhD; NJPA Staff: Boertzel-Smith, Keira; Somers, Kelly MA Transition Member: Dennis Finger, PhD**

10. ____________________________

11. **I. Subgroup Updates**

   **Conference**
   May 5, 2017 Spring Meeting – Narcissism

   November 10-11 Domestic Violence Fall Conference:
   Friday Night – Committee on Diversity and Inclusion (CODI) Town Hall
   **POWER DYNAMICS and DOMESTIC VIOLENCE: The Psychologist's Role**
   NJPA Awards Ceremony

12. **Saturday – Featured Speaker: Lenore Walker, EdD**
   Morning Program and Three Afternoon Break Out Sessions
   Renaissance Woodbridge Hotel
   515 US-1 South
   Iselin, NJ 08830
13. Program
June 2, 2017, Introduction to NJPA’s Grand Rounds
Working with Immigrants: Understanding the Internal and External Journey & Dispelling Myths
12:00 PM - 2:00 PM, NJPA Central Office

September 8, 2017 – Grand Rounds program on Trauma
9:00 AM to 11:00 AM, NJPA Central Office

October 13, 2017 Grand Rounds program on Forensic Psychology
11:00 AM to 1:00 PM, NJPA Central Office

November 10-11, 2017 NJPA Fall Conference – Domestic Violence
Friday Night – Committee on Diversity and Inclusion (CODI) Town Hall
POWER DYNAMICS and DOMESTIC VIOLENCE: The Psychologist's Role
NJPA Awards Ceremony

Morning Program and Three Afternoon Break Out Sessions

15. Renaissance Woodbridge Hotel
515 US-1 South
Iselin, NJ 08830

Location APA Woodbridge Hotel

17.
18. II. Fee Schedule for NJPA Co-Sponsorship
19. A subgroup will work on this in May, with a draft to be presented at the CoCEA June 9 meeting.

20. III. Advertising for Non-NJPA Programs
Address issue of conflicts with NJPA program dates – outside program advertising is suggested to be permitted as long as it does not conflict with NJPA conferences.

21. IV. Summary of Affiliate CE Training
The training was successful. A second training will be held for any affiliate who missed the first date.

22.
23. V. 60 days Before the Program Date Deadline Policy for NJPA CE Co-Sponsorship
24. NJPA will stand by this policy and it will be enforced.

25.

26. VI. 2018 APA CE Sponsorship Application and Homestudy Application
   A Subgroup will meet in May to begin the preparation. The draft is due in December 2017. The final applications are due in February 2018. Other state approved applications will be shared.

27. VII. Update – BoPE Regulations
   No news at this time. CoCEA will begin sending out weekly updates in the Friday Update. CoCEA will continue to host a CE Corner in the Friday Update once CE is implemented.

28.

29. VIII. Virtual Learning Update - Homestudy Application Update
   Project - revise the NJPA CE Manual
   Boertzel-Smith will reach out to McClelland

30.

31. IX. Survey Results – NJPA Continuing Education
32.

33. X. NJPA CE Website Page and Online Calendar
   NJPA CE page - http://www.psychologynj.org/continuing-education
   NJPA CE event calendar - http://www.psychologynj.org/event-calendar

34. XI. The Trust Endorsement
   CoCEA suggests that the board approve a Trust endorsement to gain access to Trust programs.

XII. CoCEA upcoming meeting dates for 2017

CoCEA June 9, 2017 Minutes

CoCEA Members - Chair: Lakin, Phyllis R, PhD; Past Chair: Montgomery, Sharon Ryan W, PsyD; Chair-Elect: Gironda, Marc A, PsyD; Conference Subgroup Coordinator: Wainer, Larisa R, PsyD; Program Subgroup Coordinator: Dorlen, Rosalind S, PsyD; Virtual Learning Subgroup Coordinator: McClelland, Nathan, PhD; CE Approval Subgroup Co-Coordinators: Raymond F, PhD; Lowenthal, Mark S, PsyD; MAL: Blakeslee, Mary, PhD; NJPA Treasurer: Economou, Peter J, PhD; NJPA Staff: Boertzel-Smith, Keira; Somers, Kelly MA; Transition Member: Dennis Finger, PhD

I. Approval of the April 21, 2017 Minutes

II. Subgroup Updates

III. Approval of Fee Schedule for NJPA Co-Sponsorship

IV. APA Application Update / Next Meeting June 28, 2017 at 11am
V. Summary of Second Affiliate CE Training

VI. Note - Committees Interested in Providing CE Credit – To fall under the Grand Rounds

VII. New Name for the CoCEA?

VIII. NJPA CE Website Page and Online Calendar
NJPA CE page - http://www.psychologynj.org/continuing-education2
NJPA CE event calendar - http://www.psychologynj.org/event-calendar

IX. Grievance Policy approval

X. CoCEA upcoming meeting dates for 2017

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July 20, 2017 CoCEA Meeting Minutes

1. CoCEA is asking the board to approve the attached CE fee schedule.
2. CoCEA is asking to change its name to the Council of Continuing Educational Affairs and the Conference Committee, Program Committee, Virtual Learning Committee, and CE Approval Committees. The Council and Committees will have chairs and/or co-chairs.
3. CoCEA is asking the board to consider approving the adding of a NJPA CE Co-Sponsorship Fees statement to the NJPA affiliate agreement or affiliate attestation. Affiliate CE administrative fees would be collected in December of each year. I think the same would be true for the NJPAF.
4. Update – review of LISTSERV Commercial Use policy
5. CoCEA would want the Board to approve endorsing the Trust to gain access to their programs.
6.  2018 Budget – programs
7. Christine – talk about the CE Library – advertising for outside groups
8. Christine – talk about Fall Conference Sponsorship opportunities
9. Fall Conference Survey
10. Share links to advertising and sponsorship
11. Honorarium for NJPA members

CoCEA October 4, 2017 Minutes

12. Present - CoCEA Members - Chair: Gironda, Marc A PsyD; Past - Chair: Lakin, Phyllis R, PhD; Conference Committee Co-Chair: Montgomery, Sharon Ryan W PsyD; MAL: Blakeslee, Mary, PhD; NJPA Treasurer: Economou, Peter J PhD; NJPA Staff: Boertzel-Smith, Keira; Somers, Kelly MA Transition Member: Dennis Finger, PhD

13. Absent - Conference Committee Co-Chair: Larisa R PsyD; Program Committee Chair: McGuire, Leah PhD; Virtual Learning Committee Chair: McClelland, Nathan PhD; CE
Approval Committee Co-Chairs: Hanbury, Raymond F, PhD; Lowenthal, Mark S, PsyD;
Transition Member: Dennis Finger, PhD

17. I. New Position Discussion - CoCEA Secretary
   The committee co-chairs will rotate serving as secretary per CoCEA meeting.

18. 19. II. Committee Updates
   **CE Approval** – This committee currently has four members. Nancy Senet and Dan Tomasulo manage affiliate co-sponsorship and Mark Lowenthal and Ray Hanbury manage NJPA and outside group co-sponsorship. There was a suggestion that the affiliate and grand round applications be reviewed. Gironda will make a pitch for new members at the October 27 NJPA business meeting.

   **Conference** – The attendance numbers and meal plans were discussed. We are over budget for income and expenses due to approximately 70 attendees for Friday and 280 attendees for Saturday. Gironda will discuss with Boertzel-Smith the planned open statements by the conference committee and CoCEA.

   **Program** – Gironda has approved Leah McGuire as the new chair. NJPA will update the website.


20. III. Report from the September 15, 2017 Executive Board Meeting
21. 22. **Trust Contract** – Boertzel-Smith will document the proposed amendments and letter to the Trust for CoCEA to review.

   **Fee Schedule** – Boertzel-Smith will present to the board the recommended Affiliate Agreement change for January 2018 to address the fee schedule. The board approved the recommended fee schedule and may suggest amendments as necessary.

   **CoCEA Name Change approved** – NJPA will update the website to reflect this change.

23. IV. Sponsorship Update (Christine Gurriere)
   The list of names of contacted sponsors where provided. NJPA currently has sponsors for the Friday night cocktail social, Saturday lunch, badges, and snacks. More names were suggested. Gurriere will send out a second
batch of solicitation emails and calls.

24. V. APA Applications Update
Draft applications for the spring 2018 cycle will be accepted from Dec. 4, 2017 - Jan. 4, 2018. Drafts must be received by APA office by 5:00 P.M. EST January 4, 2018.

25. VI. Addressing late Co-Sponsorship Applications
Applicants are being advised that NJPA must follow the time restraints for applications. An early 2018 affiliate training will be provided by Somers and Gironda.

VII. Report on 2017 Program Budget and 2018 Budget
The proposed CE budget numbers were provided to CoCEA. The board will be approving the budget at either the November 3 or December 8 board meetings.

26. VIII. CoCEA upcoming meeting dates for 2017
27. A doodle will be sent out for January Wednesdays and Fridays.