

**CPS Oversight Committee Meeting Minutes**  
*Thursday, November 9, 2017 10 AM to 12 noon*

**Joint Meeting with Training Team**

The meeting began with introductions and an orientation to the role and responsibilities of the Oversight Committee. Joint meetings such as this one will be planned twice per year.

**CPS Program**

*Winter Class Planning:* The next class will begin on January 25, 2018 at the Bedford VA. The instructional design will be changed for the next class, not the modules or learning objectives. The content will not change, but there will be changes to how the content is taught, based on some overall goals or principles. Four sequences or themes (community, connection, mutuality, and integrity) will be used to organize the content. Specific principles of instructional design will be used to guide curriculum revision, such as more application of knowledge through discussion and practice activities.

*Challenges and Opportunities:* The Training Team was invited to share their ideas about the challenges and opportunities for future classes. Challenges included trainers only being exposed to certain pieces of the training, as most will not be present for the whole training, potential contradictions by trainers not present at an earlier module, and the need for a consistent way to select, train, and mentor new Training Team members. Two Training Team members are resigning, and issues related to their decisions were discussed as well.

**Oversight Committee**

*Grievance/Complaint Process:* A recent complaint was reviewed briefly, with an agreement to reach out more to the Training Team to gather information about circumstances related to any future complaints about the training or team members.

*Program Evaluation:* The Oversight Committee will be reviewing trainee evaluations for past class will consider more systematic way of getting feedback from the Training Team about the training to the Oversight Committee, in addition to discussions at two joint meeting each year.

*Committee Expansion:* Expanding the Oversight Committee is critical to reach the 51% marker for membership of people with lived experience; most of whom could/should be CPSs.

**Next Steps**

There will be another joint meeting in the spring—date to be determined based on the training calendar.

**NEXT MEETINGS December 14**