

12/7/2020

FINAL

CONFIDENTIAL

**AOTA
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION
(ACOTE®)**

Minutes

August 7-9, 2020

Virtual Meeting

Members Present

AOTA Staff Participants

Salvador Bondoc
Harriett Bynum
Beth Cada (Higher Education Administrator
Member)
Patty Coker-Bolt
Mary Ferraro
Donald Frega
Candace Ganz (Public Member)
Velvet Hewett (Auditor)
Alex Jawharjian (Public Member)
Jennifer Kaldenberg
Karen Kershenstein (Public Member)
Lynn Kilburg
Sherry Kolodziejczak
Vanna Lombardi-Gillies
Sabrina Mathews
Kristi McLeod (Auditor)
Renee Ortega
Debra Ouellette
Sheri Purdy
Ketki Raina
Laura Rea
Kelli Reiling Ott
Pam Roberts
Fonda Scott
Earl "Gip" Seaver (Auditor-Public Member)
Barbara Seguine
Doug Simmons
Dotti Thompson (Auditor)
Kristy Worrell (Auditor)

Teresa Brininger
Director of Accreditation

Barbara Ostrove
Assistant Director of Accreditation

Angelica Grigsby
Accreditation Program Manager-
ACOTE Support

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
AUGUST 7-9, 2020, VIRTUAL MEETING

| TOPIC | ACTION | RESPONSIBLE |
|---|--|--------------------|
| <u>CALL TO ORDER</u> | The modified Working Rules of the Day for a virtual meeting format were reviewed. The Conflict of Interest Policy was briefly reviewed. | |
| <u>IMPACT OF COVID-19 ON ACCREDITATION PROCESS</u> | <u>ACOTE ACTION:</u> (Motion #1) M/S/P Extend the accreditation term and delay site visits for 1 year from 2020/2021 to 2021/2022 for the programs identified by ACOTE. | |
| <u>MINUTES REVIEW</u> | <u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Minutes of the March 27-28, 2020 ACOTE meeting as written. <u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Summary of Discussion of the March 27-28, 2020 ACOTE meeting as written. <u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the Confidential Minutes of the March 27-28, 2020 ACOTE meeting as written. <u>ACOTE ACTION:</u> (Motion #5) M/S/P Approve the March 19, 2020 ACOTE Conference Call Minutes as written. <u>ACOTE ACTION:</u> (Motion #6) M/S/P Approve the April 10, 2020 ACOTE Conference Call Minutes as written. <u>ACOTE ACTION:</u> (Motion #7) M/S/P Approve the May 21, 2020 ACOTE Conference Call Minutes as written. <u>ACOTE ACTION:</u> (Motion #8) M/S/P Approve the June 4, 2020 ACOTE Conference Call Minutes as written. | |
| <u>REVIEW OF CONSENT AGENDAS</u> | <u>ACOTE ACTION:</u> (Motion #34) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended. <u>ACOTE ACTION:</u> (Motion #43) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review as amended. <u>ACOTE ACTION:</u> (Motion #91) M/S/P Adopt Consent Agenda #3-2020 Interim Reports as amended. | |
| <u>ACOTE EDUCATION SESSION - Telehealth</u> | <u>ACOTE CHARGE:</u> (T. BRINGER) Investigate adding a language to the question on the Annual Report related to changes based on the pandemic as to how/if the program addressed telehealth. | T. Bringer |
| <u>COHORT NUMBERS</u> | <u>ACOTE CHARGE:</u> (T. BRINGER) Provide explicit instructions in eAccreditation for the program to provide a maximum cohort number. Include a statement that evaluation is based on the cohort number provided. If the program does not meet the resources for this cohort number, the program would be cited or otherwise held accountable for the stated cohort number. Provide additional education in RAE training to assist reviewers to assess compliance based on the stated cohort number. | T. Bringer |

| TOPIC | ACTION | RESPONSIBLE |
|--|---|--|
| <u>ACOTE STANDING COMMITTEE REPORTS</u> | | |
| <u>Policies and Procedures Committee</u> | | |
| 1. <u>Transitioning Education Levels (AIP B.1)</u> | <p>ACOTE ACTION: (Motion #120) (Policy and Procedures Committee) M/P Approve changes to the ACOTE Policy on Transitioning Education Levels to rescind the option for an abbreviated interim report or site visit.</p> <p>ACOTE CHARGE: (ACOTE POLICIES AND PROCEDURES COMMITTEE) Consider additional Standards for inclusion in the ACOTE Policy on Transitioning Education Levels for an abbreviated site visit.</p> | <p>ACOTE Policies and Procedures Committee</p> |
| 2. <u>Additional Location Initial Proposal Procedure (AIP B.2)</u> | <p>ACOTE ACTION: (Motion #121) (Policies and Procedures Committee) M/P Approve ACOTE Policy IV.B.2. "Additional Locations" as amended to allow for staff review of the initial proposal for an additional location.</p> <p>ACOTE CHARGE: (T. BRININGER) Revise ACOTE Policy IV.B.2. "Additional Locations" as amended by ACOTE to reflect staff review of the initial proposal for an additional location.</p> | <p>T. Brininger</p> |
| <u>Standards/Special Topics Committee</u> | | |
| 1. <u>Level I Fieldwork Rigor (AIP B.3)</u> | <p>ACOTE ACTION: (Motion #122) (Standards/Special Topics Committee) M/P Add the definition of rigor to the Standards Glossary as follows:</p> <p>"Rigor is defined as having specific learning objectives that when combined with practical learning experiences or instructional design, align with distinctly defined outcomes. (Duncan, et al., 2013)"</p> <p>Duncan, H. E., Range, B., & Hvidston, D. (2013). Exploring student perceptions of rigor online: Toward a definition of rigorous learning. <i>Journal on Excellence in College Teaching</i>, 24(4), 5-29.</p> <p>ACOTE CHARGE: (T. BRININGER) Revise the ACOTE Standards Glossary as directed by ACOTE and disseminate notification in the next news update on the ACOTE webpage.</p> | <p>T. Brininger</p> |
| <u>ACOTE EDUCATION SESSION – Distance Education</u> | <p>ACOTE CHARGE: (T. BRININGER) Provide the PowerPoint presentation on distance education and the checklist to RAE members. Post the distance education checklist on the ACOTE website.</p> | <p>T. Brininger</p> |
| <u>REVIEW OF CONSENT AGENDAS</u> | <p>ACOTE ACTION: (Motion #126) M/S/P Adopt Consent Agenda #4-Program Director Credentials as amended.</p> <p>ACOTE ACTION: (Motion #160) M/S/P Adopt Consent Agenda #5-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p>ACOTE CHARGE: (T. BRININGER) Consider adding a dropdown box or ability to add an explanation to the Annual Report item under Section V.1. Outcomes if the total number of program graduates is zero.</p> | <p>T. Brininger</p> |
| <u>NEW BUSINESS</u> | | |
| 1. <u>Standards Revision – Institutional Accrediting Bodies (AIP C.1)</u> | <p>ACOTE ACTION: (Motion #240) M/S/P To ensure compliance with USDE requirements, revise the 2018 Standards Interpretive Guide and Glossary to change "regional" or "national" to "institutional" accrediting agency.</p> <p>ACOTE CHARGE: (T. BRININGER) Revise the 2018 Standards and Interpretive Guide as outlined by ACOTE and disseminate notification to the communities of interest.</p> | <p>T. Brininger</p> |

| TOPIC | ACTION | RESPONSIBLE |
|--|---|--|
| <u>OLD BUSINESS</u> | | |
| 1. <u>Accreditation Fees (AIP D.1)</u> | <p><u>ACOTE CHARGE:</u> (T. BRINGER) Assign consideration of the fee policy to a standing committee for revision in preparation for discussion and approval at the December 2020 meeting.B.2. "Additional Locations" for review and approval by ACOTE in August 2020.</p> | T. Bringer |
| <u>POLICY ON TRANSITIONING EDUCATION LEVELS</u> | <p><u>ACOTE ACTION:</u> (Motion #241) M/S/P Modify the ACOTE Policy on Transitioning Education Levels to current policy to include additional Standards for review and revise the schedule to remove the consultation piece. Include expectations and consequences.</p> <p><u>ACOTE ACTION:</u> (Motion #242) M/S/P Revise the policy to no longer offer abbreviated interim reports and site visits for transitioning programs going forward.</p> <p><u>ACOTE CHARGE:</u> (T. BRINGER) Investigate the effective date of the revised policy on Transitioning Education Levels with legal counsel.</p> <p><u>ACOTE CHARGE:</u> (ACOTE EXECUTIVE COMMITTEE) Consider the composition of the Policies and Procedures committee to include OTA representation.</p> | <p>T. Bringer</p> <p>ACOTE Executive Committee</p> |
| <u>MEETING ADJOURNMENT</u> | The meeting was adjourned at 12:50 pm on Sunday, August 9, 2020. | |