

4/10/2021

FINAL

CONFIDENTIAL

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

**Minutes**

December 4-6, 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  
Alex Jawharjian (Public Member)  
Jennifer Kaldenberg  
Karen Kershenstein (Public Member)  
Lynn Kilburg  
Sherry Kolodziejczak  
Vanna Lombardi-Gillies  
Sabrina Mathews  
Kristi McLeod  
Renee Ortega  
Debra Ouellette  
Sheri Purdy  
Ketki Raina  
Laura Rea  
Kelli Reiling Ott  
Pam Roberts  
Fonda Scott  
Earl "Gip" Seaver (Public Member)  
Barbara Seguine  
Doug Simmons  
Dotti Thompson  
Kristy Worrell

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®)**  
**DECEMBER 4-6, 2020, VIRTUAL MEETING**

TOPIC	ACTION	RESPONSIBLE
<b><u>CALL TO ORDER</u></b>	The modified Working Rules of the Day for a virtual meeting format were reviewed. The Conflict of Interest Policy was briefly reviewed.	
<b><u>MINUTES REVIEW</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #1) M/S/P Approve the Minutes of the August 7-9, 2020 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #2) M/S/P Approve the Summary of Discussion of the August 7-9, 2020 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #3) M/S/P Approve the Confidential Minutes of the August 7-9, 2020 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #4) M/S/P Approve the July 28, 2020 ACOTE Conference Call Minutes as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #5) M/S/P Approve the September 4, 2020 ACOTE Conference Call Minutes as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #6) M/S/P Approve the October 26, 2020 ACOTE Conference Call Minutes as written.</p>	
<b><u>ACOTE EDUCATION SESSION - Instructional Design</u></b>	<b><u>ACOTE CHARGE:</u></b> (T. BRININGER) Investigate additional methods for publishing ACOTE webinars.	T. Bringer
<b><u>DISCUSSION OF ITEMS RAISED IN REVIEW GROUPS</u></b>		
<b>1. <u>Accreditation Term for Transitioning Programs</u></b>	<b><u>ACOTE CHARGE:</u></b> (T. BRININGER) Revise motion forms for Reports of On-Site Evaluation for transitioning programs to award a maximum accreditation term of 3 years.	T. Bringer
<b>2. <u>Curriculum Design (2018 Standard A.5.5)</u></b>	<b><u>ACOTE CHARGE:</u></b> (T. BRININGER) Develop an AIP for discussion by the Standards/Special Topics Committee to consider the need for an interpretive guideline related to evidence to demonstrate articulation of the curriculum design by faculty.	T. Bringer
<b>3. <u>Accreditation Term for Initial On-Sites Conducted Virtually</u></b>	<b><u>ACOTE CHARGE:</u></b> (T. BRININGER) Investigate the number of areas of noncompliance cited currently and the impact of a virtual site visit versus physical on-site visit on the number of citations.	T. Bringer
<b><u>REVIEW OF CONSENT AGENDAS</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #27) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #50) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #76) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #101) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><b><u>ACOTE CHARGE:</u></b> (T. BRININGER) Refer the issue of the program director being assigned to the “program” as full-time core faculty when the institution offers multiple degree-level programs. Determine whether to revise the term “program” or further define full-time equivalent (FTE) in the Standards Glossary. Consider the protection of program personnel and students as integral to the discussion.</p>	T. Bringer

TOPIC	ACTION	RESPONSIBLE
	<p><u>ACOTE CHARGE:</u> (T. BRININGER) Ensure that the eAccreditation portal lists the entirety of the Standards in all reporting mechanisms to ensure reviewers are assessing compliance with all components. Include a reminder to all RAE reviewers to look at the full language of the Standard during review, and ensure instructions for the report of self-study clearly indicate to address all components of the Standard.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Ensure that the next Educational Standards Review Committee (ESRC) reviews the definition of core faculty.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Ensure that the policy on program additions or changes is reviewed to consider whether information on additional Standards is needed for reviewers to determine approval of the request.</p>	<p>T. Bringer</p> <p>T. Bringer</p> <p>T. Bringer</p>
<p><b><u>ACOTE EDUCATION SESSION – Role of ACOTE Reader</u></b></p>	<p><u>ACOTE CHARGE:</u> (T. BRININGER) Add instructions to the policy on ACOTE Readers to reach out to the team chairperson prior to the site visit if the team chairperson has not initiated contact, and re-post to Dropbox.</p>	<p>T. Bringer</p>
<p><b><u>ACOTE STANDING COMMITTEE REPORTS</u></b></p>		
<p><b><u>Standards/Special Topics Committee</u></b></p>		
<p>1. <b><u>Clarification of Standard C.1.9. Level I Fieldwork (AIP B.1)</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion #178) M/P Include virtual environments as an instructional method to meet Standard C.1.9 Level I Fieldwork and add to the 2018 ACOTE Standards Interpretive Guide.</p> <p><u>ACOTE ACTION:</u> (Motion #179) M/P Add the amended definition of virtual environments to the 2018 ACOTE Standards Glossary.</p>	
<p><b><u>Policies and Procedures Committee</u></b></p>		
	<p><u>ACOTE ACTION:</u> (Motion #180) M/P Add the additional identified Standards identified by the committee to the abbreviated Interim Report and Report of Self-Study for transitioning programs.</p>	
<p><b><u>OLD BUSINESS</u></b></p>		
<p>1. <b><u>Accreditation Fees (AIP C.1)</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion # 181) M/S/P Amend ACOTE Policy V.A. Fees to charge a \$2,000 non-refundable Letter of Intent deposit to be applied toward the candidacy application fee.</p>	
<p><b><u>MEETING ADJOURNMENT</u></b></p>	<p>The meeting was adjourned at 1:43 pm on Sunday, December 6, 2020.</p>	