

12/3/2021

FINAL

CONFIDENTIAL

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

Minutes

August 6-8, 2021

Westin Alexandria Old Town
Alexandria, Virginia

Members Present

Salvador Bondoc
Harriett Bynum
Beth Cada (Higher Education Administrator Member)
Patty Coker-Bolt
Velvet Hewett
Alex Jawharjian (Public Member)
Jennifer Kaldenberg
Karen Kershenstein (Public Member)
Lynn Kilburg
Sherry Kolodziejczak
Vanna Lombardi-Gillies
Kristi McLeod
Sarah Nielsen (Auditor)
Renee Ortega (8/7-8/2021)
Debra Ouellette
Sheri Purdy
Ketki Raina
Laura Rea
Kelli Reiling Ott
Pam Roberts
Fonda Scott
Earl "Gip" Seaver (Public Member)
Dotti Thompson
Kristy Worrell

AOTA Staff Participants

Teresa Brininger
Director of Accreditation

Barbara Ostrove
Assistant Director of Accreditation

Angelica Grigsby
Accreditation Program Manager-
ACOTE Support

Absent With Regrets

Sabrina Mathews
Doug Simmons

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
AUGUST 6-8, 2021, ALEXANDRIA, VIRGINIA

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	The ACOTE Roster was routed for correction. The Working Rules of the Day and the Conflict of Interest Policy were briefly reviewed.	
<u>USDE RECOGNITION</u>	<p><u>ACOTE ACTION:</u> (Motion #1) M/P Accept the new accreditation categories as defined in the PowerPoint presentation:</p> <ul style="list-style-type: none"> • Accreditation • Accreditation with Conditions • Continuing Accreditation with Warning • Continuing Accreditation with Probation <p><u>ACOTE ACTION:</u> (Motion #2) M/P Implement the revised ACOTE Policy IV.C. "Classification of Accreditation Categories" for the 2021/2022 on-site year.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Revise ACOTE Policy IV.C. "Classification of Accreditation Categories" as approved by ACOTE for implementation in the 2021/2022 on-site year, ensure consistency in all documents if needed, and disseminate to stakeholders.</p>	T. Brininger
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Minutes of the April 10-11, 2021 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the Summary of Discussion of the April 10-11, 2021 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) M/S/P Approve the Confidential Minutes of the April 10-11, 2021 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #6) M/S/P Approve the May 26, 2021 ACOTE Conference Call Minutes as written.</p>	
<u>ACOTE EDUCATION SESSION</u> <u>- Composite Reports</u>	<p><u>ACOTE CHARGE:</u> (T. BRININGER) Ensure that the RAE are aware that individual names may be identified in the meeting with the program director while on site, but not identified in the exit interview or ROSE findings.</p>	T. Brininger
<u>REVIEW OF CONSENT</u> <u>AGENDAS</u>	<p><u>ACOTE ACTION:</u> (Motion #31) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #59) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #93) M/S/P Adopt Consent Agenda #3-2021 Interim Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Update instructions on the Interim Report consent agenda to clarify that programs with existing areas of noncompliance do not need to be removed from the consent agenda for individual discussion and vote.</p> <p><u>ACOTE ACTION:</u> (Motion #140) M/S/P Adopt Consent Agenda #4-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #178) M/S/P Adopt Consent Agenda #5- Plans of Correction, Progress Reports, and Other Reports as amended.</p>	T. Brininger

TOPIC	ACTION	RESPONSIBLE
<u>DISCUSSION OF ITEMS RAISED IN REVIEW OF REPORTS</u>		
1. <u>Advising by Faculty</u>	<u>ACOTE CHARGE:</u> (T. BRININGER) Ensure that the next Educational Standards Review Committee (ESRC) considers language to clarify licensure requirements for faculty teaching via distance education.	T. Brininger
<u>ADDITIONAL LOCATION POLICY</u>	<u>ACOTE ACTION:</u> (Motion #300) M/P Adopt the additional location definition to be in line with the federal definition as follows: <i>An Additional Location is: A facility that is geographically apart from the main campus, where instruction takes place and it is possible for students to do one or more of the following:</i> 1. Complete 50% or more of the courses in educational programs leading to a degree, certificate or other recognized educational credential. 2. Complete 50% or more of a degree completion program (even if degree completion program provides less than 50 percent of the courses leading to a degree). (Note 50% does not include Level II fieldwork or experiential component.) <i>There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition. An additional location typically does not have a full range of administrative and student services staffed by the facilities personnel. Such services may be provided from the main campus or another campus. There is no limit on the number of additional locations a program may have.</i>	
<u>ACOTE STANDING COMMITTEE REPORTS</u>		
<u>Policies and Procedures Committee</u>		
1. <u>Program Staffing for Developing Programs (AIP B.1)</u>	<u>ACOTE ACTION:</u> (Motion #301) M/P For developing programs, require the doctoral capstone coordinator to be hired 6 months prior to submission of the candidacy application. <u>ACOTE ACTION:</u> (Motion #302) M/P For developing programs, require that the program director, academic fieldwork coordinator, and the doctoral capstone coordinator be three separate individuals. <u>ACOTE CHARGE:</u> (T. BRININGER) Revise ACOTE policies for implementation with new Letters of Intent for developing programs to require the doctoral capstone coordinator to be hired 6 months prior to candidacy application (OTD programs only) and that the program director, academic fieldwork coordinator, and doctoral capstone coordinator are three separate individuals, ensure consistency in all documents if needed, and disseminate to stakeholders.	T. Brininger
2. <u>Additions or Changes Policy</u>	<u>ACOTE ACTION:</u> (Motion #303) M/P Modify ACOTE Policy IV.B.1. "Additions or Changes" to require submission of a significant change request for "a planned annual student enrollment increase of 25% or more since the last on site or approved change." <u>ACOTE CHARGE:</u> (T. BRININGER) Revise ACOTE Policy IV.B.1. "Additions or Changes" as approved by ACOTE to require a significant change request for "a planned annual student enrollment increase of 25% or more since the last on site or approved change" and disseminate to stakeholders.	T. Brininger

TOPIC	ACTION	RESPONSIBLE
<u>Standards/Special Topics Committee</u>		
<p>1. <u>Interpretive Guideline for Standard A.5.5. Curriculum Design</u></p>	<p><u>ACOTE ACTION:</u> (Motion #304) M/P Clarify faculty responsibility as related to Standard A.5.5. Curriculum Design in the Standards Interpretive Guideline:</p> <p><i>In order to demonstrate compliance with the Standard, all faculty must demonstrate awareness and understanding of how the program’s curriculum design is integrated into the program. The curriculum design provides a clear rationale for the selection, the scope, and the sequence of the content which is informed by the mission and philosophy of the institution and program. It is the overarching set of assumptions made by the program that explains how the curriculum is planned, implemented, and evaluated.</i></p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Revise the 2018 Standards and Interpretive Guide for Standard A.5.5 as outlined by ACOTE regarding faculty responsibility as related to the curriculum design and disseminate notification to the communities of interest.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Request that the ESRC revisit 2018 Standard A.5.5. Curriculum Design language and consider including the responsibilities of faculty relative to curriculum design.</p>	<p>T. Brininger</p> <p>T. Brininger</p>
<p>2. <u>Instructional Design Template</u></p>	<p><u>ACOTE ACTION:</u> (Motion #305) Adopt the Curriculum Design template as an option to assist program directors in providing evidence and assist reviewers when evaluating the 2018 Standard A.5.5. Curriculum Design, specifically the portion that states “Instructional design must reflect the curriculum and ensure appropriate content delivery.”</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Provide the curriculum design template as an option to assist program directors in providing evidence and assist reviewers when evaluating 2018 Standard A.5.5. Curriculum Design by posting on the ACOTE webpage and notifying program director and evaluators of its availability.</p>	<p>T. Brininger</p>
<u>OLD BUSINESS</u>		
<p>1. <u>Transitioning Accreditation Fees (AIP C.1)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #306) M/S/P Implement a fee structure for transitioning programs to be same as new program.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Revise ACOTE Policy V.A. “Fees” as approved by ACOTE to implement a fee structure for transitioning programs to be the same as a new program, ensure consistency in all documents if needed, and disseminate to stakeholders.</p>	<p>T. Brininger</p>
<u>MEETING ADJOURNMENT</u>		
<p>The meeting was adjourned at 11:00 am on Sunday, August 8, 2021.</p>		