

4/22/2023

FINAL

CONFIDENTIAL

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

Minutes

December 2-4, 2022

AOTA Headquarters
North Bethesda, Maryland

Members Present

Salvador Bondoc
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
Sabrina Mathews
Kristi McLeod
Sarah Nielsen
Renee Ortega
Kelli Ott (12/3-4/2022)
Debra Ouellette
Rebecca Ozelie
Sheri Purdy
Earl "Gip" Seaver (Public Member)
Stacy Smallfield
Kimberly Solondz
Sheree Hilliard Talkington
Dotti Thompson
Kristy Worrell

AOTA Staff Participants

Teresa Brininger
Director of Accreditation

Melissa Tilton
Accreditation Manager of Quality

Angelica Grigsby
Accreditation Program Manager-
ACOTE Support

Absent With Regrets

Julie Mirabell

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
DECEMBER 2-4, 2022, NORTH BETHESDA, MARYLAND

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	<p>The meeting was called to order at 8:00 am on Friday, December 2, 2022.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Review the conflict of interest policy to remove a member of the fact-finding visit team as a conflict, and to modify the term parent to parent/guardian.</p>	T. Bringer
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #1) M/S/P Approve the Minutes of the August 5-7, 2022 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Summary of Discussion of the August 5-7, 2022 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Confidential Minutes of the August 5-7, 2022 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the September 15, 2022 ACOTE Conference Call Minutes as written.</p>	
<u>REVIEW OF CONSENT AGENDAS</u>	<p><u>ACOTE ACTION:</u> (Motion #26) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #68) 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 #85) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #122) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Modify the review process for programs with a delayed candidacy application of one meeting cycle only to reopen all Standards to allow the program to reflect changes or confirm plans for compliance.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Discuss the purpose and necessity of including Strengths and Suggestions on reports or streamline instructions and provide additional education to evaluators.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Review and revise the Guide to Writing the ROSE, flowchart, and eAccreditation instructions to match the policy on accreditation categories regarding the use of areas of concern.</p> <p><u>ACOTE CHARGE:</u> (T. BRININGER) Revise the instructions on the ROSE consent agenda to remove a program for individual discussion and vote if there is a change to an Area of Concern (i.e., removal, change to AON/Suggestion).</p>	<p>T. Bringer</p> <p>T. Bringer</p> <p>T. Bringer</p> <p>T. Bringer</p>
<u>ACOTE STANDING COMMITTEE REPORTS</u>		
<u>Competency and Training Committee</u>		
1. <u>Appeals Board Roster (AIP B.3)</u>	<p><u>ACOTE ACTION:</u> (Motion #224) M/P Approve the revised ACOTE Policy IV.D. Appeals Process as drafted.</p>	

TOPIC	ACTION	RESPONSIBLE
<i>Policies and Procedures Committee</i>		
1. <u>Additional Location Policy (AIP B.2)</u>	<u>ACOTE ACTION:</u> (Motion #225) M/P Approve the revised ACOTE Policy IV.B.2. Additional Locations as amended.	
2. <u>Number of New Programs (AIP B.5)</u>	<u>ACOTE CHARGE:</u> (T. BRININGER) Collect data to determine if 12 slots per review cycle (3x per year) is appropriate.	T. Brininger
<i>Standards and Special Topics Committee</i>		
1. <u>Annual Report (AIP B.4)</u>	<u>ACOTE CHARGE:</u> (T. BRININGER) Update the 2023 Annual Report as directed by ACOTE and submit to eAccreditation.	T. Brininger
<u>STANDARDS REVIEW – DRAFT 1 APPROVAL</u>	<u>ACOTE ACTION:</u> (Motion #226) M/S/P Approve draft 1 of the ACOTE Standards as amended by ACOTE.	
<u>MEETING ADJOURNMENT</u>	The meeting was adjourned at 11:32 am on Sunday, December 4, 2022.	