

8/6/2015

FINAL

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

Minutes

April 18-19, 2015

Omni Nashville
Nashville, Tennessee

Members Present

Deborah Bolding
Teresa Brininger
Debra Chasanoff
Kim Chronister
Mary Ferraro
Donald Frega
Candace Ganz (Alternate Public Member)
Tia Hughes
Ann Jadin
Janet Jedlicka
Mark Kovic
Bruce Marshall (Public Member)
Ellen McLaughlin
Pam Roberts
Terra Ruppert
Barbara Seguine
Melissa Tilton
Don Walkovich
Karen Walters

AOTA Staff Participants

Neil Harvison
Chief Officer, Division of Academic
and Scientific Affairs

Heather Stagliano
Director of Accreditation

Sue Graves
Assistant Director of Accreditation

Absent with Regrets

Patricia Chute (Higher Education Administrator Member)
Clyde Jensen (Public Member)

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
APRIL 18-19, 2015 – OMNI NASHVILLE, NASHVILLE, TENNESSEE

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	ACOTE Chairperson, E. McLaughlin, called the meeting to order at 8:00 am on Saturday, April 18, 2015. The Working Rules of the Day and the Conflict of Interest policy were briefly reviewed.	
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #1) M/S/P Approve the Minutes of the December 5-7, 2014 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Summary of Discussion of the December 5-7, 2014 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Confidential Minutes of the December 5-7, 2014 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) [10 abstentions] M/S/P Approve the December 22, 2014 ACOTE Conference Call Minutes as written.</p>	
<u>DISCUSSION OF ISSUES FROM REVIEW GROUPS</u>		
1. <u>Composite Reports</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Prepare guidance for review team coordinators regarding the information to be included in the Overview section of composite reports and add guidance to eAccreditation.	H. Stagliano
2. <u>Program Director's Experience</u>	<u>ACOTE CHARGE:</u> (ACOTE Standards and Ethics Committee) Prepare a draft Standards Interpretation regarding Standard A.2.3 related to teaching responsibilities at the August 2015 meeting.	Standards and Ethics Committee
<u>REVIEW OF CONSENT AGENDAS AND ACTION ON NBCOT PASS RATES</u>	<p><u>ACOTE ACTION:</u> (Motion #23) M/S/P Cite an area of noncompliance for the identified programs related to ACOTE Standard A.5.6. Certification Exam Pass Rate for having an NBCOT 2-year pass rate (2013-2014) below 80%:</p> <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 #46) M/S/P Adopt Consent Agenda #2-Reports of Application Review and Reports of Initial Review as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #73) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #90) M/S/P Adopt Consent Agenda #4- Plans of Correction, Progress Reports, Additional Interim Report Information, and Other Reports as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #168) M/S/P Adopt Consent #5-Annual Reports as amended.</p>	
<u>REVIEW OF ANNUAL REPORT ISSUES</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Review the Annual Report motion form to ensure that the ACOTE reviewers only have the information upon which they need to act.	H. Stagliano
1. <u>Faculty Degrees</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) In next year's Annual Report, clarify the question about faculty degrees to indicate "Do all full-time faculty in the OTA program hold a minimum of a baccalaureate degree awarded by an institution that is accredited by a USDE-recognized regional or national accrediting body?"	H. Stagliano
2. <u>Faculty Licenses</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Add a reminder that faculty must be licensed at the time of hire in the next Program Directors Newsletter.	H. Stagliano
3. <u>NBCOT Pass Rates</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Ask NBCOT if they will be publishing aggregate 3-year pass rates next year.	H. Stagliano

TOPIC	ACTION	RESPONSIBLE
4. <u>Graduation Rate</u>	ACOTE CHARGE: (H. STAGLIANO) Add an explanation of how to evaluate graduation rates in the next RAE Newsletter.	H. Stagliano
OLD BUSINESS		
1. <u>Expedited On-Sites for Transitioning On-Sites – AIP C.1</u>	ACOTE ACTION: (Motion #497) M/S/P Adopt the revised schedule for Expedited On-Sites for Transitioning Programs as amended. ACOTE CHARGE: (H. STAGLIANO) Ensure that the “Expedited On-Sites for Transitioning Programs” abbreviated on-site schedule is used for reaccreditation visits to master’s programs transitioning to the entry-level doctorate.	H. Stagliano
2. <u>Updates to Policy IV.B.3. – AIP C.2</u>	ACOTE ACTION: (Motion #498) M/S/P Adopt the updates to Policy IV.B.3., “Accredited Additional Locations Transitioning to Independent Accreditation” as amended.	
3. <u>Policy IV.C. – AIP C.3</u>	ACOTE ACTION: (Motion #499) M/S/P Adopt ACOTE Policy IV.C. “Classification of Accreditation Categories” and V.D. “Policy on Late Reports” as revised. ACOTE CHARGE: (H. STAGLIANO) Revise the Standards Interpretive Guide to remove the interpretation under Standard A.1.5 that refers to Administrative Probationary Accreditation.	H. Stagliano
4. <u>Additions or Changes Policy – AIP C.4</u>	ACOTE ACTION: (Motion #500) M/S/P Adopt ACOTE Policy IV.B.1. “Additions or Changes” as revised.	
5. <u>Change Initial Review to Preaccreditation Review – AIP C.5</u>	ACOTE ACTION: (Motion #501) M/S/P Adopt the following revised policies with the terminology change from “Initial Review” to “Preaccreditation Review” and “Letter of Review” to “Preaccreditation Status”: <ul style="list-style-type: none"> • Policy I. Introduction • Policy III.A. Overview of the Initial Accreditation Process • Policy III.A.1. Step One – The Application Review • Policy III.A.2. Step Two – Preaccreditation Review • Policy III.A.3. Step Three – The Initial On-Site Evaluation • Policy III.B. International Programs • Policy IV.A. Overview of the Continuing Accreditation Process • Policy IV.A.2. The On-Site Evaluation • Policy IV.A.4. Maintaining Accreditation • Policy IV.B.3. Additional Locations Transitioning to Independent Accreditation • Policy IV.C. Classification of Accreditation Categories • Policy V.A. Fees • Policy VI.B. Policy on Confidentiality and Disclosure ACOTE CHARGE: (H. STAGLIANO) Revise relevant policies to change the language “Initial Review” to “Preaccreditation Review” and “Letter of Review” to “Preaccreditation Status”.	H. Stagliano
NEW BUSINESS		
1. <u>Fee Schedule (AIP E.1)</u>	ACOTE CHARGE: (H. STAGLIANO) Gather more information about the ACOTE budgeting process as it relates to accreditation fees and bring the issue back to ACOTE as an item of Old Business at the August meeting.	H. Stagliano
2. <u>Updates to the ACOTE SOP (AIP E.2)</u>	ACOTE ACTION: (Motion #502) M/S/P Adopt the updates to the ACOTE Standard Operating Procedure (SOP) as revised. ACOTE CHARGE: (H. STAGLIANO) Revise the ACOTE Standard Operating Procedure (SOP) as adopted by ACOTE.	H. Stagliano
3. <u>ACOTE Meeting Dates (AIP E.3)</u>	ACOTE CHARGE: (H. STAGLIANO) Set 2017 ACOTE meeting dates as approved by ACOTE.	H. Stagliano
MEETING ADJOURNMENT		
The meeting was adjourned at 4:30 pm on Sunday, April 19, 2015.		