

12/4/2015

FINAL

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

Minutes

August 6-9, 2015

Portland Marriott City Center
Portland, Oregon

Members Present

Deborah Bolding
Teresa Brininger (8/6/15-8/8/15)
Harriett Bynum (Auditor)
Debra Chasanoff (8/6/15-8/8/15)
Kim Chronister
Patricia Chute (Higher Education Administrator Member)
Mary Ferraro
Donald Frega
Candace Ganz (Public Member)
Tia Hughes
Ann Jadin
Janet Jedlicka
Clyde Jensen (Public Member) (8/6/15-8/8/15)
Mark Kovic
Bruce Marshall (Public Member)
Ellen McLaughlin
Sheri Purdy (Auditor)
Ketki Raina (Auditor)
Pam Roberts
Terra Ruppert
Fonda Scott (Auditor)
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

Angelica Grigsby
Accreditation Program Manager

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
AUGUST 6-9, 2015 – PORTLAND MARRIOTT CITY CENTER, PORTLAND, OREGON

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	ACOTE Chairperson, E. McLaughlin called the meeting to order at 8:00 am. The Conflict of Interest policy and the Working Rules of the Day were briefly reviewed.	
<u>ENTRY-LEVEL DEGREE DISCUSSIONS</u>	<p><u>ACOTE ACTION:</u> (Motion #1) <u>MOTION DEFEATED.</u> [7 in favor; 12 opposed] M/S Having reviewed all of the entry-level degree data and position statements, and considering the benefits and liabilities of the occupational therapy entry-level degree on individual practitioners, educational programs, and most importantly, the profession as a whole and the individuals we serve, I move that ACOTE mandate a single point of entry at the doctoral level for the occupational therapist to go into effect 2025. \</p> <p><u>ACOTE ACTION:</u> (Motion #2) <u>MOTION DEFEATED.</u> [8 in favor, 12 opposed] M/S Having reviewed all of the entry-level degree data and position statements, and considering the benefits and liabilities of the occupational therapy assistant entry-level degree on individual practitioners, educational programs, and most importantly, the profession as a whole and the individuals we serve, I move that ACOTE mandate the change of entry degree level for the occupational therapy assistant from the associate degree level to the baccalaureate degree level by 2025.</p> <p><u>ACOTE ACTION:</u> (Motion #3) [12 in favor, 8 opposed] M/S/P Having reviewed all of the entry-level degree data and position statements, and considering the benefits and liabilities of the occupational therapy assistant entry-level degree on individual practitioners, educational programs, and most importantly, the profession as a whole and the individuals we serve, I move that ACOTE allow institutions to develop OTA programs at either the associates degree level or the baccalaureate degree level. Institutions wishing to offer the baccalaureate degree would have to apply through the 3-step initial accreditation process.</p>	
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #4) [2 abstentions] M/S/P Approve the Minutes of the April 18-19, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) [2 abstentions] M/S/P Approve the Summary of Discussion of the April 18-19, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #6) [2 abstentions] M/S/P Approve the Confidential Minutes of the April 18-19, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #7) [8 abstentions] M/S/P Approve the Minutes of the May 19, 2015 ACOTE Conference Call meeting as written.</p>	
<u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u>		
1. <u>Student Complaints</u>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Add Standard A.4.7 “Complaints Against the Program” to the list of Standard changes to be considered by the next ESRC. The current Standard only requires that “<i>policies and procedures for handling complaints against the program must be published and made known</i>”, but does not require that the program follow its policy.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Investigate the definitions for complaint and grievance used by CMS and bring back to ACOTE for consideration.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Include in the instructions in the next RAE Newsletter that if a program has no student complaints, on-site teams should mark “N/A” on the student complaints section of the ROSE and then explain that there were no student complaints.</p>	H. Stagliano H. Stagliano H. Stagliano
2. <u>Deferral on Applications for Candidacy Status for an Additional Location</u>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Review ACOTE Policy IV.B.2. “Additional Locations” to ensure it addresses the ability of ACOTE to defer action on candidacy status a maximum of 2 times.</p>	H. Stagliano

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<p><u>DISCUSSION OF ITEMS RAISED IN REVIEW OF INTERIM REPORTS</u></p>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Develop a system to ensure that ACOTE members have current information on tips commonly provided to program directors.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Change the instructions on faculty professional development plans in eAccreditation to request an upload of previous faculty professional development plans if the current plan does not have evidence of annual updates.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Identify the resources to provide for review of all program Web pages.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Change the title of Standard A.2.13 in eAccreditation from “Sufficient Faculty at Each Location” to “Sufficient Faculty”.</p>	<p>H. Stagliano</p> <p>H. Stagliano</p> <p>H. Stagliano</p> <p>H. Stagliano</p>
<p><u>REVIEW OF CONSENT AGENDAS</u></p>	<p><u>ACOTE ACTION:</u> (Motion #41) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #56) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Application Review, Reports of Preaccreditation Review, and Application for Candidacy Status for an Additional Location as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #87) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #103) Adopt Consent Agenda #4-Plans of Correction, Progress Reports, Additional Annual Report Information, and Other Reports as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #251) M/S/P Adopt Consent Agenda #5-Interim Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Add instructions to the Additional Annual Report Information motion form that additional annual report information cannot be deferred twice. After the first deferral, it must either be marked as compliant, as an item to be monitored, or be cited as an area of noncompliance.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Develop an AIP to consider more specific guidelines for placing a program on Probationary Accreditation.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Include a list of the most frequently cited areas of noncompliance in the next PD Newsletter.</p>	<p>H. Stagliano</p> <p>H. Stagliano</p> <p>H. Stagliano</p>
<p><u>OLD BUSINESS</u></p>		
<p>1. <u>Accreditation Fees – AIP B.1</u></p>	<p><u>ACOTE ACTION:</u> (Motion #258) [1 opposed, 1 abstention] M/S/P Adopt ACOTE Policy V.A., “Fees” as amended to increase fees by 5% the first year, followed by 4% in subsequent years.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy V.A., “Fees” to increase fees by 5% the first year (2018/2019), followed by 4% in subsequent years (2019/2020 – 2023/2024).</p>	<p>H. Stagliano</p>
<p>2. <u>2010-2015 ACOTE Strategic Plan</u></p>	<p><u>ACOTE ACTION:</u> (Motion #259) M/S/P Adopt the revised 2015-2020 ACOTE Strategic Plan as written.</p>	

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REPORT – AOTA ACCREDITATION GROUP	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Work with ACOTE legal counsel on document retention policies.	H. Stagliano
	<u>ACOTE CHARGE:</u> (ACOTE REVIEWERS) Delete reviewer comments/files of past reviews. When writing motions, draft language as if it is going directly to the program and include justification for why another report is being requested. Make sure to proofread by placing in Word document prior to ACOTE Online.	ACOTE Reviewers
	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Check how the eAccreditation system reflects comment boxes. If all comments are placed in the bottom comment box, the system indicates “None” for reviewer comments.	H. Stagliano
	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Conduct an education session for RAE members on how to review Interim Reports.	H. Stagliano
	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Add Standard A.2.2 “Program Director’s Credentials” to the list of Standard changes to be considered by the next ESRC. The ESRC should consider whether the requirement for initial certification should be removed since program directors are required to be licensed OTs or OTAs.	H. Stagliano
ACOTE STANDING COMMITTEE REPORTS		
<i>Emerging Issues and Strategic Response</i>		
1. <u>Making Complaints Available to On-Site Teams (AIP D.1)</u>	<u>ACOTE ACTION:</u> (Motion #261) M/P Adopt the revised ACOTE Policy V.B. “Procedure for Complaints” as amended. <u>ACOTE CHARGE:</u> (H. STAGLIANO) Implement a process for ensuring complaints against a program since the last comprehensive review of the program are made available to the on-site team. Consider the mechanics of sending the information by email communication.	H. Stagliano
2. <u>Changes to the Curriculum Delivery Model (AIP D.2)</u>	<u>ACOTE ACTION:</u> (Motion #262) M/P Adopt the revised ACOTE Policy IV.B.1 “Additions or Changes” as amended.	
3. <u>Stronger Measure for Ensuring Adequacy of Fieldwork Sites for New Programs (AIP D.3)</u>	<u>ACOTE ACTION:</u> (Motion #263) M/P At the Candidacy Application stage for programs entering the accreditation process, the program must demonstrate a Letter of Intent from 2 Level II fieldwork placements for each student included in the first cohort in a variety of sites consistent with curriculum design. <u>ACOTE CHARGE:</u> (H. STAGLIANO) Investigate adding boxes on eAccreditation to indicate the number of different types of fieldwork settings.	H. Stagliano
<i>Evaluation and Operations</i>		
1. <u>Review of ACOTE Evaluation Results (D.4)</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Recommend that the ESRC review redundancy in the ACOTE Standards. <u>ACOTE CHARGE:</u> (H. STAGLIANO) Develop a system of RAE “report cards” and consider a mandate to complete a certain number of continuing education modules per year to continue to do accreditation reviews. Provide infrastructure support for RAE members and training on how to do Interim Reports. Explore a learning management system (LMS) for RAE members and modules/education upon request for ROSEs, Interim Reports, etc.	H. Stagliano H. Stagliano

TOPIC	ACTION	RESPONSIBLE
<u>Standards and Ethics</u>		
<p>1. <u>Draft Interpretation of Standard A.2.3 (AIP D.5)</u></p>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Add the revised interpretive guide language for Standard A.2.3 as follows: <i>"THE TEACHING COMPONENT OF THE FULL-TIME ACADEMIC APPOINTMENT MAY BE MET THROUGH RESPONSIBILITY FOR AT LEAST ONE POSTSECONDARY (E.G., OTA) OR POSTBACCALAUREATE (E.G., OTM/OTD) COURSE THAT INCLUDES IMPLEMENTATION OF THE COURSE SYLLABUS, COURSE CONTENT, AND COURSE EVALUATION METHODS. THE ACADEMIC APPOINTMENT MUST BE FULL-TIME AND THE TEACHING RESPONSIBILITIES REQUIREMENT MAY BE MET THROUGH ONE COURSE THAT IS NOT LIMITED TO THE OCCUPATIONAL THERAPY EDUCATIONAL PROGRAM."</i></p>	H. Stagliano
<u>NEW BUSINESS</u>		
<p>1. <u>Policy Changes for Programs Transitioning to the OTD (AIP E.1)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #264) M/S/P Adopt the revised ACOTE Policy IV.E.3. "Interim Reports to ACOTE" as amended to eliminate the requirement for an Interim Report for programs that are transitioning from the master's to the doctorate.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Implement the policy related to Interim Reports for programs transitioning from the master's to the doctoral entry level.</p>	H. Stagliano
<p>2. <u>Rationale for the Decisions on the OT and OTA Entry-Level Degree</u></p>	<p><u>ACOTE CHARGE:</u> (ACOTE EXECUTIVE COMMITTEE) Prepare a press release related to ACOTE's decision related to entry-level education and request review by legal counsel. The press release will be provided to ACOTE and key individuals prior to being released to the public.</p>	ACOTE Executive Committee
<u>MEETING ADJOURNMENT</u>		
The meeting was adjourned at 10:15 am on Sunday, August 9, 2015.		