

4/9/16

FINAL

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

Minutes

December 4-6, 2015

Sonesta Fort Lauderdale Beach
Fort Lauderdale, FL

Members Present

Deborah Bolding
Teresa Brininger
Harriett Bynum
Debra Chasanoff
Patricia Chute (Higher Education Administrator Member)
Mary Ferraro
Donald Frega
Candace Ganz (Public Member)
Tia Hughes
Mark Kovic
Bruce Marshall (Public Member)
Sheri Purdy
Ketki Raina
Pam Roberts
Terra Ruppert
Fonda Scott
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

Absent with Regrets

Clyde Jensen (Public Member)

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
DECEMBER 4-6, 2015 – SONESTA FORT LAUDERDALE BEACH, FORT LAUDERDALE, FLORIDA

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	ACOTE Chairperson, P. Roberts, called the meeting to order at 8:00 am. The Conflict of Interest policy and the Working Rules of the Day were reviewed.	
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #1) [2 abstentions] M/S/P Approve the Minutes of the August 6-9, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) [2 abstentions] M/S/P Approve the Summary of Discussion of the August 6-9, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) [2 abstentions] M/S/P Approve the Confidential Minutes of the August 6-9, 2015 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) [5 abstentions] M/S/P Approve the Minutes of the September 10, 2015 ACOTE Conference Call meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) [3 abstentions] M/S/P Approve the Minutes of the December 23, 2015 ACOTE Conference Call meeting as written.</p>	
<u>DISCUSSION OF PROGRAM REVIEW ISSUES</u>		
1. <u>Review of Composite Report Formats</u>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise the instructions for preparing composite reports to indicate that edits should be made to the overview section to prepare for review by ACOTE (i.e., eliminate “we” and list statements as full sentences). Each concern should include the Standard number and Standard title.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Investigate mandatory training for programs completing candidacy applications/self-study reports.</p>	H. Stagliano H. Stagliano
2. <u>Interpretation of Standard C.1.7</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Develop an AIP for the April 2016 meeting to draft interpretive language for Standard C.1.7 indicating that an assignment is not a sufficient means of demonstrating compliance with the requirement for a fieldwork experience that has as its focus psychological and social factors.	H. Stagliano
<u>REVIEW OF CONSENT AGENDAS</u>	<p><u>ACOTE ACTION:</u> (Motion #27) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #48) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Application, Reports of Preaccreditation Review, and Application for Candidacy Status for an Additional Location as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #76) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #102) 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 CHARGE:</u> (H. STAGLIANO) Remove the option to monitor items based on Interim Report actions from the motion form.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Request that the Educational Standards Review Committee (ESRC) review the Standard related to ensuring that fieldwork educators have 1 year of experience.</p> <p><u>ACOTE CHARGE:</u> (ACOTE MEMBERS) E-mail suggestions for improvement in eAccreditation system to staff.</p>	H. Stagliano H. Stagliano ACOTE Members

OLD BUSINESS		
1. <u>Review of Program Web Pages</u>	ACOTE CHARGE: (H. STAGLIANO) Request that the newly trained RAE members review the Web pages of all accredited programs to identify any concerns about compliance with Standards A.4.2 and A.4.3. For graduation rates, both a 3-year breakdown and totals are required.	H. Stagliano
2. <u>Additional Location Policy – AIP A.1</u>	ACOTE ACTION: (Motion #208) M/S/P Adopt the revised ACOTE Policy IV.B.2. “Additional Locations” as written. ACOTE CHARGE: (H. STAGLIANO) Revise ACOTE Policy IV.B.2. “Additional Locations” as directed by ACOTE.	H. Stagliano
ACOTE STANDING COMMITTEE REPORTS		
<i>Evaluation and Operations</i>		
1. <u>ACOTE Education Guidelines (AIP C.2.)</u>	ACOTE CHARGE: (H. STAGLIANO) Research development of learning management system and report card system. Consider having “chat” for ACOTE or RAE members and perhaps a closed education session at AOTA conference followed by a social function.	H. Stagliano
<i>Emerging Issues and Strategic Response</i>		
1. <u>Updates to Policy V.B. “Procedure for Complaints” (AIP B.1.)</u>	ACOTE ACTION: (Motion #209) M/P Adopt the revised ACOTE Policy V.B. “Procedure for Complaints” as written. ACOTE CHARGE: (H. STAGLIANO) Revise ACOTE Policy V.B. “Procedure for Complaints” as directed by ACOTE.	H. Stagliano
2. <u>Do’s and Don’ts for Team Chairs (AIP B.2.)</u>	ACOTE CHARGE: (H. STAGLIANO) Review and draft revisions to the Checklist for Team Chairs. Send to ACOTE for additional edits by February 1, 2016 so it can be ready for adoption at the April meeting.	H. Stagliano
<i>Standards and Ethics</i>		
1. <u>Updates to Policy IV.B.3. “Accredited Additional Locations Transitioning to Independent Accreditation” (AIP D.1)</u>	ACOTE ACTION: (Motion #210) M/P Adopt the revised ACOTE Policy V.B.3. “Accredited Additional Locations Transitioning to Independent Accreditation” as amended. ACOTE CHARGE: (H. STAGLIANO) Revise ACOTE Policy IV.B.3. “Accredited Additional Locations Transitioning to Independent Accreditation” as directed by ACOTE.	H. Stagliano
2. <u>Updates to Accreditation Team Performance Appraisal Form (AIP D.2)</u>	ACOTE CHARGE: (H. STAGLIANO) Revise the Accreditation Team Performance Appraisal as directed by ACOTE. ACOTE CHARGE: (ACOTE EXECUTIVE COMMITTEE) Review the current use of the Accreditation Team Performance Appraisal survey and its effectiveness as an assessment measure for ensuring qualified evaluators. In addition, explore additional opportunities for self-reflection and meaningful feedback.	H. Stagliano ACOTE Executive Committee
NEW BUSINESS		
1. <u>Updates to Policy VI.E. Sample Statements (AIP E.1)</u>	ACOTE ACTION: (Motion #211) M/S/P Adopt the revised ACOTE Policy VI.E. “Sample Statements Regarding Accreditation Status and Use of ACOTE Logo” as amended. ACOTE CHARGE: (H. STAGLIANO) Revise ACOTE Policy VI.E. “Sample Statements Regarding Accreditation Status and Use of the ACOTE Logo” as directed by ACOTE.	H. Stagliano
2. <u>Future ACOTE Meetings</u>	ACOTE CHARGE: (H. STAGLIANO) Research possible meeting locations for the December 2016 ACOTE meeting: San Antonio, San Diego, New Orleans, Savannah, Phoenix/Scottsdale, Tucson, and Southern California.	H. Stagliano
<u>REPORT – POST-PROFESSIONAL OTD TASK GROUP</u>	ACOTE CHARGE: (H. STAGLIANO) Add information to the PD Newsletter that the post-professional task group has a timeline for their task and will be sending out a call for comment.	H. Stagliano

<u>ACOTE EDUCATION</u>	<u>ACOTE CHARGE; (H. STAGLIANO)</u> In the Standards Interpretive Guide, consider jump-linking specific Standard terms (e.g., health literacy) to the relevant definition in the Glossary. <u>ACOTE CHARGE; (H. STAGLIANO)</u> Consider providing the same education provided to ACOTE members to members of the RAE.	H. Stagliano H. Stagliano
<u>MEETING ADJOURNMENT</u>	The meeting was adjourned at 9:45 am on Sunday, December 6, 2015	