

AOTA  
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)

**Minutes**

April 9-10, 2016

Hilton Chicago  
Chicago, Illinois

**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  
Clyde Jensen (Public Member)  
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

**MINUTES**  
**AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)**  
**APRIL 9-10, 2016, CHICAGO, ILLINOIS**

TOPIC	ACTION	RESPONSIBLE
<b><u>CALL TO ORDER</u></b>	ACOTE Chairperson, P. Roberts, called the meeting to order at 8:00 am, Saturday, April 9, 2016. The Conflict of Interest policy and the Working Rules of the Day were briefly reviewed.	
<b><u>MINUTES REVIEW</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #1) [1 abstention] M/S/P Approve the Minutes of the December 4-6, 2015 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #2) [1 abstention] M/S/P Approve the Summary of Discussion of the December 4-6, 2015 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #3) [1 abstention] M/S/P Approve the Confidential Minutes of the December 4-6, 2015 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #4) [8 abstentions] M/S/P Approve the Minutes of the February 16, 2016 ACOTE Conference Call meeting as written.</p>	
<b><u>PROGRAM ACTIONS</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #21) M/S/P Cite an area of noncompliance with Standard A.5.6.-Pass Rates for the programs identified by ACOTE having a 3-year pass rate (2013-2015) or new program 2-year pass (2014-2015) below 80%.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #22) M/S/P Cite an area of noncompliance for the identified programs not in compliance with Standards A.4.2. Publication of Program Outcomes and/or A.4.3. Publication of ACOTE Information.</p>	
<b><u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u></b>		
<b><u>1. Number of ACOTE Members Conducting Reviews</u></b>	<b><u>ACOTE ACTION:</u></b> (Motion #23) Remove action on a ROSE, Candidacy Application, and Preaccreditation Review from the consent agenda for discussion by the full council if 9 or less ACOTE members reviewed the report.	
<b><u>2. Preparation for New Program Directors on a Report of Self-Study</u></b>	<b><u>ACOTE CHARGE:</u></b> (ACOTE Executive Committee) Explore options for providing training to new program directors on completing reports of self-study.	ACOTE Executive Committee
<b><u>REVIEW OF CONSENT AGENDAS</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #27) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #59) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Application and Reports of Preaccreditation Review as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #82) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #94) M/S/P Approve the process of having the ACOTE Executive Committee determine degree equivalency (an alternative and equivalent external review process for degrees from institutions in countries other than the United States).</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #100) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #181) M/S/P Adopt Consent Agenda #5-Annual Reports as amended.</p> <p><b><u>ACOTE CHARGE:</u></b> (H. STAGLIANO) Include in the Program Directors Newsletter the percentage of programs that were cited with areas of noncompliance related to Web page publications (program outcomes and ACOTE information).</p>	H. Stagliano

TOPIC	ACTION	RESPONSIBLE
<b><u>NEW BUSINESS</u></b>		
<p><b>1. <u>Changes to Step One Policy (AIP C.1)</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion #540) M/S/P Adopt the revised ACOTE Policy III.A.1. "Step One: The Application Review" as amended.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Request that legal counsel review the wording of the "sample statements" in ACOTE Policy VI.E. "Sample Statements Regarding Accreditation Status and Use of the ACOTE Logo", ask whether ACOTE can require that programs use that wording, and bring the issue back to the August ACOTE meeting.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Revise ACOTE Policy III.A.1. "Step One: The Application Review" as directed by ACOTE. (Change "state association president" to "state association" and add a hotlink to ACOTE Policy VI.E. "Sample Statements Regarding Accreditation Status and Use of the ACOTE Logo".)</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Speak to AOTA's Director of Health Policy and State Affairs about informing presidents that they are expected to share the information about new applicant programs with others in their state.</p>	<p>H. Stagliano</p> <p>H. Stagliano</p> <p>H. Stagliano</p>
<p><b>2. <u>Changes to Disclosure Policy (AIP C.2)</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion #541) M/S/P Adopt the revised ACOTE Policy VI.B. "Policy on Confidentiality and Disclosure" as amended.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Revise ACOTE Policy VI.B. "Policy on Confidentiality and Disclosure" as directed by ACOTE. (Change "state association president" to "state association".)</p>	<p>H. Stagliano</p>
<p><b>3. <u>Revisions to ACOTE SOP (AIP C.4)</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion # 542) M/S/P Adopt the revised ACOTE Standard Operating Procedure as amended.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Revise the ACOTE Standard Operating Procedure (SOP) as directed by ACOTE. (Change "Board" to "AOTA Board of Directors.")</p>	<p>H. Stagliano</p>
<p><b>4. <u>ACOTE Member Code of Conduct (AIP C.5)</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion #543) M/S/P Adopt the ACOTE Member Code of Conduct as written.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Implement the ACOTE Member Code of Conduct and require that it be signed by each ACOTE member at the start of every term.</p>	<p>H. Stagliano</p>
<p><b>5. <u>Future ACOTE Meeting Dates (AIP C.6)</u></b></p>	<p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Schedule the 2018 ACOTE meetings as follows:</p> <ul style="list-style-type: none"> <li>• April 21-22, 2018 Salt Lake City, UT</li> <li>• August 2-5, 2018 (Location TBD)</li> <li>• November 30-December 2, 2018 (Location TBD)</li> </ul>	<p>H. Stagliano</p>
<p><b>6. <u>Interpretive Language for Standard C.1.6.</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion #544) M/S/P Adopt the interpretive language for Standard C.1.6.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) After consultation with legal counsel, add an interpretation for Standard C.1.6 that "A signed memorandum of understanding must be in effect from initiation to conclusion of the fieldwork experience." Request that the Educational Standards Review Committee consider revising the Standard to include this clarification.</p>	<p>H. Stagliano</p>
<p><b>7. <u>Objectives</u></b></p>	<p><b>ACOTE ACTION:</b> (Motion #545) M/S/P Adopt the interpretive language for Standard A.6.9.</p> <p><b>ACOTE CHARGE:</b> (H. STAGLIANO) Add an interpretation for Standard A.6.9 that Level II fieldwork syllabi may not be used to document compliance with a B content standard. Request that the Educational Standards Review Committee consider revising the Standard to include this clarification.</p>	<p>H. Stagliano</p>

TOPIC	ACTION	RESPONSIBLE
<b><u>OLD BUSINESS</u></b>		
<p>1. <b><u>Interpretive Language for Standard C.1.7 (AIP D.1)</u></b></p>	<p>ACOTE ACTION: (Motion #546)                      M/S/P Adopt the interpretive language for Standard C.1.7 as written.</p> <p>ACOTE CHARGE: (H. STAGLIANO)                      Implement the interpretive language for Standard C.1.7 as directed by ACOTE.  <i>"TO MEET THIS STANDARD, STUDENTS MUST PARTICIPATE IN A FIELDWORK ROTATION THAT IS CREATED EXPLICITLY/SPECIFICALLY FOR THE PURPOSE OF MEETING OBJECTIVES ADDRESSING PSYCHOLOGICAL AND SOCIAL FACTORS. COLLABORATION WITH THE FIELDWORK EDUCATOR MUST INDICATE THAT THE SETTING IS AWARE OF AND SUPPORTIVE OF THIS FOCUS. AN ASSIGNMENT OR OBJECTIVE ALONE IS NOT SUFFICIENT FOR COMPLIANCE."</i></p>	<p>H. Stagliano</p>
<p>2. <b><u>Revisions to Team Chair's Checklist (AIP D.2)</u></b></p>	<p>ACOTE ACTION: (Motion #547)                      M/S/P Adopt the revised "Checklist for On-Site Team Chairpersons" as written and pilot for site visits for the new academic year.</p> <p>ACOTE CHARGE: (H. STAGLIANO)                      Revise the "Checklist for On-Site Team Chairpersons" as directed by ACOTE and disseminate to on-site team chairs.</p>	<p>H. Stagliano</p>
<p><b><u>MEETING ADJOURNMENT</u></b></p>	<p>The meeting was adjourned at 2:30 pm on Sunday, April 10, 2016.</p>	