

AOTA
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)

Minutes

August 4-7, 2016

Westin Georgetown
Washington, DC

Members Present

Deborah Bolding
Teresa Brininger
Harriett Bynum
Debra Chasanoff
Patricia Chute (Higher Education
Administrator Member) (8/5/16-8/7/16)
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

Heather Stagliano
Director of Accreditation

Sue Graves
Assistant Director of Accreditation

Aleisha LaChette
Interim Accreditation Program Manager

Absent with Regrets

Clyde Jensen (Public Member)

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
AUGUST 4-7, 2016, WASHINGTON, DC

| TOPIC | ACTION | RESPONSIBLE |
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| <u>CALL TO ORDER</u> | ACOTE Chairperson, P. Roberts called the meeting to order at 1:30 pm on Thursday, August 4, 2016. The Conflict of Interest policy and the Working Rules of the Day were briefly reviewed. | |
| <u>MINUTES REVIEW</u> | <p><u>ACOTE ACTION:</u> (Motion #1) M/S/P Approve the Minutes of the April 9-10, 2016 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Summary of Discussion of the April 9-10, 2016 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) [1 abstention] M/S/P Approve the Minutes of the May 24, 2016 ACOTE Conference Call meeting as written.</p> | |
| <u>PROGRAM ACTIONS</u> | <p><u>ACOTE ACTION:</u> (Motion #26) M/S/P Remove certificate level accreditation from all policies.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Remove reference to accreditation of OTA certificate-level programs in all applicable policies.</p> | H. Stagliano |
| <u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u> | | |
| 1. <u>Findings for Areas of Noncompliance</u> | <u>ACOTE CHARGE:</u> (H. STAGLIANO) Explore changing the format of the ROSE to include the rationale statement with the area of noncompliance. | H. Stagliano |
| 2. <u>Composite Report Format</u> | <u>ACOTE CHARGE:</u> (H. STAGLIANO) Change the guidelines for preparing composite reports to list strengths in bulleted rather than numbered format. | H. Stagliano |
| 3. <u>Relationship to the Curriculum Design</u> | <u>ACOTE CHARGE:</u> (H. STAGLIANO) Add an interpretive guide for Standard A.6.9 to clarify that the information on the relationship of the courses to the curriculum design needs to be available to students. Also convey this to the ESRC. | H. Stagliano |
| <u>EDUCATION SESSION REGARDING WEB STATEMENTS</u> | <u>ACOTE CHARGE:</u> (H. STAGLIANO) Add an interpretive guide for A.4.2 to clarify that programs must include a total number of graduates (aggregate numbers). | H. Stagliano |
| <u>REVIEW OF CONSENT AGENDAS</u> | <p><u>ACOTE ACTION:</u> (Motion #32) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #59) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Application Review and Reports of Preaccreditation Review as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #80) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #113) 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 #411) M/S/P Adopt Consent Agenda #5-Interim Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Obtain more information about the Puerto Rican certification exam and bring it back to ACOTE.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Provide clarification in eAccreditation about when to push buttons.</p> | <p>H. Stagliano</p> <p>H. Stagliano</p> |

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| <u>REVISION TO THE INTERIM REPORT</u> | <p><u>ACOTE ACTION:</u> (Motion #423) M/S/P Adopt the revision to the 2017 interim Reports to remove 12 Standards.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Review potential submission dates for future Interim Reports and due dates for RAE Interim Report reviewers to allow sufficient time to re-open Standards prior to ACOTE action in August.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Reiterate timeliness needs to RAE members during future RAE calls.</p> | <p>H. Stagliano</p> <p>H. Stagliano</p> |
| <u>POST-PROFESSIONAL GUIDELINES</u> | <p><u>ACOTE CHARGE:</u> (ACOTE MEMBERS) Give feedback by e-mail regarding post-professional guidelines by August 15, 2016.</p> | ACOTE Members |
| <u>OLD BUSINESS</u> | <p><u>ACOTE CHARGE:</u> (ACOTE MEMBERS) Complete the ACOTE member Code of Conduct SurveyMonkey survey.</p> | ACOTE Members |
| <u>STANDARDS AND ETHICS STANDING COMMITTEE</u> | | |
| 1. <u>Revision to Schedule for OTM/OTD Visits (AIP D.4)</u> | <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise the sample on-site schedule for combined OTD and OTM visits to extend the on-site to a full 3 days and extend the time frames for the interviews. Add a 3rd person to the on-site team (who could be an educator).</p> | H. Stagliano |
| 2. <u>Expectations for OTD Programs (AIP D.5)</u> | <p><u>ACOTE CHARGE:</u> (ACOTE EXECUTIVE COMMITTEE) Appoint a task force to discuss expectations for new OTD programs.</p> | ACOTE Executive Committee |
| <u>NEW BUSINESS</u> | | |
| 1. <u>Policy for New Programs without a Program Director (AIP E.1)</u> | <p><u>ACOTE ACTION:</u> (Motion #424) M/S/P ACOTE Policy III.A. "Overview of the Initial Accreditation Process"</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy III.A. "Overview of the Initial Accreditation Process" as directed by ACOTE.</p> | H. Stagliano |
| 2. <u>Sample Statements for Inactive Programs (AIP E.2)</u> | <p><u>ACOTE ACTION:</u> (Motion #425) M/S/P Revise ACOTE Policy VI.D. "Inactive Status"</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy VI.D. "Inactive Status" as directed by ACOTE.</p> | H. Stagliano |
| 3. <u>Interpretive Guide Language Regarding Faculty Degrees (AIP E.3)</u> | <p><u>ACOTE ACTION:</u> (Motion #426) M/S/P Adopt the following interpretation for Standards A.2.2, A.2.7, and A.2.10 <i>A DOCTORAL / MASTER'S / BACCALAUREATE DEGREE THAT WAS AWARDED PRIOR TO JULY 1, 2015, FROM AN INSTITUTION THAT WAS NOT REGIONALLY [OR NATIONALLY] ACCREDITED IS CONSIDERED ACCEPTABLE TO MEET THIS STANDARD ONLY IF THE INSTITUTION IS SEEKING OR HAS BEEN AWARDED REGIONAL [OR NATIONAL] ACCREDITATION SINCE THAT TIME.</i></p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Add the following interpretation for Standards A.2.2, A.2.7, and A.2.10 <i>A DOCTORAL / MASTER'S / BACCALAUREATE DEGREE THAT WAS AWARDED PRIOR TO JULY 1, 2015, FROM AN INSTITUTION THAT WAS NOT REGIONALLY [OR NATIONALLY] ACCREDITED IS CONSIDERED ACCEPTABLE TO MEET THIS STANDARD ONLY IF THE INSTITUTION IS SEEKING OR HAS BEEN AWARDED REGIONAL [OR NATIONAL] ACCREDITATION SINCE THAT TIME.</i></p> | H. Stagliano |
| 4. <u>Conflict Policy (AIP E.4)</u> | <p><u>ACOTE ACTION:</u> (Motion #427) M/S/P Adopt ACOTE Policy VI.C. "Statement of Ethical Responsibilities and Conflict of Interest Guidelines" as amended.</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy VI.C. "Statement of Ethical Responsibilities and Conflict of Interest Guidelines" as directed by ACOTE.</p> | H. Stagliano |

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| 5. <u>Deadlines for Minor and Significant Program Changes (AIP E.5)</u> | <u>ACOTE ACTION:</u> (Motion #428) M/S/P Adopt ACOTE Policy IV.B.1. "Additions or Changes" as edited. <u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy IV.B.1. "Additions or Changes" as directed by ACOTE. | H. Stagliano |
| <u>MEETING ADJOURNMENT</u> | The meeting was adjourned at 11:08 am on Sunday, August 7, 2016. | |