

AOTA
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)

Minutes

December 2-4, 2016

Hyatt House Charleston-Historic District
Charleston, South Carolina

Members Present

Deborah Bolding
Teresa Brining
Harriett Bynum
Patricia Chute (Higher Education
Administrator Member)
Teresa Dufeny
Mary Ferraro
Donald Frega
Cyndi Fuchs
Candace Ganz (Public Member)
Tia Hughes
Clyde Jensen (Public Member)
Lynn Kilburg
Mark Kovic
Vanna Lombardi-Gillies
Bruce Marshall (Public Member)
Debra Ouellette
Sheri Purdy
Ketki Raina
Pam Roberts
Terra Ruppert
Fonda Scott
Barbara Seguine
Dee Stanfield
Don Walkovich

AOTA Staff Participants

Neil Harvison
Chief Officer, Division of Academic and
Scientific Affairs

Heather Stagliano
Director of Accreditation

Barbara Ostrove
Assistant Director of Accreditation

Angelica Grigsby
Accreditation Program Manager

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
DECEMBER 2-4, 2016, CHARLESTON, SOUTH CAROLINA

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	ACOTE Chairperson, P. Roberts, called the meeting to order at 8:00 am. The ACOTE Roster was routed for correction. 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) [1 abstention] M/S/P Approve the Minutes of the August 4-7, 2016 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) [1 abstention] M/S/P Approve the Summary of Discussion of the August 4-7, 2016 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) [1 abstention] M/S/P Approve the Confidential Minutes of the August 4-7, 2016 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) [2 abstentions] M/S/P Approve the October 5, 2016 Conference Call Minutes as written.</p>	
<u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u>		
1. <u>Verification of Fieldwork Supervisors</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise the Standards Interpretive Guide to ensure the program verifies the license and experience of fieldwork supervisors prior to student placement.	H. Stagliano
2. <u>Program Director Credentials</u>	<u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise the "Summary of Program Director Credentials" form for OTD, OTM, and OTA programs to separate out the question regarding release time.	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 #46) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review, Reports of Preaccreditation Review, and Application for Candidacy Status for an Additional Location as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #70) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #107) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #262) M/S/P Rescind Motion #107 to adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended to remove item #142-Additional Interim Report Information.</p> <p><u>ACOTE ACTION:</u> (Motion #263) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p>	
<u>NEW BUSINESS</u>		
1. <u>Complaint Policy</u>	<p><u>ACOTE ACTION:</u> (Motion #265) M/S/P Adopt the revised ACOTE Policy V.B. "Procedure for Complaints."</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy V.B. "Procedure for Complaints" as directed by ACOTE.</p>	H. Stagliano

TOPIC	ACTION	RESPONSIBLE
2. <u>Annual Reports</u>	<p><u>ACOTE ACTION:</u> (Motion #266) M/S/P Adopt the revised ACOTE Policy IV.E.5. "Annual Reports."</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy IV.E.5. "Annual Reports" as directed by ACOTE.</p>	H. Stagliano
3. <u>Fieldwork Requirements for Candidacy Status</u>	<p>ACOTE ACTION: (Motion #267) M/S/P Adopt the revised ACOTE Policy III.A.1. "Step One: The Application Review."</p> <p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise ACOTE Policy III.A.1. "Step One: The Application Review" as directed by ACOTE.</p>	H. Stagliano
4. <u>Acceptable Timelines</u>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Revise the Standards Interpretive Guide for A.5.1 and A.5.2 to clearly indicate acceptable timelines: <i>"THE TIMELINE SHOULD REFLECT THE ACTUAL DUE DATE WHEN THE FACULTY MEMBER WILL ACHIEVE EACH GOAL. "ANNUALLY" AND "ONGOING" ARE NOT ACCEPTABLE TIMELINES, WHEREAS "DECEMBER 2017" WOULD BE AN ACCEPTABLE TIMELINE."</i></p>	H. Stagliano
5. <u>Minor Program Changes</u>	<p><u>ACOTE CHARGE:</u> (H. STAGLIANO) Investigate how to accommodate annual review of minor changes through the ACOTE Online system.</p>	H. Stagliano
<u>MEETING ADJOURNMENT</u>	The meeting was adjourned at 11:25 am on Sunday, December 4, 2016.	