

4/21/2018

FINAL

AOTA  
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)

**Minutes**

November 30-December 3, 2017

Ritz-Carlton Golf Resort, Naples  
Naples, Florida

Members Present

Teresa Brininger  
Harriett Bynum  
Mary Ferraro  
Donald Frega  
Cyndi Fuchs  
Candace Ganz (Public Member)  
Tia Hughes  
Lynn Kilburg  
Sherry Kolodziejczak  
Mark Kovic  
Vanna Lombardi-Gillies  
Bruce Marshall (Public Member)  
Sabrina Mathews  
Debra Ouellette  
Sheri Purdy  
Ketki Raina  
Laura Rea  
Kelli Reiling  
Pam Roberts  
Fonda Scott  
Barbara Seguine  
Don Walkovich

AOTA Staff Participants

Neil Harvison  
Chief Professional Affairs Officer and  
Acting Director of Accreditation  
  
Barbara Ostrove  
Assistant Director of Accreditation  
  
Angelica Grigsby  
Accreditation Program Manager, Logistics Support  
  
Melissa Brottman  
Doctoral Student Intern

Invited Guest (11/30/2017)

Beth Ann Hatkevich  
Chairperson, Educational Standards Review  
Committee

Absent with Regrets

Patricia Chute (Higher Education Administrator Member)  
Alex Jawharjian (Public Member)

**MINUTES**  
**AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)**  
**NOVEMBER 30-DECEMBER 3, 2017, NAPLES, FLORIDA**

<b>TOPIC</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>
<b><u>CALL TO ORDER</u></b>	<p>The ACOTE Roster was routed for correction. The Conflict of Interest Policy and the Working Rules of the Day were briefly reviewed.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON)            Develop an interim plan for department duties until a permanent director is on staff.</p>	N. Harvison
<b><u>STANDARDS REVIEW DISCUSSION</u></b>	<p><u>ACOTE ACTION:</u> (Motion #1)            M/S/P Confirm the intent of draft ACOTE Standard A.2.2 (OTA-B and OTA-A) to require a core faculty member who is currently licensed as an occupational therapy assistant.</p> <p><u>ACOTE ACTION:</u> (Motion #2)            M/S/P Revise draft ACOTE Standard A.2.7 (OTD and OTM) to eliminate the requirement for demonstrated scholarly achievement and documented research expertise. The second paragraph for both the OTD and OTM Standards will end after the requirement for a post-professional doctorate degree.</p> <p><u>ACOTE ACTION:</u> (Motion #3)            M/S/P Use the terms “Level I experience” and “Level II fieldwork” in the revised ACOTE Standards.</p> <p><u>ACOTE ACTION:</u> (Motion #4)            M/S/P Approve draft III of the ACOTE Standards and disseminate for stakeholder feedback.</p>	
<b><u>MINUTES REVIEW</u></b>	<p><u>ACOTE ACTION:</u> (Motion #5)            M/S/P Approve the Minutes of the August 3-6, 2017 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #6)            M/S/P Approve the Summary of Discussion of the August 3-6, 2017 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #7)            M/S/P Approve the Confidential Minutes of the August 3-6, 2017 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #8)            M/S/P Approve the October 10, 2017 Conference Call Minutes as written.</p> <p><u>ACOTE ACTION:</u> (Motion #9)            M/S/P Approve the October 16, 2017 Conference Call Minutes as written.</p>	
<b><u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u></b>		
1. <b><u>Candidacy and Preaccreditation Composite Reports</u></b>	<p><u>ACOTE CHARGE:</u> (N. HARVISON)            Investigate whether the composite report template in the ACOTE Online system can truncate the list of reopened Standards if they are considered resolved.</p>	N. Harvison
2. <b><u>Programs Offering Multiple Degree Levels</u></b>	<p><u>ACOTE CHARGE:</u> (N. HARVISON and T. BRININGER)            Review the draft Standards and consider adding language to either A.6.3 or A.6.5 to ensure that program courses reflect the rigor of the degree level.</p>	N. Harvison and T. Brininger
<b><u>REVIEW OF CONSENT AGENDAS</u></b>	<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 #58)            M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review 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 #131)            M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p>	

TOPIC	ACTION	RESPONSIBLE
	<p><u>ACOTE CHARGE:</u> (N. HARVISON) Include interpretive language for Standard C.1.14. Qualified Level II FW Supervisors to require verification of licensure prior to the fieldwork experience.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Investigate whether it is feasible to require faculty to upload a curriculum vitae in the "Faculty" tab in ACOTE Online.</p>	<p>N. Harvison</p> <p>N. Harvison</p>
<b><u>OLD BUSINESS</u></b>	<p><u>ACOTE CHARGE:</u> (N. HARVISON) Include a reminder to write outcome-based strengths in the next RAE Newsletter.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Investigate whether there is an evaluation form that the ACOTE Reader completes on the on-site team chairperson, and report findings to ACOTE.</p>	<p>N. Harvison</p> <p>N. Harvison</p>
<b><u>NEW BUSINESS</u></b>		
<p><b>1. <u>Working Rules of the Day</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion #218) M/S/P Adopt the revised "Working Rules of the Day" as amended.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Revise the "Working Rules of the Day" and appropriate policies to ensure confidentiality is maintained by visitors to the ACOTE meeting and provide to ACOTE for approval.</p>	<p>N. Harvison</p>
<p><b>2. <u>Statement of Ethical Responsibilities</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion #219) M/S/P Adopt the revised "Statement of Ethical Responsibilities" as amended.</p>	
<p><b>3. <u>Step One: The Application Review</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion #220) M/S/P Adopt the revised ACOTE Policy III.A.1. "Step One: The Application Review" as written.</p>	
<b><u>ACOTE COMMITTEE REPORTS</u></b>		
<p><b><u>Additions/Changes and Distance Education Committee</u></b></p>	<p><u>ACOTE CHARGE:</u> (B. MARSHALL) Forward the PowerPoint developed by the group to ACOTE for further review and input.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Forward recommendations on the draft Standards related to program additions or changes (Standards A.2.18, A.4.2, A.4.13, and A.5.6) to the Educational Standards Review Committee.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Include discussion of the distance education/additions or changes policies on the agenda for the April 2018 ACOTE meeting.</p>	<p>B. Marshall</p> <p>N. Harvison</p> <p>N. Harvison</p>
<p><b><u>Transitions Committee</u></b></p>	<p><u>ACOTE CHARGE:</u> (N. HARVISON) Investigate with legal counsel the earliest feasible date when letters of intent for new master's-degree-level programs can no longer be accepted.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON) Develop a transition plan and draft policies for approval by ACOTE on a conference call in January 2018.</p>	<p>N. Harvison</p> <p>N. Harvison</p>

TOPIC	ACTION	RESPONSIBLE
<p><b><u>Candidacy Committee</u></b></p>	<p><u>ACOTE ACTION:</u> (Motion #221)                      M/S/P Accept the recommendations for the candidacy application process to reflect amended plans for hiring, fieldwork documentation, and workshop attendance of the program director and administrator for new programs.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON)                      Revise ACOTE Policy V.A. "Fees" to include a statement that fees are subject to change and investigate cost and delivery methods for workshops.</p> <p><u>ACOTE CHARGE:</u> (N. HARVISON)                      Develop a list of potential workshops to be offered. Explore available resources and consider potential formats for content delivery.</p>	<p>N. Harvison</p> <p>N. Harvison</p>
<p><b><u>MEETING ADJOURNMENT</u></b></p>	<p>The meeting was adjourned at 11:00 am on Sunday, December 3, 2017.</p>	