

8/3/2018

FINAL

CONFIDENTIAL

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

**Confidential Minutes**

April 21-22, 2018

Hilton Salt Lake City Center  
Salt Lake City, Utah

**Members Present**

Harriett Bynum  
Mary Ferraro  
Donald Frega  
Cyndi Fuchs  
Candace Ganz (Public Member)  
Tia Hughes  
Alex Jawharjian (Public Member)  
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**

Barbara Ostrove  
Interim Director of Accreditation /  
Assistant Director of Accreditation

Angelica Grigsby  
Accreditation Program Manager,  
Logistics Support

**Invited Guest (4/21/2018)**

Sabrina Salvant  
Incoming Director of Accreditation (6/18/18)

**Absent with Regrets**

Teresa Brininger

**MINUTES**  
**AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)**  
**APRIL 21-22, 2018, SALT LAKE CITY, UTAH**

<b>TOPIC</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>
<b><u>CALL TO ORDER</u></b>	The ACOTE Roster was routed for correction. 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) M/S/P Approve the Minutes of the November 30-December 3, 2017 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #2) M/S/P Approve the Summary of Discussion of the November 30-December 3, 2017 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #3) M/S/P Approve the Confidential Minutes of the November 30-December 3, 2017 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #4) M/S/P Approve the January 29, 2018 Conference Call Minutes as written.</p>	
<b><u>REVIEW OF CONSENT AGENDAS</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #42) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #57) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #92) M/S/P Adopt Consent Agenda #3-2018 Annual Reports as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #477) 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 #554) M/S/P Adopt Consent Agenda #5-Program Director Credentials as amended.</p> <p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Include time on the August 2018 ACOTE meeting agenda to discuss compliance with Standard A.5.6 for Puerto Rican programs (NBCOT versus PROTEB exam data results).</p> <p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Follow up with the Puerto Rico Occupational Therapy Examination Board (PROTEB) to confirm when the licensure exam is offered and how the graduation period is calculated and reported.</p> <p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Gather information on the status of a new faculty salary survey, and data requested on the Annual Data report and the rationale for the requested data. Develop an AIP for discussion of the Annual Report and data by a standing committee at the August 2018 ACOTE meeting.</p> <p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Revise the consent agenda for program director credentials to reference “potential” noncompliance for developing programs.</p>	<p>B. Ostrove</p> <p>B. Ostrove</p> <p>B. Ostrove</p> <p>B. Ostrove</p>
<b><u>ACOTE EDUCATION SESSIONS</u></b>	<p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Revise the self-study instructions for B Standards in eAccreditation to include a learning activity as part of the information the program must upload.</p> <p><b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Revise the Plan of Correction and Progress Report templates to remove the program length boxes at the top of the form as they are no longer relevant.</p>	<p>B. Ostrove</p> <p>B. Ostrove</p>

TOPIC	ACTION	RESPONSIBLE
<b><u>ACOTE EXECUTIVE SESSION</u></b>	<b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Research options for developing an independent ACOTE web site.	B. Ostrove
<b><u>OLD BUSINESS</u></b>	<b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Develop an evaluation form for the on-site evaluation chairperson to complete on the ACOTE Reader.	B. Ostrove
<b><u>NEW BUSINESS</u></b>		
1. <b><u>Revisions to ACOTE Policy IV.B.4. "Transitioning to the Doctoral Level" (AIP B.1)</u></b>	<b><u>ACOTE ACTION:</u></b> (Motion #573) M/S/P Adopt the revised ACOTE Policy IV.B.4. "Transitioning to the Doctoral Level" as amended.  <b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Revise ACOTE Policy IV.B.4. "Transitioning to the Doctoral Level" as directed by ACOTE. Disseminate by email to program directors and follow up with the PD Newsletter.	B. Ostrove
2. <b><u>Revisions to ACOTE Policy V.E. "Standards Revision Process" (AIP B.2)</u></b>	<b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Investigate ramifications of the new Standards implementation date and bring back for discussion at the August 2018 meeting.	B. Ostrove
3. <b><u>Revisions to Standards Interpretive Guide Regarding Institutional Accreditors (AIP B.3)</u></b>	<b><u>ACOTE ACTION:</u></b> (Motion #574) M/S/P Revise the Standards Interpretive Guide to allow only USDE recognized accrediting authority.  <b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Revise the ACOTE Standards Interpretive Guide as directed by ACOTE.	B. Ostrove
4. <b><u>New Standards Glossary Definition for Scholarly Study (AIP B.4)</u></b>	<b><u>ACOTE CHARGE:</u></b> (B. OSTROVE) Refer the topic of scholarly study to the ESRC for possible development and inclusion of a definition in the draft Standards Glossary.	B. Ostrove
<b><u>MEETING ADJOURNMENT</u></b>	The meeting was adjourned at 2:50 pm on Sunday, April 22, 2018.	