

11/30/2018

FINAL

CONFIDENTIAL

AOTA
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION
(ACOTE®)

Minutes

August 2-5, 2018

Fairmont Washington, DC, Georgetown
Washington, DC

Members Present

Teresa Brininger
Harriett Bynum
Beth Cada (Auditor)
Patty Coker-Bolt (Auditor)
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
Renee Ortega (Auditor)
Debra Ouellette
Sheri Purdy
Ketki Raina
Laura Rea
Kelli Reiling
Pam Roberts
Fonda Scott
Barbara Seguine
Doug Simmons (Auditor)
Don Walkovich

AOTA Staff Participants

Sabrina Salvant
Director of Accreditation

Barbara Ostrove
Assistant Director of Accreditation

Angelica Grigsby
Accreditation Program Manager,
Logistics Support

Sue Graves (8/3/2018)
Accreditation Program Manager,
Technical Support

Angelica Young (8/3/2018)
On-Site Program Coordinator

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
AUGUST 2-5, 2018, WASHINGTON, DC

TOPIC	ACTION	RESPONSIBLE
<u>CALL TO ORDER</u>	The ACOTE Roster was routed for correction. The Conflict of Interest Policy and the Working Rules of the Day were briefly reviewed.	
<u>STANDARDS REVIEW DISCUSSION</u>	<p><u>ACOTE ACTION:</u> (Motion #1) M/S/P Adopt the draft ACOTE Standards as amended.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Disseminate the final 2018 ACOTE Standards to all stakeholders.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Investigate adding a section on the faculty tab in ACOTE Online to address a scholarship agenda.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop an AIP for a future meeting to consider whether eligibility for an increase in accreditation term should be changed from the current policy of two areas of noncompliance.</p>	<p>S. Salvant</p> <p>S. Salvant</p> <p>S. Salvant</p>
<u>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Minutes of the April 21-22, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Summary of Discussion of the April 21-22, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the Confidential Minutes of the April 21-22, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) <i>[One abstention from discussion and vote]</i> M/S/P Approve the June 19, 2018 Conference Call Minutes as written.</p>	
<u>REPORT FROM OTA SURVEY COMMITTEE</u>	<p><u>ACOTE ACTION:</u> (Motion #6) [For=18, Against=4; Abstention=1] M/S/P Lift the abeyance on the OTA mandate decision and rescind the mandate for a single point of entry for the occupational therapy assistant at the baccalaureate degree level.</p> <p><u>ACOTE CHARGE:</u> (ACOTE EXECUTIVE COMMITTEE AND S. SALVANT) Craft and distribute a statement regarding rescinding the OTA mandate.</p>	ACOTE Executive Committee and S. Salvant
<u>NEW BUSINESS</u>		
1. <u>Early Implementation of 2018 Standards (AIP E.6)</u>	<p><u>ACOTE ACTION:</u> (Motion #37) <i>[One abstention form discussion and vote]</i> M/S/P Allow OTD programs to waive the requirement in 2011 Standard A.3.2 for a baccalaureate degree prior to admission.</p> <p><u>ACOTE ACTION:</u> (Motion #38) <i>[Two abstentions from discussion and vote]</i> M/S/P Allow OTD programs to have a 14-week capstone experience as required of the 2018 Standards rather than the 16-week capstone experience required in 2011 Standard C.2.3.</p>	

TOPIC	ACTION	RESPONSIBLE
<p><u>REVIEW OF CONSENT AGENDAS</u></p>	<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 #60) 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 #79) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #101) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #225) M/S/P Adopt Consent Agenda #5-2018 Interim Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Note in Interim Report review instructions that a Standard does not need to be reopened if clearly noncompliant. A Standard should only be reopened for clarification.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Investigate offering educational sessions on Interim Reports to program directors, and track the outcomes (reduction in areas of noncompliance and additional information requests).</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Include publication Standards (A.4.2 / A.4.3) as frequently cited areas of noncompliance in the PD newsletter. Include interpretive guide language and a reminder to review websites for accuracy and correct errors to ensure compliance.</p>	<p>S. Salvant</p> <p>S. Salvant</p> <p>S. Salvant</p>
<p><u>ACOTE EDUCATION SESSION</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Upload the eAccreditation Education Session PowerPoint presentation by S. Graves to the Education Session folder in Dropbox.</p>	<p>S. Salvant</p>
<p><u>DISCUSSION OF THE ENTRY-LEVEL DEGREE MANDATE</u></p>	<p><u>ACOTE ACTION:</u> (Motion #197) [All in favor] M/S/P Reaffirm the decision from August 2017 to require a single point of entry for the occupational therapist at the doctoral level.</p>	
<p><u>OLD BUSINESS</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Add salary information to data collected on the Annual Report.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Remove reference to "AOTA" from all ACOTE documentation.</p>	<p>S. Salvant</p> <p>S. Salvant</p>
<p><u>ACOTE STANDING COMMITTEE REPORTS</u></p>		
<p>1. <u>Additions or Changes Policy (AIP E.1)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #253) M/P Adopt the new ACOTE Policy IV.B.5. "Distance Education" and revised ACOTE Policy IV.B.1. "Additions or Changes" as written.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop a template for the new Distance Education policy to guide programs and assist reviewers in evaluation.</p>	<p>S. Salvant</p>

TOPIC	ACTION	RESPONSIBLE
<p>2. <u>Composite Report Revisions (AIP E.3)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #254) M/P Adopt the revised composite report templates for Candidacy Review and Preaccreditation Review.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise the composite report templates for Candidacy Review and Preaccreditation Review to remove the Strengths section and eliminate the section detailing reopened items that are cleared.</p>	<p>S. Salvant</p>
<p>3. <u>Release Time (AIP E.4)</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Include instructions on acceptable documentation of release time for Standards A.2.1 and A.2.7 in the Standards Interpretive Guide, eAccreditation instructions, and disseminate in the PD and RAE newsletters.</p>	<p>S. Salvant</p>
<p>4. <u>Transition Policy for OTA-A to OTA-B Programs (AIP E.2)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #255) M/P Adopt the revised ACOTE Policy IV.B.4. "Transitioning Education Levels" as amended.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise and disseminate the following new or amended ACOTE policies:</p> <ul style="list-style-type: none"> • IV.B.5. "Distance Education," • IV.B.1. "Additions or Changes," and • IV.B.4. "Transitioning Education Levels." 	<p>S. Salvant</p>
<p>5. <u>Standards Glossary Definition of Scholarly Study (AIP E.5)</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop a template to address a scholarly study for programs to upload in the self-study report in eAccreditation.</p>	<p>S. Salvant</p>
<p>6. <u>Survey Questions on OTD Transition</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop a survey regarding barriers to the OTD transition to solicit a response from at least 2/3 of accredited OTM programs for development of an AIP for consideration at the December 2018 meeting.</p>	<p>S. Salvant</p>
<p><u>REPORT FROM THE CANDIDACY COMMITTEE</u></p>	<p><u>ACOTE CHARGE:</u> (CANDIDACY COMMITTEE) Evaluate the logistics of proposed changes to the Candidacy Application process for review by ACOTE at the December 2018 meeting.</p>	<p>Candidacy Committee</p>
<p><u>MEETING ADJOURNMENT</u></p>	<p>The meeting was adjourned at 11:25 am on Sunday, August 5, 2018.</p>	