

4/6/2019

FINAL

CONFIDENTIAL

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

Minutes

November 30-December 2, 2018

Hyatt Regency San Antonio
San Antonio, Texas

Members Present

Teresa Brininger
Harriett Bynum
Beth Cada
Patty Coker-Bolt
Mary Ferraro
Donald Frega
Cyndi Fuchs
Candace Ganz (Public Member)
Alex Jawharjian (Public Member)
Lynn Kilburg
Sherry Kolodziejczak
Mark Kovic
Vanna Lombardi-Gillies
Bruce Marshall (Public Member)
Sabrina Mathews
Renee Ortega
Debra Ouellette
Sheri Purdy
Ketki Raina
Laura Rea
Kelli Reiling Ott
Pam Roberts
Fonda Scott
Barbara Seguine
Doug Simmons

AOTA Staff Participants

Sabrina Salvant
Director of Accreditation

Barbara Ostrove
Assistant Director of Accreditation

Angelica Grigsby
Accreditation Program Manager,
Logistics Support

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
NOVEMBER 30-DECEMBER 2, 2018, SAN ANTONIO, TX

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>MINUTES REVIEW</u>	<p><u>ACOTE ACTION:</u> (Motion #1) M/S/P Approve the Minutes of the August 2-5, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Summary of Discussion of the August 2-5, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Confidential Minutes of the August 2-5, 2018 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the August 20, 2018 ACOTE Conference Call Minutes as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) M/S/P Approve the September 5, 2018 ACOTE Conference Call Minutes as written.</p>	
<u>DISCUSSION OF ISSUES RAISED IN REVIEW GROUPS</u>		
<u>1. Candidacy Applications and Cohort Sizes</u>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop draft language for insertion into all candidacy/preaccreditation action letters regarding the approval of cohort numbers for accreditation and the process for seeking approval for an increase.</p>	S. Salvant
<u>2. Abbreviated On-Site Visits</u>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop template language to pre-populate the ROSE for abbreviated site visits.</p>	S. Salvant
<u>3. Motion Form Revisions</u>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise motion form templates to change the "Yes/No" box to "On/Off" the consent agenda.</p>	S. Salvant
<u>4. Composite Report Templates for Candidacy and Preaccreditation Reviews</u>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Include instructions and the appropriate composite report template when sending candidacy and preaccreditation review assignments.</p>	S. Salvant
<u>REVIEW OF CONSENT AGENDAS</u>	<p><u>ACOTE ACTION:</u> (Motion #30) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #50) 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 #77) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #113) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports as amended.</p>	
<u>REPORT – CANDIDACY COMMITTEE</u>	<p><u>ACOTE ACTION:</u> (Motion #67) M/S/P Accept Candidacy Committee recommendations as amended to include a requirement for administration to attend a workshop/training.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Draft a policy and procedure related to the revised candidacy application process for approval at the April 2019 meeting, with an effective date of July 1, 2019. Programs due to submit a candidacy application after July 1, 2019, must meet the required steps for approval. Include a caveat for those programs that have already submitted a Letter of Intent.</p>	S. Salvant

TOPIC	ACTION	RESPONSIBLE
<p><u>REPORT – ADDITIONS/CHANGES AND DISTANCE EDUCATION COMMITTEE</u></p>	<p><u>ACOTE ACTION:</u> (Motion #179) M/P Rescind the new ACOTE Policy IV.B.5. “Distance Education” adopted in August 2018.</p> <p><u>ACOTE ACTION:</u> (Motion #180) M/P Adopt the revised ACOTE Policy IV.B.1. “Additions or Changes” as amended.</p> <p><u>ACOTE CHARGE:</u> (ADDITIONS/CHANGES AND DISTANCE EDUCATION COMMITTEE) Continue with revisions to the draft ACOTE Policy IV.B.5. “Distance Education” and present a draft to ACOTE for approval at the April 2019 meeting.</p>	<p>Additions/ Changes and Distance Education Committee</p>
<p><u>ACOTE STANDING COMMITTEE REPORTS</u></p>		
<p>1. <u>Allow for New OTM Program Applications (AIP E.3)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #181) M/P Reaffirm the determination to not allow for new OTM applications pending a resolution of the mandate by the RA.</p>	
<p>2. <u>Revisions to Policy IV.A.3. “Accreditation Actions” (AIP E.4)</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise the language of the exit interview script to comport with current accreditation policy.</p>	<p>S. Salvant</p>
<p>3. <u>OTA/OTM Transition Policy (AIP E.1)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #183) M/P Adopt the revised ACOTE Policy IV.B.4. Transitioning Education Levels as drafted.</p> <p><u>ACOTE ACTION:</u> (Motion #184) M/P Allow OTA-B transitioning programs to bypass the queue for new programs.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Gather data regarding the workload capacity of ACOTE, RAE, and staff to determine if a cap on the number of new programs reviewed per cycle is necessary and provide the data to ACOTE at the August 2019 meeting.</p>	<p>S. Salvant</p>
<p>4. <u>Abbreviated Interim Report, Self-Study, and 1-Day Site Visit for Transitioning OTM and OTA Programs (AIP E.2)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #185) M/P Revise ACOTE Policy IV.B.4. Transitioning Education Levels to include abbreviated review for OTA programs transitioning to the baccalaureate degree level.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Ensure that all ACOTE policies reflect the language of the 2018 ACOTE Standards.</p>	<p>S. Salvant</p>
<p>5. <u>Grandfathering of Faculty in OTM/OTA Programs and Rationale for 2018 Standard A.2.7. Faculty Degrees (AIP E.5)</u></p> <p>a. <u>Practicing OTA on Faculty (Standard A.2.2.)</u></p> <p>b. <u>Faculty Degrees and 50% Requirement for Post-Professional Doctorate (Standard A.2.7)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #186) M/P Approve the addition of language in the 2018 Standards Interpretive Guide for Standard A.2.2 to clarify that practice is considered either in OTA clinical practice or OTA education.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Provide problem-solving options to OTA programs on how to meet the requirements for faculty composition, update the self-study workshop content, and include in other workshops.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Provide the rationale established by the ESRC in response to the letter from Washington University in St. Louis requesting justification of ACOTE’s position on OTD Standard A.2.7. Faculty Degrees.</p>	<p>S. Salvant</p> <p>S. Salvant</p>
<p>6. <u>B Content Standards Document Upload Allotment (AIP E.6)</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Determine the cost for enhancement of the eAccreditation system to allow for additional document upload for content Standards and include in the next accreditation budget.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Collaborate with the AOTA Education Department to confirm instructions for the program director to include additional uploads in the eAccreditation system and reference in the narrative statement.</p>	<p>S. Salvant</p> <p>S. Salvant</p>
<p><u>MEETING ADJOURNMENT</u></p>	<p>The meeting was adjourned at 11:00 am on Sunday, December 2, 2018.</p>	