

12/6/2019

FINAL

CONFIDENTIAL

AOTA
ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION
(ACOTE®)

Minutes

July 26-28, 2019

Kimpton Monaco Baltimore Inner Harbor
Baltimore, Maryland

Members Present

Salvador Bondoc (Auditor)
Teresa Brininger
Harriett Bynum
Beth Cada
Patty Coker-Bolt
Mary Ferraro
Donald Frega
Cyndi Fuchs
Candace Ganz (Public Member)
Alex Jawharjian (Public Member)
Karen Kershenstein (Auditor-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

Sue Graves (7/26/2019)
Accreditation Program Manager,
Technical Support

Absent with Regrets

Jermaine Bell (Auditor)
Jennifer Kaldenberg (Auditor)

MINUTES
AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)
JULY 26-28, 2019, BALTIMORE, MARYLAND

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 April 6-7, 2019 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #2) M/S/P Approve the Summary of Discussion of the April 6-7, 2019 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #3) M/S/P Approve the Confidential Minutes of the April 6-7, 2019 ACOTE meeting as written.</p> <p><u>ACOTE ACTION:</u> (Motion #4) M/S/P Approve the April 30, 2019 ACOTE Conference Call Minutes as written.</p> <p><u>ACOTE ACTION:</u> (Motion #5) M/S/P Approve the June 5, 2019 ACOTE Conference Call Minutes as written.</p>	
<u>REVIEW OF CONSENT AGENDAS</u>	<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 CHARGE:</u> (S. SALVANT) Implement additional education for accreditation evaluators on writing Strengths for Reports of On-Site Evaluation (ROSE).</p> <p><u>ACOTE ACTION:</u> (Motion #57) M/S/P Adopt Consent Agenda #2-Reports of Candidacy Review and Reports of Preaccreditation Review as amended.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Add an AIP for discussion at the December 2019 ACOTE meeting to consider changes to the policy to require a program to disclose a decision to deny Preaccreditation Status and prohibit the program from admitting another class/cohort of students.</p> <p><u>ACOTE ACTION:</u> (Motion #91) M/S/P Adopt Consent Agenda #3-Plans of Correction, Progress Reports, and Other Reports as amended.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Develop an AIP for discussion by the Policy and Procedures Committee at the December 2019 meeting to consider whether the policy on Additions or Changes should include an option to deny a significant change request.</p> <p><u>ACOTE ACTION:</u> (Motion #235) M/S/P Adopt Consent Agenda #4-Interim Reports as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #285) M/S/P Adopt Consent Agenda #5-Program Director Credentials as amended.</p> <p><u>ACOTE ACTION:</u> (Motion #305) For review of new program director credentials, programs will be required to submit consistent supporting evidence across all reports:</p> <ul style="list-style-type: none"> • Letter of appointment • Evidence of full-time status and release time (letter from administration, contract, job description, etc.) • Evidence of initial certification, state licensure, diploma/transcript • Curriculum vitae • Summary of Program Director Credentials 	<p>S. Salvant</p> <p>S. Salvant</p> <p>S. Salvant</p>

	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Implement and disseminate the new policy requiring consistent evidence of program director credentials.</p> <p><u>ACOTE CHARGE:</u> (POLICY AND PROCEDURES COMMITTEE) Examine if the policy on initial accreditation should be revised to preclude a developing program from admitting another student cohort until a qualified program director is hired and in place.</p>	<p>S. Salvant</p> <p>Policy and Procedure Committee</p>
<p><u>REPORT – ADDITIONS/CHANGES AND DISTANCE EDUCATION COMMITTEE</u></p>	<p><u>ACOTE ACTION:</u> (Motion #69) M/P Adopt revised ACOTE Policy IV.B.2. "Additional Locations/New Distance Education Cohorts" as amended to refer to a "distance education delivery model."</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise ACOTE Policy IV.B.2. " Additional Locations/ New Distance Education Cohorts " as directed by ACOTE and notify programs of the revised policy.</p>	<p>S. Salvant</p>
<p><u>ACOTE EDUCATION SESSION – 2018 STANDARDS</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Review past minutes from ACOTE meetings for discussion of faculty licensure requirements to inform further discussion by ACOTE.</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Gather information related to faculty licensure and NC-SARA terminology and share with ACOTE at the December 2019 meeting for further discussion.</p>	<p>S. Salvant</p> <p>S. Salvant</p>
<p><u>ACOTE STANDING COMMITTEE REPORTS</u></p>		
<p><i><u>Policies and Procedures Committee</u></i></p>		
<p><u>1. Annual Report Form Update (AIP B.2)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #70) M/S/P Approve the revised Annual Report forms pending staff review of the modifications related to reporting period/calendar year designations for collection of trend data.</p>	
<p><u>2. Mandatory Disclosure of Probationary Status (AIP B.3)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #71) M/P Adopt the revised ACOTE Policy IV.C. "Classification of Accreditation Categories."</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise ACOTE Policy IV.C. "Classification of Accreditation Categories" as directed by ACOTE and notify programs of the revised policy.</p>	<p>S. Salvant</p>
<p><u>3. Addendum to Conflict of Interest Policy (AIP B.4)</u></p>	<p><u>ACOTE ACTION:</u> (Motion #72) M/P Adopt the revised ACOTE Policy VI.C. "Statement of Ethical Responsibilities and Conflict of Interest Guidelines."</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise ACOTE Policy VI.C. "Statement of Ethical Responsibilities and Conflict of Interest Guidelines" as directed by ACOTE.</p>	<p>S. Salvant</p>
<p><u>4. USDE Policy on Transitioning Programs</u></p>	<p><u>ACOTE ACTION:</u> (Motion #73) M/P Adopt the revised ACOTE Policy IV.B.4. "Transitioning Education Levels."</p> <p><u>ACOTE CHARGE:</u> (S. SALVANT) Revise ACOTE Policy IV.B.4. "Transitioning Education Levels" as directed by ACOTE and notify programs of the revised policy.</p>	<p>S. Salvant</p>
<p><u>5. New ACOTE Program Exception</u></p>	<p><u>ACOTE CHARGE:</u> (S. SALVANT) Gather data on the number of accredited programs that have not been cited with an area of noncompliance within the last 5 years.</p>	<p>S. Salvant</p>
<p><u>6. Policy on Distance Education and Additional Locations</u></p>	<p><u>ACOTE ACTION:</u> (Motion #273) M/P Programs that have additional locations will need to demonstrate compliance with the new policy in 2 years (July/August 2021). A self-study and applicable fees will be required.</p>	

	<u>ACOTE CHARGE:</u> (S. SALVANT) Determine the programs impacted by the new policy on distance education/ additional locations, disseminate notification of the policy, and request notification of the identified programs' intent to transition according to the timeline.	S. Salvant
<u>Standards Committee</u>		
1. <u>Standards Interpretive Guide for A.2.6 (AIP B.5)</u>	<u>ACOTE CHARGE:</u> (S. SALVANT) Develop an AIP for the December 2019 meeting to explore additional information on NC-SARA requirements or extend an invitation for a representation from NC- SARA to attend a portion of the meeting to inform discussion.	S. Salvant
<u>Competency and Training Committee</u>		
1. <u>Future Workshops and Webinars</u>	<u>ACOTE CHARGE:</u> (S. SALVANT) Include an education session and time on the agenda of the December 2019 meeting to include small group work sessions on the 2018 Standards.	S. Salvant
<u>OLD BUSINESS</u>	<u>ACOTE CHARGE:</u> (S. SALVANT) Develop an AIP for the December 2019 meeting regarding a revised sample schedule to ensure all components are covered. Solicit feedback from evaluators (RAE members) and report to ACOTE for discussion at the December 2019 meeting.	S. Salvant
<u>NEW BUSINESS</u>		
1. <u>Granting Provisional Candidacy Status (AIP C.1)</u>	<u>ACOTE ACTION:</u> (Motion #306) M/S/P Adopt the revised ACOTE Policy III.A.1. "Step One: The Application Review" to include the exception clause for provisional candidacy status regarding state approval. <u>ACOTE CHARGE:</u> (S. SALVANT) Revise ACOTE Policy III.A.1. "Step One: The Application Review" as directed by ACOTE and notify programs of the revised policy.	S. Salvant
<u>CLOSING REMARKS</u>	<u>ACOTE CHARGE:</u> (S. SALVANT) Send a survey to ACOTE members to rank their preference for inclusion on a standing committee in preparation for the December 2019 meeting.	S. Salvant
<u>MEETING ADJOURNMENT</u>	The meeting was adjourned at 11:30 am on Sunday, July 28, 2019.	