

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

**Minutes**

December 6-8, 2019

Kimpton Alexis Hotel  
Seattle, Washington

**Members Present**

Salvador Bondoc  
Teresa Brininger  
Harriett Bynum  
Beth Cada  
Patty Coker-Bolt  
Mary Ferraro  
Donald Frega  
Candace Ganz (Public Member)  
Alex Jawharjian (Public Member)  
Jennifer Kaldenberg  
Karen Kershenstein (Public Member)  
Lynn Kilburg  
Sherry Kolodziejczak  
Vanna Lombardi-Gillies  
Sabrina Mathews  
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

**Absent with Regrets**

Renee Ortega

**MINUTES**  
**AOTA ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE®)**  
**DECEMBER 6-8, 2019, SEATTLE, WASHINGTON**

TOPIC	ACTION	RESPONSIBLE
<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 July 26-28, 2019 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #2) M/S/P Approve the Summary of Discussion of the July 26-28, 2019 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #3) M/S/P Approve the Confidential Minutes of the July 26-28, 2019 ACOTE meeting as written.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #4) M/S/P Approve the September 25, 2019 ACOTE Conference Call Minutes as written.</p>	
<b><u>REVIEW OF CONSENT AGENDAS</u></b>	<p><b><u>ACOTE ACTION:</u></b> (Motion #25) M/S/P Adopt Consent Agenda #1-Reports of On-Site Evaluation as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #44) 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 #70) M/S/P Adopt Consent Agenda #3-Program Director Credentials as amended.</p> <p><b><u>ACOTE ACTION:</u></b> (Motion #104) M/S/P Adopt Consent Agenda #4-Plans of Correction, Progress Reports, and Other Reports.</p> <p><b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Include notification in the next PD Newsletter for directors to report an exact number of students in a cohort. If there are multiple programs offered, the program must report cohort size per program, an aggregate cohort size will no longer be accepted.</p> <p><b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Revise future consent agendas to remove action on significant program changes and require individual discussion and vote if the previous decision was deferred.</p>	<p>S. Salvant</p> <p>S. Salvant</p>
<b><u>ACOTE EDUCATION SESSION – Assessing Rigor in Level I Fieldwork Education</u></b>	<p><b><u>ACOTE CHARGE:</u></b> (ACOTE STANDARDS COMMITTEE) Develop a template for programs to use when evaluating the rigor of the Level I fieldwork including the relationship to the curriculum design.</p>	ACOTE Standards Committee
<b><u>ACOTE EDUCATION SESSION – Annual Reports</u></b>	<p><b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Include a reminder in the PD newsletter that the Faculty Profile tab must be completed with the Annual Report due to ACOTE.</p>	S. Salvant
<b><u>ACOTE STANDING COMMITTEE REPORTS</u></b>		
<b><u>Standards Committee</u></b>		
<b>1. <u>Interpretation for Standards A.4.2 and A.4.4 Publications (AIP C.2)</u></b>	<p><b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Add Interpretive Guide language relative to Standard A.4.4 to indicate programs are also required to display the cost of attendance for the OT/OTA program, which includes current tuition and fees as well as the total cost of attending and completing the occupational therapy or occupational therapy assistant program. The information must be displayed on the program's home page or a link to the information posted on the program's homepage. Programs are required to comply</p>	S. Salvant

	with ACOTE's homepage policy changes by 2/1/2021. (Template to be included for program reporting).	
<b>2. <u>Interpretation for Standard A.6.3 Program Evaluation (AIP C.3)</u></b>	<b>ACOTE CHARGE:</b> (S. SALVANT) Include clarification of Standard A.6.3 in the PD newsletter that using a combination of qualitative and/or quantitative information to provide information for the 12 metrics is considered compliant.	S. Salvant
<b><u>Policies and Procedures Committee</u></b>		
<b>1. <u>Slots and Waiting List for New Programs (AIP B.1)</u></b>	<b>ACOTE ACTION:</b> (Motion #175) M/P Adopt option 2) to expand from 6 to 12 slots per cycle with up to 6 transitioning programs permitted: <ul style="list-style-type: none"> <li>• Accept programs up to 12 on a first-come, first-served basis without categorizing as a new or transitioning program.</li> <li>• Allow 6 Letters of Intent from transitioning programs for a maximum of total of 18 Candidacy Applications per cycle.</li> </ul> <b>ACOTE CHARGE:</b> (S. SALVANT) Contact the USDE analyst and determine whether ACOTE members may be utilized for site visits.	S. Salvant
<b>2. <u>ACOTE Disclosure of Preaccreditation Status Denial and Additional Cohorts (AIP B.3)</u></b>	<b>ACOTE ACTION:</b> (Motion #176) M/P Approve the following revised policies as amended: <ul style="list-style-type: none"> <li>• III.A. "Overview of the Initial Accreditation Process"</li> <li>• III.A.1. "Step One: The Application Review," and</li> <li>• III.A.2. "Step Two: Preaccreditation Review."</li> </ul>	
<b>3. <u>Policy on Additions or Changes (AIP B.4)</u></b>	<b>ACOTE CHARGE:</b> (S. SALVANT) Review the revised Policy IV.B.1. "Additions or Changes" with legal counsel to ensure the option to deny a significant change request is appropriate.	S. Salvant
<b><u>Competency and Training Committee</u></b>		
<b>1. <u>Composite Reports (AIP C.1)</u></b>	<b>ACOTE CHARGE:</b> (S. SALVANT) Revise the instructions provided to the program for drafting the Overview section as follows: <i>Please provide an overview of the program organized using the below headings. Respond within the provided narrative box.</i> <ul style="list-style-type: none"> <li>• <i>Overview: size of the school, location (rural or urban), sponsorship (public or private and by whom), mission (research, public service, adult learner), and if the program will meet a specific need in that area of the state or country.</i></li> <li>• <i>Mission and philosophy of the program</i></li> <li>• <i>Curriculum design and threads</i></li> <li>• <i>Number of student cohorts, number of students in each cohort, and start dates</i></li> <li>• <i>Length of the program</i></li> <li>• <i>Current staffing pattern</i></li> <li>• <i>Institutional support and approval</i></li> <li>• <i>Significant findings from the entire self-study process, including strengths and concerns</i></li> </ul>	S. Salvant
<b><u>EXCEPTION REQUEST FOR NEW OTD PROGRAM</u></b>	<b>ACOTE ACTION:</b> (Motion #177) M/S/P Approve the request for an exception for a US Army program to bypass the queue for a Letter of Intent for a new entry-level doctoral degree program.	
<b><u>UPDATE ON ACOTE STRATEGIC PLANNING AND SWOT ANALYSIS</u></b>	<b>ACOTE CHARGE:</b> (S. SALVANT) Investigate if ACOTE can secure a regular column included in OT Practice.  <b>ACOTE CHARGE:</b> (S. SALVANT) Investigate securing an ACOTE/RAE booth at conference and promotional items.  <b>ACOTE CHARGE:</b> (S. SALVANT) Send personalized thank you letters in support of accreditation volunteers to the organizations that allow their employees to participate.	S. Salvant  S. Salvant  S. Salvant

<b><u>NEW BUSINESS</u></b>		
<b>1. <u>ACOTE Meeting Dates (AIP D.1)</u></b>	<b><u>ACOTE ACTION:</u></b> (Motion #178) M/S/P Approve the proposed ACOTE meeting dates for 2020-2025 as follows: 2020 March 28-29, 2020 Boston, MA August 6-9, 2020 Alexandria, VA December 4-6, 2020 Nashville, TN 2021 April 10-11, 2021 San Diego, CA August 5-8, 2021 (Location TBD) December 3-5, 2021 (Location TBD) 2022 April 2-3, 2022 San Antonio, TX August 4-7, 2022 (Location TBD) December 2-4, 2022 (Location TBD) 2023 April 22-23, 2023 Kansas City, MO August 3-6, 2023 (Location TBD) December 1-3, 2023 (Location TBD) 2024 March 23-24, 2024 Orlando, FL August 1-4, 2024 (Location TBD) December 6-8, 2024 (Location TBD) 2025 April 26-27, 2025 Philadelphia, PA July 31-August 3, 2025 (Location TBD) December 5-7, 2025 (Location TBD)	
<b>2. <u>Accreditation Fees (AIP D.2)</u></b>	<b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Investigate the following items to inform revisions to the policy on accreditation fees: <ul style="list-style-type: none"> <li>• Include fees for consortium programs.</li> <li>• Consider fees and training costs for initial programs and adding costs for required education to initial accreditation fees.</li> <li>• Investigate why workshops related to the self-study process do not fall under the purview of ACOTE as it address the on-site visit and compliance with the Standards.</li> <li>• Consider fees charged by other accrediting agencies to determine comparability.</li> </ul>	S. Salvant
<b><u>REPORT – ACOTE TREASURER</u></b>	<b><u>ACOTE CHARGE:</u></b> (S. SALVANT) Investigate reporting of indirect/direct costs and legal counsel fees on the ACOTE budget.	S. Salvant
<b><u>MEETING ADJOURNMENT</u></b>	The meeting was adjourned at 9:50 am on Sunday, December 8, 2019.	