

American Physical Therapy Association

**Academic Council
Board of Directors Meeting
Minutes (Draft)**

February 9, 2011
New Orleans, Hilton Riverside, Belle Chasse

Present:

Leslie Portney, DPT, PhD, FAPTA	President
Terry Nordstrom, PT, EdD	Vice President (via conference call)
David L Somers, PhD, PT	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
James R. Carey, PhD, PT	Director
Susan S. Deusinger PT, PhD, FAPTA	Director (via conference call)
Diane U. Jette, PT, DSc	Director
Thomas P. Mayhew, PT, PhD	Director
Barbara Sanders, PT, PhD, SCS, FAPTA	Director

Guests:

Nan Hyland, PT, MS
Walt Jenkins, PT, DHS, ATC
Corrie Odom, PT, DPT, ATC

Staff:

Ken Harwood, PT, PhD, CIE	Vice President of Practice and Education
Lisa Ruane	Sr. Director of Member and Component Relations

A regular meeting of the Academic Council Board of Directors was called to order by President Leslie Portney at 8:30 PM (Eastern Time).

ESTABLISHMENT OF A QUORUM

Nine of nine board members attending, a quorum was present.

MOTION: ACCEPT ITEMS ON CONSENT AGENDA

Required for Adoption: Majority Vote

FINAL – PASSED (Carey)

V-1 That the Executive Committee meeting minutes from November 30, 2010 and the Board of Directors meeting minutes from December 10, 2010 be accepted.

Support Statement:

No corrections, objections or amendments were offered to the draft minutes.

NEXT STEPS OF THE STRATEGIC PLAN

The strategic planning session on February 8, 2010 produced six goals (five long-term, one short-term). These goals, their shorthand label and high priority accompanying objectives were discussed. A full list of objectives for each goal appears in the report from Ginger Nichols, GinCommGroup. Board members volunteered to champion objectives and these are indicated in bold following an objective.

Long-term Goals

- To foster a culture of innovation, intellectual engagement, and leadership among faculty in all of their roles within the academy and professional community (Cultural Transformation).
 - Develop a framework to integrate clinical education into academic physical therapy (**Leslie and Susie**).
- To develop mechanisms for achieving excellence in academic physical therapy (Excellence).
 - Establish a committee to set benchmarks of excellence (**Jim and Diane**).
- To develop an integrated and collaborative community of academic physical therapy (Integrated Community).
 - Create an organizational structure that allows for representation of all stakeholders including clinical faculty and PTA educators (**Tom and Terry**).
 - Develop a system of communication between Academic Council and relative constituencies and collaborators (**Dave and Barb**)
- Establish, influence and interpret legislation and policy related to academic physical therapy (Policy/Legislation).
- To assure the financial and human resources necessary to support the work of the Council (Resources).
 - Establish plan for financial independence of Academic Council (**Nancy and Finance Committee**).

Short-term Goals

- To achieve component status within APTA.
 - Collaborate with APTA Board in developing the language for the bylaws amendments to be presented to HOD in 2012 (**Leslie and Susie**).

Next steps

The next actions the board would like to take on each of the assigned objectives were

discussed in terms of actions to be taken, the need for a liaison, whether or not a task force would be necessary, and whether or not a consortium would be necessary. **IMPORTANT NOTE:** A summary of these next steps appears in the attached notes.

ELC

A discussion of the cultural shift and steps needed to establish a firm role for AC in the development of programming at ELC occurred. Leslie will put out a call for business meeting agenda items. Jim is presently working with the programming committee for ELC and the board should come prepared with ideas for programming at our March meeting.

FINANCE

Line items of the budget were presented by Treasurer Nancy Reese. The current status of the budget was also presented. The APTA has already given the AC the resources necessary to function during this year. However, there is an expectation that we will contribute through the voluntary assessment or other mechanisms of revenue generation. At the June meeting the transition of the budget from a Council of the APTA Board to component status should be delineated.

MOTION: ACCEPT PROPOSAL FOR VOLUNTARY ASSESSMENT PROCEDURE

Required for Adoption: Majority Vote

FINAL – PASSED (Finance Committee)

V-1 That the proposed procedure for voluntary assessment be accepted for use.

Support Statement:

The procedure was approved by the Finance Committee and presents a clear pathway for soliciting and collecting the voluntary assessment.

Discussion:

The letter informing the constituency about the nature of the voluntary assessment and how the money will be used should not be the first communication members receive from AC.

SECTION FOR EDUCATION SUPPORT OF RESEARCH

The Section for Education has committed \$20,000/year for five years to support educational research and is soliciting contributions from members and groups. AC cannot as an entity financially support this initiative at this time.

ALTERNATIVE SOURCES OF REVENUE

Alternative sources of revenue were discussed including the PTCAS. Nancy will query APTA CFO

regarding the cost of establishing the PTCAS and any ongoing costs for maintaining service.

MEMBERSHIP

Several strategies were discussed for increasing membership to 100%. No action items emerged beyond the communication issues previously discussed and detailed in the notes. It was decided that producing a logo for the organization that could be used by schools would await AC achieving component status.

WEBSITE

The group addressing the communication issue of the integrated community goal will make recommendations on the design of the website.

INTERNATIONAL SOCIETY OF EDUCATORS IN PHYSIOTHERAPY

This group was formed by the WCPT and is soliciting educators from 10 membership countries to support it. Leslie will investigate to help AC determine if it wishes to play a role.

MEETINGS

Future meetings are:

- BOD, March 17 (Thursday), conference call, 12:00-2:00 PM EST.
- Executive Committee, Annual Conference (specific date to be determined), time to be determined.
- BOD, September (date to be determined), conference call, time to be determined.
- AC business meeting, ELC (specific date to be determined), time to be determined.

AGENDA FOR AASIG MEETING

The agenda for the AASIG meeting scheduled for Thursday, February 10, 6:30-8:00 PM was developed and approved. Agenda items for this nonvoting business meeting were:

- Summary of the strategic plan.
- Introduction of new vision and mission.
- Critical issues.
- Goals and objectives.
 - Solicitation of task force volunteers.
- Finances and assessment.
- Introduction to the website.
- Solicitation of items for business meeting at ELC

REPORTS

Dr. Ken Harwood, Vice President Practice and Education Unit of the APTA, reported to the committee on the work of the unit. Dr. Harwood introduced the present initiatives concerning clinical education (reimbursement, health care reform, literature review on clinical outcomes, etc.). He expressed a desire for AC and the Practice and Education Unit to creatively address alternative funding for clinical education. Dr. Harwood also described the desire of the APTA to be viewed as a learning environment. He solicited involvement of the AC in helping to produce such an environment for educators and in documenting such issues as whether or not the DPT should be viewed as a terminal degree. Finally, Dr. Harwood presented an update on the Educational Leadership Institute which is currently educating its first cohort of 15 aspiring or new educational program directors. He expressed a desire to see AC collaborate in this kind of initiative.

NECESSARY LIAISONS

Several potential necessary liaisons were discussed:

- A liaison from AC to CAPTE to attend their open business meetings should occur. Tom will cover the business meeting scheduled to occur on Monday, April 18.
- FSBPT
- ABPTS
- APTA BOD
- Mature the informal interaction between Leslie and Ken Harwood into a more formal liaison relationship.

Meeting adjourned at 12:00PM (Eastern Time).

Respectfully submitted,

Dave Somers

NOTES FROM NEXT STEPS AGENDA ITEM

Goal: Cultural transformation Objective: Develop a framework to integrate clinical education into academic physical therapy.	
Responsible board members	Leslie and Susie
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> ● Establish linkages between what is now perceived as academic and clinical physical therapy education. Work with CESIG is a primary source. ● The connection must be tangible (e.g., benchmarks for excellence would involve clinical community). ● Develop programming at ELC that explores the culture of different environments for physical therapy education, mutually informing both traditionally clinical and academic communities about each other (reduce or eliminate this traditional division).
The need for liaison to or from AC	<ul style="list-style-type: none"> ● Yes, AC should send a liaison/representative to CESIG meetings. ● Academic and clinical co-chairs of CESIG should perhaps be invited to attend AC BOD meetings.
The need for a task force	<ul style="list-style-type: none"> ● Yes. The task force should include people from all aspects of schools (e.g. faculty, DCE, CI, CCE) and be broadly representative of different schools.
The need for a consortium	<ul style="list-style-type: none"> ● Viewed as a possibility to build the connection. Requires action from the organizational structure subgroup to establish a mechanism for consortia existence within AC
Further discussion directly relevant to the goal and objective.	<ul style="list-style-type: none"> ● Communication between CIs, CCEs, DCs and program chairs should be promoted. ● It might be helpful to build a consortia that would bring together all of these constituencies in the context of education. ● Culture is the unwritten rules and all entities have these rules. Clinicians have them as well, but they may not understand completely the academic culture. Perhaps a session at the ELCA could be a place to have a discussion of culture to illuminate all. ● ELC might also look at the idea of what an ideal consortium might look like to accomplish cultural transformation. ● It is possible that existing regional clinical Consortium

	could be used as a model or as a source for building a consortia within AC.
Further discussion on tangential topics	<ul style="list-style-type: none"> ● How should AC interact with the existing educational leadership Institute that is being conducted by the unit on practice and education of the APTA? This issue should be addressed.

Goal: Excellence Objective: Establish a committee to set benchmarks (indicators) of excellence.	
Responsible board members	Jim and Diane
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> ● Excellence can be indicated by more than NIH grants and publications. ● Establish indicators that are not a line in the sand, but rather reflect culture-specific indicators. ● Perhaps establish outcome indicators of excellence for students. ● Perhaps develop a common assessment instrument to be used by all CAPTE accredited program to establish indicators of excellence for student performance. ● A common assessment instrument would circumvent the line in the sand and provide a national benchmark against which schools could compare themselves.
The need for liaison to or from AC	<ul style="list-style-type: none"> ● Not specifically discussed for this objective.
The need for a task force	<ul style="list-style-type: none"> ● An ELC planning task force should be developed. ● Yes. A task force should be formed representing all sectors for which indicators of excellence will be established (see organizational structure objective for integrated community immediately below for proposed mechanism to establish a task force).
The need for a consortium	<ul style="list-style-type: none"> ● None specifically discussed for this objective.

Goal: Integrated Community. Objective: Create an organizational structure that allows for representation of all stakeholders including clinical faculty and PTA educators.	
Responsible board members	Tom and Terry
Actions to be	<ul style="list-style-type: none"> ● Establish what if any standing committees we need to

<p>taken/principles endorsed</p>	<p>have besides finance (e.g. an audit committee once we are component).</p> <ul style="list-style-type: none"> ● Establish the structure by which ELC business meetings will be run (voting, procedures, timing of nominations etc.). ● Establish procedures for AC input into programming for ELC. ● Establish procedures for developing a consortium. However, it was agreed that a consortium should not be started immediately. Research on how best to do it should be performed first. ● Establish procedures for task force development. Some issues relevant to this were discussed. <ul style="list-style-type: none"> ○ A scope of work statement should be developed with a timeline so that people volunteering for task force can make an informed decision about service. ○ Volunteers could then be solicited by sending invitations to the appropriate audiences. ○ Task force members can include those who are not members of AC. ○ And a procedure for electronic communication should be established (see communication group below). ○ Develop a template that contains all the necessary information to solicit participation in a task force (Lisa indicated she would help with this). ● Work closely with communication objective group to develop the communication lines necessary to build the structural organization (see communication objective below). ● Work closely with the financial independence objective group to operationalize the assessment procedure (see resources goal below).
<p>The need for liaison to or from AC</p>	<ul style="list-style-type: none"> ● None specifically discussed for this objective.
<p>The need for a task force</p>	<ul style="list-style-type: none"> ● Yes. As needed to support the actions above.
<p>The need for a consortium</p>	<ul style="list-style-type: none"> ● None specifically discussed to support this objective.
<p>Goal: Integrated Community. Objective: Develop a system of communication between Academic Council and relative constituencies and</p>	

collaborators.	
Responsible board members	Dave and Barb
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> ● Draft a letter of welcome to all schools (Dave and Leslie). ● Draft a letter of welcome to the faculty of all schools (Dave and Leslie). ● Draft a letter of welcome to the clinical communities of all schools (Dave and Leslie). ● Draft a letter of support for the Academic Council for use by program directors at their institutions (Dave and Leslie). ● Make recommendations on website design beyond that presently developed (many thanks to Barb and Lisa for the present website). ● Develop a newsletter containing information on the Council, other ideas and issues of relevance to the AC (Item suggested by Leslie after the meeting). Could/should be electronic. The newsletter should have an editor who is not on the board. ● Post the voluntary assessment invoice to the website (a task that emerged from the AASIG/AC business meeting). ● Reestablish liaison mechanism for communicating? ● Establish a mechanism of communication for AC members. <ul style="list-style-type: none"> ○ Investigate the communication vehicles used by the American Association of Colleges of Pharmacy. ○ Develop a formalized plan for communication development. ○ Inform organizational structural objective group of communication timeline so they can incorporate and use this information in their work (see organizational structure group above). ○ Propose definitive timeline for development of communication at March BOD meeting. ○ Develop a mechanism of communication for task force work (see organizational structure above). ● Work with bylaw change group as needed to support communication between AC and delegates as bylaw change amendments are drafted.
The need for liaison to or from AC	<ul style="list-style-type: none"> ● None specifically discussed to support this objective
The need for a task force	<ul style="list-style-type: none"> ● Yes. Task force will be developed once the timeline and plan for communication establishment are known.

The need for a consortium	<ul style="list-style-type: none"> None specifically discussed to support the subject
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Goal: Policy and legislation. Objective: No high-priority objectives were listed.	
Responsible board members	None presently
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> It was decided that efforts should be focused on the other goals and objectives first. This item will be taken up later as we move forward.

Goal: Resources. Objective: Establish plan for financial independence of Academic Council	
Responsible board members	Nancy and finance committee
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> Operationalize the voluntary assessment (see proposal below) and dues once AC becomes a component. Estimate ELC revenue and determine the financial distributions to occur between AC and the Section for Education. Determine the process for financial independence from APTA and the transition process necessary to progress to component status. Move the voluntary assessment procedure forward ASAP.
The need for liaison to or from AC	<ul style="list-style-type: none"> Not specifically discussed for this objective.
The need for a task force	<ul style="list-style-type: none"> None specifically discussed to support this objective.
The need for a consortium	<ul style="list-style-type: none"> None specifically discussed for this objective.

Goal: To achieve component status within APTA. Objective: Collaborate with APTA Board in developing the language for the bylaws amendments to be presented to HOD in 2012.	
Responsible board members	Leslie and Susie
Actions to be taken/principles endorsed	<ul style="list-style-type: none"> Communicate with the appropriate APTA personnel to develop bylaw amendment motions (e.g. reference committee). Establish a strategy to communicate with delegates to build support for the appropriate bylaw changes (may involve the community integrity, communication group).

	Operationalize the voluntary assessment.
The need for liaison to or from AC	<ul style="list-style-type: none"> None specifically discussed for this objective beyond those implicit in the action items above.
The need for a task force	<ul style="list-style-type: none"> Yes. Developed to support the communication necessary for delicate education.
The need for a consortium	<ul style="list-style-type: none"> None specifically discussed for this objective.

NOTES FROM ELC AGENDA ITEM

- A cultural shift at ELC should occur now that the AC is formed.
- Presently the education section has a working relationship with APTA to work out the details of the session.
- This year a committee was formed to begin development of the programming and AC was involved late. Jim Carey now is an AC presence on that committee and a task force will be solicited for ELC programming.
- AC programming should also include the business meeting.
- The BOD should come prepared to our March meeting with ideas to help Jim. A call should perhaps be issued to the constituency for topics they would like to see addressed at ELC.

NOTES FROM FINANCE AGENDA ITEM

The finance committee developed a proposed procedure for the voluntary assessment:

The Academic Council Finance Committee proposes the following procedure for the assessment of program dues.

- The amount for assessment will be \$2,500 per program per year.
- The assessment will be voluntary in 2011.
- The deadline for submission of the annual assessment will be September 1 each year. This deadline will be in effect beginning for 2011 and will be the annual deadline for future years. A September 1 deadline will allow sufficient time to clarify the membership roster for the Council prior to the annual meeting in October each year.
- Invoices will be submitted to programs on July 1 of each year by APTA staff with a due date of September 1 of that year. The July 1 invoice date will allow containment of the invoice and due dates in the same fiscal year for most institutions.
- Preliminary communication of the assessment purpose and process will occur as follows:
 - Board liaisons will be established for each program. PT programs will be split among the nine members of the Board of Directors with each director assigned

- around 20 programs.
- Each Director will establish preliminary communication with assigned programs in March. Preliminary communication will explain the liaison system, update the program director on activities of the Council including events at CSM, and establish channels of future communication.
 - In April 2011, a letter will be sent from each liaison to their assigned programs regarding the voluntary assessment for 2011. The letter will explain the rationale for, and purpose of, the assessment; the process for submission; and the deadline for receipt. The letter will be signed by the Treasurer and President of the Council.

NOTES FROM ALTERNATIVE SOURCES OF REVENUE AGENDA ITEM

Could PTCAS become a revenue producer for AC? APTA clearly bore the upfront cost of developing the service and is presently maintaining it. AC wishes to know if it would be possible to pay the APTA back there upfront costs and take on the cost of maintenance with the proceeds for the PTCAS coming all or in part to the AC. Consideration of this issue is only relevant once the AC becomes a component.

If its history is an indication, ELC will likely not be a major producer of revenue. However, several other organizations similar to AC offer a breadth of exciting programming that could make this a preeminent conference for AC members. If this were to occur, perhaps additional revenue could be generated.

The Education Journal is not a revenue producer and is presently managed by the Section for Education.

GENERAL DISCUSSION

- Creating the liaison model between AC BOD and groups of constituent members reminiscent of the strategy used by the organizing committee was believed to be a good idea. Such an organization is called for in the proposal for establishing a voluntary assessment. However, the liaison arrangement used by the APTA for board members is being revisited because of inconsistent interaction.
- A Consortium for clinical education is believed to be a high priority development once the Consortium mechanism is worked out.
- General discussion occurred about PTA educator involvement in AC. At present PTA input is strongly desired, but the Council is comprised of representatives from PT schools.
- How the AC should interact with the ELI was discussed. No definitive decisions were forthcoming.
- ELC programming is available to anyone, but the business meeting, where motions will be considered, should only be attended by representatives (and once we are component, dues paying representatives).

