

ACAPT Board Meeting

Minutes for February 3, 8:30AM-3:00PM (pacific), Venetian: Galileo 1004

Las Vegas, Nevada

1. Call the meeting to order. (Terry) 8:30 am PT

Present:

Terry Nordstrom, PT, EdD	President
Barbara Sanders, PT, PhD	Vice President
Barbara A. Tschoepe, PT, DPT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
James R. Carey, PT, PhD	Director
Susan S. Deusinger PT, PhD, FAPTA	Director
Stephanie Piper Kelly, PT, PhD	Director
Rick Segal, PT, PhD FAPTA	Director
Kathryn Zalewski, PT, PhD MPA	Director
Zoher Kapasi, PT, PhD, MBA	Director-elect
Michael Sheldon, PT, PhD	Director-elect
Lisa McLaughlin	APTA Staff
Janet Bezner, PT, PhD	APTA Staff

Guests:

Shawne Soper, PT, DPT, MBA	APTA Board of Directors
Mary Jane Harris, PT, MS, DSc	APTA Staff, Accreditation
Carol Likens, PT, PhD, MBA	Nominating Committee
Karen O'Loughlin, PT, DPT, MA	Nominating Committee
Libby Ross, MA	APTA Staff, Academic Services
Jody Frost, PT, DPT, PhD	APTA Staff, Academic Services

2. Board Member Development. (Terry and Janet Bezner)
Presentation and discussion on the role, function, and purpose of boards and the decision-making process for the ACAPT board, specifically.
Action: Lisa to run a list of new University representatives, and then draft a welcome communication to them
Action: ACAPT to submit a session idea for ELC to for orienting/mentoring new Program Directors
Action: Lisa will research Board self-assessment resources and place on future agenda doc
Action: ALL – devise a plan to reach out to the 19 programs that haven't yet joined ACAPT
Action: Barb S will restructure program liaison assignments for ACBoD. Each board member should have around 20.
Action: Terry to reach out to original organizing committee of the Academic Council (Leslie, Diane, Tom, Dave) and ask how we're doing; are we on the right track?
Action: Terry to reach out to Zoher and Mike six months from now – what do you wish you knew when you first came on board?
Action: Lisa to include discussion item for “how/when do we invite Deans” onto future topics list
3. Strategic Plan development for 2014-2016.
Terry led an initial discussion with the goal to focus on the ACAPT strategic plan at our June meeting. As an organization, we are at a transition point. There are new opportunities on the

horizon in education. The goal of ACAPT has been cultural transformation, and now we are setting priorities for education, moving culture from dialogue to action, promoting inclusion vs. exclusion, reaching out to internal and external groups to promote collaboration. Our strategic plan should reflect this.

Janet Bezner took group through a brief environmental scan to initiate this discussion.

Action: Lisa to add action item to June agenda to take a deeper look at strategic plan

Action: Lisa and Janet will meld environment scan into a draft model strategic plan for June meeting

Action: Lisa to look into recording the June meeting (Rick cannot be there)

4. **Passed:** 9-0 Approved minutes from January 21 meeting. (Terry) ATTACHMENT 2

5. Global communications: plans & strategies to our membership. (Lisa)

Action: Lisa to include consortium members on the list for weekly blasts

Action: Barb T (as Secretary), Zoher, and Rick to comprise a new a communication oversight board workgroup to develop guidelines and policies/processes to expand broader communications. This group will explore communication types/frequency/values of email blasts and website. Consider possible expert in the future to add to staff should effort exceed time and abilities of Lisa.

Blast of the Week communications seem to be well received. Future topics to consider:

- Add stakeholder participation/reports as part of consideration for Blast...
- Liaison/consortium reports can also be included
- Highlight ACAPT board members – here is what this board member is taking on/contributions to strategic direction
- Pull from Chronicle, nexus group from Minnesota... lots of other options.... Need to push us outside to explore options of communication.
- Liaisons can also approach sections and if/what we might want to communicate with them/both directions.

Action: Lisa to get the ball rolling on APTA Media Corps training for Terry and Barb T (President/Secretary).

6. Program growth: work plan & timeline. (Rick)

7. Continued Business

- **Passed 9-0** Move ACAPT draft bylaws forward for APTA Board review and approval ATTACHMENT 3
- **Passed 9-0** Move ACAPT draft articles of incorporation forward for APTA Board review and approval. ATTACHMENT 4
- **Passed 9-0** Move to approve revised 2014 budget. (Nancy) ATTACHMENT 5
- ACAPT board committee & task force appointments. (Terry)
- **Action:** Terry to ask John Buford and Mark Reinking to serve on ACAPT Finance Committee with Nancy.
Action: Lisa to request ACAPT board members be placed on section and CLM agenda for NEXT.
Action: Barb Sanders to serve as ACAPT Consultant to HOD.
- ELC & Geneva Johnson Forum content. (Barb T and Kathy)
Action: Kathy to request a block of time at ELC for new director/administrator preparation/orientation to ACAPT
Action: Barb T to work with PTLI board to finalize topic/plan for GRJ (idea is to relate it to ACAPT strategic priorities, e.g., Preparing DPTs who can be leaders in future health care environment, are we preparing our graduates for this expectation?).

- Virtual Student Recruitment Fair. (Libby Ross)
Shared plans for potential virtual student recruitment fair, the vendor recommendation is Career Echo. The cost will be incurred by Universities who participate, cost unknown at this time and may be dependent on number of participants
Passed 9-0 Move to support the concept of constructing an online, virtual student recruitment fair. A decision on direction will happen later.
- ACAPT Diversity TF student recruitment survey. (Libby Ross) ATTACHMENT 9
Passed 9-0 Move to support ACAPT Diversity TF to use ACAPT survey to gain similar information from PTA programs.
- 2014 HOD motions were reviewed and will be presented by motion makers at tonight's ACAPT member meeting.

ACAPT Board Meeting

Minutes for January 21, 2014, 11:00AM-1:00PM (eastern)

1. Call the meeting to order. (Terry) 11:00 ET

Present:

Terry Nordstrom, PT, EdD	President
Barbara A. Tschoepe, PT, DPT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
James R. Carey, PT, PhD	Director
Susan S. Deusinger PT, PhD, FAPTA	Director
Stephanie Piper Kelly, PT, PhD	Director
Rick Segal, PT, PhD FAPTA (1 st hr)	Director
Kathryn Zalewski, PT, PhD MPA	Director
Lisa McLaughlin	APTA Staff
Shawne Soper, PT, DPT, MBA (1 st hr)	APTA Board of Directors

Absent:

Barbara Sanders, PT PhD, SCS, FAPTA	Vice President
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2. **Passed: 8-0** Approved minutes of November 25 meeting. ATTACHMENT 1

3. Agenda modified for Rick Segal's need to leave meeting at 12:00 pm

4. Program Growth motion review.

Action: workgroup to share work done thus far at CSM business meeting including a work plan and timeline for this project, and present key concepts of a tentative future motion. Work plan will include: meet with the reference committee at CSM (with a clear objective of what we might see as a future motion), request time on CSM regional caucus meetings at CSM, participate in town halls, explore options for a professional community debate either at NEXT 2014, CSM 2015 or ELC 2014

Action: Lisa to inquire what the Rothstein Roundtable topic is for NEXT 2014

5. Updates

- Benchmark Task Force. ATTACHMENT 2

Passed: 7-0 Approve \$2000.00 for psychometric consultant to assist with Benchmark project.

Passed: 7-0 Approve the full expense of database design per 2014 bid (\$46,500) and pay full amount in 2014. This will entail a revised 2014 budget for approval at CSM board meeting.

Action: Barb T/Lisa will confirm with Open Arc that the maintenance fee will not start until 2015 at the earliest.

- Observation Hours Task Force. ATTACHMENT 3

Action: Board requests that the task force revise their report to expand their summary and recommendations. Suggestions include adding information to help guide membership when evaluating their decision to request observation hours, either in the form of a statement, or as a set of questions. In report revision, the board suggests including ideas for how else member institutions might encourage prospects to learn about the field of PT other than through observation hours, and add resources to consider when making a decision.

ATTACHMENT 2

- Identity Design Task Force.
The charge of this task force, convened in early January of this year, is work closely with the ACAPT Board and members of OpenArc to create a new identity system that encapsulates the spirit, brand, and value of ACAPT. Members of this task force are Susie Deusinger, John Buford, MaryBeth Mandich, and Julia Chevan.
Action: Lisa to talk with OpenArc about including task force members ideas/expectation, timelines, and their preparedness for group meetings.
Action: Board will not fund OpenArc to Las Vegas, Lisa to communicate this decision to Nate at OpenArc. Encourage/welcome them to consider funding their staff to participate as a customer service opportunity for ACAPT.
 - Journal Feasibility Task Force. ATTACHMENT 4
Task force is scheduled to meet at CSM, and expect to present formal recommendation to ACAPT Board at June meeting.
 - CE Summit. ATTACHMENT 5
Action: Support group to hire an external consultant. Stephanie to work with the bid presented by external facilitator Marsha Rhea, and explore with her the potential areas for cost savings and bring back to CSM board meeting.
 - IOM Global Forum. ATTACHMENT 6
6. ELC 2014 – Shaping the Future of Physical Therapy Education
Action: Board members will come prepared to CSM Board meeting with ideas/discussion for ELC programing/time allocation requests and ideas of topics for 1st Annual Forum. Planning committee is considering this to be the keynote (8-10) unopposed and Board is inquiring about options to use full morning for the forum (8-11:30 with break at 10:00)
7. Classified ads on ACAPT site
Passed 7-0 Offer job postings and vendor ads on website as a non-dues revenue source.
Action: Terry to talk with Peggy Gleeson about this decision, as this will compete with the Education Section web site's classifieds area.
Action: Lisa to begin work with OpenArc for this option, and will explore guidelines from other sections so that ACAPT can define cost structures/policies. ACAPT treasurer to lead effort to develop polices for this non-dues revenue source.
8. Topics for February 3 ACAPT Board Meeting at CSM. ATTACHMENT 7
Action: Add budget/ELC/GJ Forum topic discussions to CSM board meeting
Action: Terry to pull together a draft outline for orientation of new board members and he will reach out to new board members (Zoher Kapasi and Mike Sheldon) to prepare them for CSM board meeting.
Action: Nancy to be board buddy for Zoher, Stephanie to be board buddy for Mike.
9. Blast of the Week (BOTW) topics for February & March
Week of February 10: CSM wrap
Week of February 17: IOM Report shared by Holly Wise
Following weeks TBD, but could include Reach 100 promotion, highlighting ACAPT Task Forces and Consortia.

Upcoming meetings:

February 3, 8:30 am – 3:00 pm, ACAPT Board Meeting, Las Vegas, NV
February 3, 3:30 – 4:30 pm, ACAPT Member Reception, Las Vegas, NV
February 3, 4:30 – 7:30 pm, ACAPT Member Meeting, Las Vegas, NV

1 **Bylaws of American Council of Academic Physical Therapy**

2

3 **Article I. Relationship to American Physical Therapy Association**

4 The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT,
5 shall be a component of the American Physical Therapy Association, hereinafter referred to
6 as the Association.

7

8 **Article II: Purpose**

9 The purposes of ACAPT are:

10 A. To develop, implement and assess new and innovative models for curricula, clinical
11 education, teaching/learning, scholarship/research, mentoring, and leadership in
12 physical therapy education;

13 B. To provide mechanisms for active and ongoing involvement of physical therapy
14 educators and researchers to promote quality physical therapy education standards at
15 the institutional and national levels;

16 C. To promote academic physical therapy education through collaboration with
17 organizations and institutions that represent health professional education; and

18 D. To provide resources, mentorship and leadership to those seeking change and
19 improvement in academic programs/departments/schools associated with physical
20 therapy education.

21

22 **Article III. Membership**

23 **Section 1: Categories and Qualification of Members**

24 ACAPT shall have members, in the classes set forth below:

25 A) Institutional Members

- 1 1) Institutions of higher education located in the United States of America with a
2 physical therapist education program that is accredited by the Commission on
3 Accreditation in Physical Therapy Education (CAPTE)(hereinafter referred to as
4 Institutional Members).
- 5 2) Institutional Members shall be represented by one program director or one full-time
6 core faculty member (as defined by CAPTE) in the program designated by the
7 program director (hereinafter referred to as the Representative.)
- 8 2i) Institutional Members shall not be members of the Association and shall not be
9 required to pay dues to the Association.
- 10 2ii) Institutions with more than one separately accredited physical therapist education
11 program may have one Representative for each of those accredited physical
12 therapist education programs.
- 13 2iii) Each Representative from any Institutional Member must be a member in
14 good standing of the Association.

15 B) Individual Members

- 16 1) A current member of the Association who is a faculty member, including a clinical
17 faculty member, in the program at an Institutional Member may be an individual
18 member of ACAPT.
- 19 2) The Representative from the Institutional Member shall designate the faculty
20 members who are qualified individual members.

21

22 **Section 2: Rights of Institutional Members and Individual Members**

- 23 A) An Institutional Member, through its Representative(s), shall have the following rights:
- 24 1) To attend all meetings of the Institutional Members
- 25 2) To speak and debate

- 1 3) To make and second motions
- 2 4) To vote
- 3 5) To hold office
- 4 6) To serve as Chairs of committees

5 B) Individual Members shall have the following rights:

- 6 1) To attend all meetings of the Institutional Members
- 7 2) To speak and debate
- 8 3) To serve as Chairs of committees

9

10 **Section 3: Application for and Admission to Membership**

11 A) Institutional Membership: Payment of ACAPT dues by Institutional Members shall
12 constitute application for and admission to membership.

13 B) Individual Membership: A faculty member who has been designated as a qualified
14 individual member and who applies for membership shall be admitted to membership.

15

16 **Section 4: Good Standing**

17 A) Institutional Members are in good standing within the meaning of these Bylaws if they:

- 18 1) Make timely payments of all ACAPT dues

19 B) Individual Members:

- 20 1) An individual member is in good standing within the meaning of these Bylaws if the
21 member is in good standing with the Association and is a faculty member, including
22 clinical faculty member, in a program of an Institutional Member.

23

24 **Section 5: Disciplinary Action**

25 A) Institutional Members:

- 1 1) An Institutional Member whose dues have not been received by the due date shall be
2 considered to be in arrears and its membership rights shall be suspended. If the dues
3 are not received within thirty (30) calendar days after the due date, the membership
4 shall be automatically revoked and the membership rights of the institution shall
5 terminate.
- 6 2) If an Institutional Member no longer has a program accredited by CAPTE then the
7 institution shall cease to be an Institutional Member of ACAPT and its membership
8 rights shall terminate. If one of the separately accredited programs of an Institutional
9 Member with more than one such program is no longer accredited by CAPTE then the
10 Representative associated with that program shall cease to be a Representative and
11 may not exercise any membership rights on behalf of the Institutional Member.

12 B) Individual Members:

- 13 1) Any individual member of ACAPT who is suspended by the Association shall
14 automatically have his or her membership rights suspended in ACAPT.
- 15 2) Any individual member of ACAPT who is expelled from membership in the
16 Association shall be automatically expelled from ACAPT membership.

17

18 **Section 6: Reinstatement**

19 A) Institutional Members

- 20 1) An Institutional Member whose membership has been revoked due to nonpayment of
21 dues may be readmitted upon payment of dues.
- 22 2) An Institutional Member whose membership has terminated due to loss of
23 accreditation may reapply for admission if “Accreditation” status is reinstated.

24 B) Individual Members

- 1 1) Any former individual member of ACAPT who is in good standing in the Association
2 may be reinstated to ACAPT individual membership if that person meets the
3 requirements for individual membership.

4

5 **Article IV. Meetings and Authority of the Representatives**

6 **Section 1: Annual Meeting**

- 7 A) An Annual Meeting of the Institutional Members shall be held for the purpose of
8 conducting ACAPT's business and other activities in accordance with the purposes of
9 ACAPT. At the Annual Meeting, or at any special meeting, the Representatives shall
10 have the power to:

- 11 1) Amend or repeal these Bylaws;
12 2) Amend, suspend, or rescind the Standing Rules;
13 3) Enact policies of ACAPT;
14 4) Approve all resolutions and opinions in the name of ACAPT.

15 The Annual Meeting shall be held on a day(s) in October determined by the Board of
16 Directors or on such other day(s) as the Board may determine.

17

18 **Section 2: Special Meeting(s)**

19 The Board of Directors may call a special meeting of the Institutional Members, and the
20 Board of Directors shall call a special meeting upon receipt of written petitions from
21 Representatives representing at least 50% of the Institutional Members.

22

23 **Section 3: Meeting Notice**

24 Written notification of the time and place of a meeting shall be sent to all Institutional
25 Member Representatives at least 30 days before the scheduled meeting.

1 **Section 4: Quorum**

2 A quorum shall consist of Representatives representing 50% of the total number of the
3 Institutional Members in good standing.

4

5 **Section 5: Minutes**

6 All meeting minutes shall be (a) submitted to all members of ACAPT as well as the
7 Association or (b) posted to the ACAPT website within 45 days of the date of the meeting.

8

9 **Article V. Officers, Board of Directors, Executive Committee**

10 **Section 1: Composition**

11 A) The Board of Directors of ACAPT shall consist of the President, Vice-President,
12 Secretary, Treasurer, and five at large Directors.

13 B) The Executive Committee of ACAPT shall consist of the President, Vice-President,
14 Secretary, Treasurer, and one of the at large Directors who shall be selected annually by
15 the at large Directors.

16

17 **Section 2: Qualifications**

18 Only the Representatives of Institutional Members are eligible to serve on the Board of
19 Directors.

20

21 **Section 3: Officers**

22 The officers of ACAPT shall consist of the President, Vice-President, Secretary, and
23 Treasurer.

24 A) President

- 1 1) The President shall preside at all meetings of the Board of Directors and Executive
2 Committee.
- 3 2) The President, or a person designated by the President, shall be the spokesperson for
4 ACAPT.
- 5 3) The President shall submit an annual written report of the activities of ACAPT at the
6 Annual Meeting.
- 7 B) Vice-President
- 8 1) The Vice President shall preside at all meetings of the Institutional Members.
- 9 2) The Vice-President shall assume the duties of the President if the President is absent
10 or incapacitated.
- 11 3) In the event of a vacancy in the office of the President, the Vice-President shall
12 succeed to the Presidency for the unexpired remainder of the term and the office of
13 Vice-President shall be vacant.
- 14 C) Secretary
- 15 1) The Secretary shall be responsible for keeping and distributing the minutes of all
16 meetings of the Representatives, the Executive Committee, and the Board of
17 Directors.
- 18 2) The Secretary shall be responsible for all notices to members of ACAPT.
- 19 3) The Secretary shall maintain records of all official actions of the Representatives, the
20 Board of Directors, and the Executive Committee.
- 21 D) Treasurer
- 22 1) The Treasurer shall be responsible for presenting the annual budget to the Board of
23 Directors, maintaining complete and accurate financial records, and providing a
24 written financial report at the Annual Meeting of ACAPT.
- 25 2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.

- 1 3) The Treasurer shall provide for an audit of the financial records of ACAPT at least
2 annually.
- 3 4) The Treasurer shall provide required financial reports to the Association.
- 4 5) The Treasurer shall provide financial reports to the Board of Directions at least
5 quarterly.
- 6 6) The Treasurer shall keep accurate records of all receipts and disbursements related to
7 the workings of ACAPT.

8

9 **Section 4: Tenure**

- 10 A) Members of the Board of Directors shall assume office at the Annual Meeting of the
11 Institutional Members in the year in which they are elected.
- 12 B) The members of the Board of Directors shall be divided into three classes, which shall be
13 equal in size or as nearly equal as possible. Each class will include one-third or
14 approximately one-third of the at large Directors, plus one or two officers. The President,
15 Treasurer, and one at large Director shall belong to the first class. The Vice-President and
16 two at large Directors shall belong to the second class, which shall be elected in the year
17 following the first class. The Secretary and two at large Directors shall belong to the
18 third class, which shall be elected in the year following the second class. The members of
19 the third class shall be elected in years that are multiples of three.
- 20 C) The term of office of each member of the Board of Directors shall be for three years or
21 until a successor is elected.
- 22 D) No person shall serve more than two complete consecutive terms on the Board of
23 Directors.
- 24 E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of
25 Directors within the first year of a 3-year term and at least two months before the Annual

1 Meeting, the Nominating Committee shall select a candidate(s) for election at the next
2 Annual Meeting, and the person elected at that Meeting shall serve the remainder of the
3 term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by
4 appointing a person to serve for the remainder of the term.

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6
7 **Transitional Proviso,**
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9 The initial members of ACAPT's board of directors shall be the individuals specified
10 in its articles of incorporation. Each individual shall serve in the same capacity, as an
11 officer or an at large director, as set forth in the articles of incorporation. Pursuant to §
12 13.1-857(B) of the Virginia Nonstock Corporation Act, the terms of the initial
13 directors shall expire at the first Annual Meeting after adoption of these Bylaws.
14

15 In 2014 the Representatives shall elect successors to the President, the Secretary, and
16 Directors #1 and #2. The successor President shall serve a three-year term, and the
17 other successors shall serve a two-year term. The other initial members of the board
18 shall continue to serve past the expiration of their term, pursuant to § 13.1-857(F) of
19 the Virginia Nonstock Corporation Act, until their successors are elected and
20 qualified.
21

22 In 2015 the Representatives shall elect successors to the Vice-President, Treasurer,
23 and Directors #3, #4, and #5. The successor Vice-President and the successor
24 Directors #3 and #4 shall serve a three-year term. The other successors shall serve a
25 two-year term.
26

27 In 2016 the Representatives shall elect successors to the Secretary and Directors #1
28 and #2, all of whom were elected in 2014 for two-year terms. The successors elected
29 in 2016 shall serve a three-year term.
30

31 In 2017 the Representatives shall elect successors to the President, who was elected in
32 2014 for a three-year term, the Treasurer, who was elected in 2015 for a two-year
33 term, and Director #5, who was elected in 2015 for a two-year term. The successors
34 elected in 2017 shall serve a three-year term.
35

36 In 2018 the Representatives shall elect successors to the Vice-President and Directors
37 #3 and #4, all of whom were elected in 2015 for a three-year term. The successors
38 elected in 2018 shall serve a three-year term.
39
40

41 **Section 5: Duties**

42 A) The Board of Directors shall:

- 1 1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board
- 2 of Directors may make and enforce such policy on behalf of ACAPT as is not
- 3 inconsistent with the mandates and policies determined by ACAPT.
- 4 2) Foster the growth and development of ACAPT.
- 5 3) Direct all business and financial affairs of ACAPT, including approving an annual
- 6 budget.
- 7 4) Be responsible for creation, appointment, purposes and activities of such committees
- 8 as it deems necessary.
- 9 5) Be responsible for the creation of and facilitation of activities of consortia as it deems
- 10 necessary.
- 11 6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 12 7) Be responsible for development and maintenance of procedural documents related to
- 13 these Bylaws.
- 14 8) Review and revise existing ACAPT policies, except these Bylaws, for consistency of
- 15 intent and language with such policies as may be adopted from time to time by
- 16 ACAPT.

17 B) Executive Committee

18 The Executive Committee may act in lieu of the Board of Directors between meetings

19 of the Board of Directors.

20 **Section 6: Conduct of Business**

21 A) Board of Directors

22 The Board of Directors shall meet not less than twice a year. Seventy-five percent (75%)

23 of the members of the Board shall constitute a quorum. The President may call a special

24 meeting of the Board of Directors and must call a special meeting on written request of a

25 majority of the members of the Board.

1 B) Executive Committee

2 The Executive Committee shall meet not less than twice a year and shall exercise the
3 power of the Board of Directors between its meetings. Eighty percent (80%) of the
4 Executive Committee members shall constitute a quorum.

5

6 **Article VI. Committees**

7 The following will be Standing Committees of ACAPT:

8 **Section 1: Finance Committee**

9 A) The Finance Committee shall consist of the Treasurer and at least two other members
10 appointed by the ACAPT Board of Directors. The members appointed by the ACAPT
11 Board of Directors shall serve a term of 3 years. Each year at least 1 member shall be
12 elected as Treasurer or appointed by the Board of Directors.

13 B) The Finance Committee shall advise the Board of Directors on matters pertaining to
14 ACAPT's financial needs, growth, and stability based on periodic review of income,
15 expenditures, and investments.

16 C) The Finance Committee shall present an annual budget to the Board of Directors.

17 D) The Finance Committee shall be the point of contact and meet at least annually with
18 ACAPT's independent auditors to discuss the annual audit. The Finance Committee shall
19 advise the Board of Directors of any irregularities or material findings that arise from the
20 independent audit or other sources.

21

22 **Section 2: Nominating Committee**

23 A) The Nominating Committee, elected by the ACAPT Representatives, shall consist of
24 three Representatives who have given their consent to serve if elected.

- 1 B) Members shall serve a three year term or until their successors are elected. The term of
2 one member shall expire each year. No member shall be elected to successive complete
3 terms.
- 4 C) Members of the Nominating Committee shall assume office at the Annual Meeting of the
5 Institutional Members in the year in which they are elected.
- 6 D) The Chair shall be elected annually by the Nominating Committee.
- 7 E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of
8 Directors until the next Annual Meeting of ACAPT, when an election will be held to fill
9 the unexpired portion of the term.
- 10 F) The Nominating Committee shall, in addition to the duties otherwise directed by the
11 Institutional Members:
- 12 1) Provide a slate of at least two candidates for each position from those consenting to
13 serve. This slate of candidates shall be published and made available to Institutional
14 Members as soon as available, but no later than two months before the Annual
15 Meeting.
- 16 2) Foster activities that maintain and promote a pool of qualified nominees.

17
18 **Transitional Proviso,**
19

20 The initial members of the Nominating Committee shall be the three individuals
21 serving as members of the Nominating Committee of the Academic Council of the
22 APTA at the time of the adoption of these Bylaws. The current Chair shall be
23 Member #1, the next most senior member shall be Member #2, and the junior member
24 shall be Member #3.
25

26 In 2014 the Representatives shall elect successors to Members #1 and #2. The
27 successor Member #1 shall serve a two-year term, and the successor Member #2 shall
28 serve a three-year term.
29

30 In 2015 the Representatives shall elect a successor to Member #3. The successor shall
31 serve a three-year term.
32

33 In 2016 the Representatives shall elect a successor to Member #1. The successor shall
34 serve a three-year term.

1 **Section 3: Reference Committee**

2 A) The Reference Committee shall consist of three Representatives appointed by the Board
3 of Directors and the Vice-President, who shall serve as an *ex officio* member of the
4 Reference Committee.

5 B) Each member other than the Vice-President shall serve a three year term with at least one
6 member appointed each year.

7

8 **Article VII: Elections and Voting**

9 The Representatives shall elect the members of the Board of Directors and the members of
10 the Nominating Committee. Elections shall be conducted online or in such other manner as
11 the Board of Directors may provide. Elections shall be conducted each year in advance of the
12 Annual Meeting, during August or at such other time as the Board of Directors may provide.

13

14 **Article VIII: Finance**

15 **Section 1: Fiscal Year**

16 The fiscal year of ACAPT shall be January 1 through December 31.

17

18 **Section 2: Limitations on Expenditures**

19 No officer, employee, or committee shall expend any money not provided in the budget as
20 adopted, or spend any money in excess of the budget allotment, except by order of ACAPT's
21 Board of Directors. Neither the Board of Directors nor the Executive Committee shall
22 commit ACAPT to any financial obligations in excess of its current financial resources.

23

24 **Section 3: Dues**

25 A) The dues shall be as follows:

- 1 1) Institutional Members
- 2 i) Dues shall not exceed \$2,500 per separately accredited program per year and shall
- 3 be determined by the ACAPT Board of Directors.
- 4 2) Individual Members
- 5 i) There will not be dues for individual members.
- 6 B) Dues shall be for 12 months of membership.
- 7 C) Dues changes shall be approved by the ACAPT Board of Directors.
- 8 D) ACAPT may impose assessments in order to preserve the fiscal solvency of ACAPT.

9

10 **Section 4: Audits and Financial Reports**

11 ACAPT shall submit its annual financial statements, tax returns, and audit report to the

12 Association when and as directed by the Association.

13

14 **Article IX. Consortia**

- 15 A) The Institutional Members may establish consortia as prescribed in the Standing Rules.
- 16 B) Consortia are comprised of individual members who are affiliated with Institutional
- 17 Members or with an Institutional Member's Representative.

18

19 **Article X. Dissolution**

- 20 A) The Institutional Members, through their Representatives, shall be entitled to vote on any
- 21 proposal to dissolve ACAPT, which may be dissolved in accordance with § 13.1-902 of
- 22 the Virginia Nonstock Corporation Act.
- 23 B) All property and records of whatsoever nature in the possession of ACAPT shall be
- 24 distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation

1 Act, and thereafter after payment of all bona fide debts, the remaining property and
2 records shall be turned over to the Association.

3

4 **Article XI. Parliamentary Authority**

5 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern
6 ACAPT in all cases to which they are applicable and in which they are not inconsistent with
7 these Bylaws, Standing Rules of ACAPT, and any special rules of order adopted by ACAPT.

8

9 **Article XII. Amendments**

10 A) The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a
11 quorum present by two-thirds of those present and voting.

12 B) Notification of a proposed amendment shall be given to the Institutional Members at
13 least 30 days prior to the Annual Meeting and in compliance with ACAPT's revision
14 process.

15

16 **Article XIII. Association as Higher Authority**

17 In addition to these Bylaws, ACAPT is governed by the Association's Bylaws and standing
18 rules, and by the Association's House of Delegates and Board of Director policies.

19

ATTACHMENT 4

1 COMMONWEALTH OF VIRGINIA STATE CORPORATION COMMISSION
2 ARTICLES OF INCORPORATION
3 VIRGINIA NONSTOCK CORPORATION
4
5

6 The undersigned, pursuant to Chapter 10 of Title 13.1 of the Code of Virginia, states as
7 follows:
8
9

10 ARTICLE I

11
12 The name of the Corporation is the following:
13 AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY
14
15
16

17 ARTICLE II

18
19 The Corporation shall not be authorized to issue shares of stock.
20

21 The Corporation shall be a membership corporation and shall have one or more classes of
22 members with such designations, qualifications, voting rights, and other rights as set forth
23 in the Bylaws.
24

25 One class of members shall be educational institutions that operate physical therapist
26 programs in the United States accredited by the Commission on Accreditation in Physical
27 Therapy Education (CAPTE). The members of this class shall have the authority to elect
28 all the members of the board of directors. In the election of directors every member with
29 the right to vote shall be entitled to one vote for as many persons as there are directors to
30 be elected unless the Bylaws provide that certain members may have more than one vote.
31

32 The members of the class having the right to elect the board of directors shall have the
33 right to vote on amendments to these Articles.
34
35
36

37 ARTICLE III

38
39 The number of members of the board of directors shall be fixed by the Bylaws.
40

41 The manner of their election and appointment shall be as set forth in the Bylaws.
42

43 The members of the board of directors shall be divided into groups, and their terms shall
44 be staggered as provided in the Bylaws.
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ARTICLE IV

The name of the Corporation's initial registered agent is RESAGENT, Inc., a corporation authorized to transact business in Virginia.

ARTICLE V

The place in this state where the principal or registered office of the Corporation is to be located in the County of Fairfax and the street address is 3190 Fairview Park Drive, Suite 300, Falls Church, Virginia 22042.

ARTICLE VI

(A) This Corporation is organized, and shall be operated and administered, as a nonprofit, tax-exempt organization qualifying under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the "Code," with each reference to a section of the Code to include the corresponding provisions of any future federal internal revenue laws), with the following purposes:

- i. To develop, implement and assess new and innovative models for curricula, clinical education, teaching/learning, scholarship/research, mentoring, and leadership in physical therapy education;
- ii. To provide mechanisms for active and ongoing involvement of physical therapy educators and researchers to promote quality physical therapy education standards at the institutional and national levels;
- iii. To promote academic physical therapy education through collaboration with organizations and institutions that represent health professional education; and
- iv. To provide resources, mentorship and leadership to those seeking change and improvement in academic programs/departments/schools associated with physical therapy education.

(B) In furtherance of its purposes, the Corporation shall have all the general powers enumerated in § 13.1-826 and § 13.1-827 of the Virginia Nonstock Corporation Act, as now in effect or as may hereafter be amended, together with the power to solicit grants and contributions for such purposes. The foregoing purposes shall, except when otherwise expressed, be in no way limited or restricted by reference to or interference from the terms of any amendment thereto and shall each be regarded as independent and construed as powers as well as objects and purposes.

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ARTICLE VII

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article VI hereof.

ARTICLE VIII

The process for dissolution of the Corporation and the rights and obligations upon dissolution are provided for in the Bylaws of the Corporation.

ARTICLE IX

The names and addresses of the persons who are the members of the Corporation’s board of directors are:

Terrence M Nordstrom, PT, EdD
President
Samuel Merritt University
450 30th Street
Department of Physical Therapy
Oakland, CA 94609

Barbara Sanders, PT, PhD, SCS, FAPTA
Vice President
Texas State University – San Marcos
601 University Drive
San Marcos, TX 78666

Barbara A Tschoepe, PT, PhD
Secretary
Regis University
3333 Regis Boulevard, #G-4
Denver, CO 80221

Nancy B Reese, PT, PhD, MHSA
Treasurer

1 University of Central Arkansas
2 PTC Bldg. Room 303
3 201 N Donaghey Avenue
4 Conway, AR 72035

5
6 Kathryn Zalewski, PT, PhD, MPA
7 Director #1
8 University of Wisconsin - Milwaukee
9 Department of Physical Therapy
10 PO Box 413
11 Pavilion 360
12 Milwaukee, WI 53201

13
14 Stephanie Piper Kelly, PT, PhD
15 Director #2
16 University of Indianapolis
17 1440 E Hanna Avenue
18 Indianapolis, IN 46227

19
20 Richard Segal, PT, PhD, FAPTA
21 Director #3
22 Medical University of South Carolina
23 Department of Health Professions
24 151B Rutlege Avenue B339
25 MSC 962
26 Charleston, SC 29425

27
28 Zoher F. Kapasi, PT, PhD, MBA
29 Director #4
30 Director and Associate Professor
31 Division of Physical Therapy
32 Emory University
33 1441 Clifton Rd., NE
34 Atlanta, GA 30322

35
36 Michael Randolph Sheldon, PT, PhD
37 Director #5
38 Associate Professor and Director
39 Department of Physical Therapy
40 University of New England
41 716 Stevens Ave
42 Portland, ME 04103-2656

43
44
45

46 ARTICLE X

Incorporator(s): In witness whereof, I have hereunto subscribed myname this ____ day of February, 2014.

Steven P. Benson 3190 Fairview Park Drive, Suite 300
(Printed)

(Signature) Falls Church, Virginia 22042
(Address)

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ATTACHMENT 5

Additions / Corrections to 2014 Budget:
ACAPT BOD Meeting
February 3, 2014

Additions to Budget:

From November 2013 Conference Call:

IOM Dues	\$15,000
I neglected to include in original budget	
IOM Travel x 1 person	\$ 3,000
Adding 1 person to IOM Meeting	
IOM Travel x 1 person	\$ 3,000
Adding 1 person to IOM Meeting	
PIPTE Travel x 1 additional meeting	\$ 1,000

Benchmarking Task Force / Revisions to Website:

Open Arc Benchmark Addition	\$15,500
Original projections were that this project would extend into 2015, thus only \$31,000 of the \$46,500 total would be required in 2014. The project completion deadline has been moved to reflect completion of the entire project in 2014, thus requiring the addition of \$15,500 to the 2014 budget.	

Psychometrician	\$ 2,000
For validation of Benchmarking survey	

Budget Adjustments:

Clinical Education Summit	\$24,580
---------------------------	----------

Added housing and per diem for steering committee; travel, housing and per diem for facilitator; fees for facilitator; decreased number of webinars and face-to-face meetings for steering committee. See budget for detail

ATTACHMENT 5

a	CSM: Members meeting and travel* for: ACAPT board meeting [14p (up to 5 new directors transitioning onto board) x 3d x 1 m]; Nominating Committee Meeting [4p (up to 1 new member transitioning onto NC) x 1d x 1m]; Finance Committee Meeting [2 p x 1d x 1m]; Newsletter editor travel [1p x 1d x 1m].	625	Audiovisuals	\$1,500.00	\$32,750.00
		630	Travel - Staff	\$650.00	
		631	Member Travel - BOD	\$18,200.00	
		631	Member Travel - NC	\$2,800.00	
		631	Member Travel - Finance Comm	\$1,400.00	
		631	Member Travel - Newsletter Editor	\$700.00	
		635	Meeting Services - BOD Mtg	\$2,500.00	
		635	Meeting Services - Membership Mtg	\$3,000.00	
		635	Meeting Services - Committees/TFs	\$2,000.00	
b	PT2014: House of Delegates and board meeting: ACAPT Board member travel [9p x 3d x 1 m] ; ACAPT Delegate to HOD (1 p x 3d X 1m) Note: Awards / Grants includes \$2,000 for ACAPT table at the Foundation dinner.	625	Audiovisuals	\$500.00	\$18,200.00
		631	Member Travel	\$13,000.00	
		635	Meeting Services - BOD Mtg	\$1,200.00	
		635	Meeting Services - Committees/TFs	\$1,500.00	
		642	Awards / Grants	\$2,000.00	
c	Website maintenance and expansion: Includes monthly website hosting, on-going monitoring, maintenance, and support (\$3,000 per year);website management services (\$20,500 per year); expansion of website to include database capabilities (including web-based portal for data entry and data mining and reporting capabilities two of hree payments of \$15,500 due in 2014 for total projected cost of \$31,000); travel for staff and TF members to OpenArc as needed; and an allowance for miscellaneous expenses	640	Professional Fees	\$54,500.00	\$60,300.00
		630	Travel - Staff	\$1,400.00	
		631	Member Travel	\$1,400.00	
		699	Micellaneous Expenses	\$3,000.00	
d	ACAPT Annual Conference - based on collaborating with the Education Section - 50:50 split of budget. Includes ACAPT Board member travel [9p x 4d x 1 m] and speaker travel (5p x 1d x 1m). Remaining expenses and revenue are based on 2012 data (attendance approx. 424) with a 3% inflation factor on expenses and no increase in registration fees or sponsorship income. An honorarium rate of \$500 per speaker for 5 speakers is included.	440	INCOME: Sponsorship	(\$8,500.00)	(\$4,665.00)
		451	INCOME: Registration	(\$58,300.00)	
		614	Supplies	\$1,800.00	
		616	Postage/Shipping	\$590.00	
		620	Printing	\$145.00	
		625	Audiovisuals	\$6,700.00	
		630	Staff Travel	\$1,000.00	
		631	Member Travel (Speakers)	\$3,500.00	
		635	Meeting Services	\$29,000.00	
		635	Meeting Services - Committees/TFs	\$2,500.00	
		636	Honoraria	\$2,500.00	
631	Member Travel (BOD)	\$14,400.00			
e	Pre-Summit Activities: Includes projected cost of special JPTE issue for publication of white papers; 20 webinars (\$0.04/min/phone line x 50 callers x 90 minutes for each); face-to-face meetings with consortia (meeting services and travel)	620	Printing	\$14,000.00	\$30,200.00
		625	Audiovisuals	\$7,200.00	
		631	Member Travel	\$5,000.00	
		635	Meeting Services	\$4,000.00	
f	Clinical Education Summit: Based on expenses for 2012 ELC with 3% inflation factor included then	440	Income: Sponsorship	(\$90,000.00)	\$101,807.00

ATTACHMENT 5

	<p>prorated for 500 attendees [with the exception of AVs (not prorated), meeting services, and member travel]. Meeting Services includes breakfast, lunch, and breaks for 2 days and an opening reception, all for 500 people. Estimates for breakfast (\$40 / person / day), breaks (\$9.21 / person / day), and reception (\$22 / person) based on rates for ELC 2012 with lunch figured at 1.5x cost of breakfast. A 3% inflation factor was added for all meeting services. Staff travel was estimated for 2 staff members with daily breakfast and lunch excluded. Member and non-member travel includes 9 AC BOD members and 41 other fully paid participants (15 of whom were estimated to be non-members) and was estimated as indicated for other travel, except that per diem was figured at \$40 since breakfast and lunch were included in meeting services. Honoraria were estimated at \$10,000. Sponsorship income is based on contributions of \$30,000 each from the Section on Education, the Federation of State Boards of Physical Therapy, and the APTA Department of Education.</p>				
		614	Supplies	\$4,030.00	
		616	Postage / Shipping	\$1,690.00	
		620	Printing	\$327.00	
		625	Audiovisuals	\$13,390.00	
		630	Staff Travel	\$1,760.00	
		631	Member Travel	\$27,200.00	
		632	Non-member Travel	\$13,200.00	
		635	Meeting Services	\$120,210.00	
	636	Honoraria	\$10,000.00		
g	Webinars (3 webinars x 90 minutes x 100 participants @ \$0.04/min/line)	625	Audiovisuals	\$1,080.00	\$1,080.00
h	Travel to meetings of related organizations, such as FSBPT, CAPTE, etc. 1p x 2d x 6m	631	Member Travel	\$6,000.00	\$6,000.00
k	Consortia: Four consortia at maximum of \$5,000 each	635	Meeting Services	\$20,000.00	\$20,000.00
l	Dues Income (160 member programs x \$2,500). Estimate based on 144 programs paying assessment in 2012 with a projected increase to 160 with institution of required dues (roughly 80% of programs paying).	411	Dues Income	(\$400,000.00)	(\$400,000.00)
j	Management Services: Based on upper end of estimate provided by APTA Association Management Services on 6/20/13; also includes estimates for telephone, copying, printing, postage, and CPA services (for annual audit) that would fall outside activities contained elsewhere in the 2014 budget	611	Copying	\$200.00	\$95,700.00
		614	Supplies	\$500.00	
		615	Telephone / Fax	\$300.00	
		616	Postage / Shipping	\$500.00	
		620	Printing	\$200.00	
		640	Professional Fees (CPA)	\$4,000.00	
		640	Professional Fees (Management Ser	\$90,000.00	
k	Legal Services: Includes attorney fees and costs of incorporation (all estimates)	639	Legal Fees	\$10,000.00	\$10,000.00

ATTACHMENT 5

l	Finance: Includes income on checking and investments (Estimated \$300,000 in checking at 1% and \$200,000 in investments at 2.5%)	421	Interest: Checking	(\$3,000.00)	(\$7,500.00)
		421	Interest: Investments	(\$4,500.00)	
m	BOD Contingency Fund: Includes funds for opportunities and expenses not anticipated or foreseen at the time of budget construction	699	Miscellaneous Expenses	\$10,000.00	\$10,000.00
n	IOM Global Forum: Dues at \$15,000 per year for three years; travel to meetings: 2p x 2d x 2m				
	* Note: Travel figured at \$400 airfare, \$200 housing/day and \$100 meals / day per person per				
	Net Revenue for 2014				(\$26,128.00)

ACAPT Diversity Task Force Questionnaire

Purpose: To identify current physical therapist (PT) education, practices and leaders in under-represented minority (URM) student recruitment and retention efforts.

Under-represented Minority (URM) Definition: Underrepresented in physical therapy means those racial and ethnic populations that are underrepresented in the PT profession relative to their numbers in the general population, as well as individuals from geographically underrepresented areas, lower economic strata, and educationally disadvantaged backgrounds

* Indicates required field

CONTACT INFORMATION

1. Institution*
2. College or School
3. Name of Person Completing Form
4. Email Address
5. Phone Number
6. **Release Statement:** The questionnaire results will be used to inform the work of the ACAPT Diversity Task Force. Aggregate results will be included in a final report of the task force. Select institutional initiatives may be highlighted in the final report as innovative or successful models. Institution-specific comments will only be included in the final report if the institution grants the task force permission to include them. **Check the box if you give the task force permission to contact your program about institution-specific initiatives or comments.** Check all that apply:
 - Public institution
 - Private institution
 - Proprietary institution
 - Historically Black College or University (HBCU)
 - Hispanic Serving Institution (HSI)

PROGRAM INFORMATION

The ACAPT Diversity Task Force is collecting data regarding URMs that differs from the data captured by CAPTE in the AAR report. The task force will not refer to CAPTE data, which is why we are requesting it here. If the program does not currently track whether DPT applicants or students are from geographically underrepresented areas, a lower economic strata, or educationally disadvantaged backgrounds, then use racial and ethnicity data only to populate the table below.

1.

	# for Most Recent DPT Class in 2013
Total Number of Applicants (including URM)	
Total Number of Applicants Offered Admission (including URM)	
Total Number of Enrolled Students (including URM)	
Total Number of URM Applicants	
Total Number of URM Applicants Offered Admission	
Total Number of URM Enrolled Students	

- Check box if program only used race and ethnicity data to determine the number of URM applicants (and not other URM criteria).
- Check box if program only used race and ethnicity data to determine the number of URM enrolled students (and not other URM criteria).

ATTACHMENT 9

2. Does the number of URM applicants to the DPT program represent the typical number of URM applicants over the past 5 years?
3. Does the current number of URM students enrolled in the DPT program represent the typical number of URM students enrolled over the past 5 years?
4. What are the **most important factors** in the increase, decrease, or steady number of URM applicants to the DPT program over the past 5 years?
5. Are there **multi-cultural or diversity** initiatives intended to enhance URM student recruitment and retention at the following institutional levels? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- If YES, describe the initiative(s):

6. Where does a **mission** that includes the recruitment, retention, and/or graduation of URM students (or minority students, as defined by the institution) reside? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

7. Is there a specific institutional **recruiter** for graduate and professional programs, including the DPT program?

OUTREACH

8. Does the DPT program engage in URM student outreach **beyond** traditional college and high school fairs?
 - If YES, describe
9. If YES, where does the program conduct its URM student outreach efforts? Check all that apply. (Conditionally required item)
 - Elementary Schools
 - Middle Schools
 - High Schools
 - Community Colleges
 - Undergraduate (4-year) Colleges and Universities
 - Places of Worship
 - Community Centers
 - Meetings or Other Organizations
 - Targeted Distribution Lists (e.g., McNair Scholarship awardees)
 - Rural or Underserved Areas
 - Other (describe):

ATTACHMENT 9

10. Does the DPT program offer **mentoring or support** programs intended to enhance the academic skills of URM pre-PT students? If YES, check all places where program is offered:

- Elementary school
- Middle School
- High School
- Community College
- 4-year College or University (undergraduate)
- Rural or Underserved Areas
- Other (describe):

11. Does the institution or DPT program offer **summer enrichment camps** or similar programs for pre-PT students? Check all levels that apply.

Middle School	<input type="checkbox"/>
High School	<input type="checkbox"/>
College (undergraduate)	<input type="checkbox"/>
Other	<input type="checkbox"/>

- If YES, describe or provide a link to the program description:

12. Does the program currently use recruitment materials or **resources** that specifically target prospective URM students into the DPT program?

- If YES, describe or provide a link to the materials (or email materials to libbyross@apta.org):

STUDENT RECRUITMENT

13. How do the DPT URM student recruitment resources compare to the URM student recruitment resources in other parts of the institution? If the DPT program is the only program within the department or the college/school, then select "Not Applicable".

	Check box
Department	<ul style="list-style-type: none"><input type="radio"/> Same<input type="radio"/> Higher<input type="radio"/> Lower<input type="radio"/> Not Applicable<input type="radio"/> Unknown
College or School	<ul style="list-style-type: none"><input type="radio"/> Same<input type="radio"/> Higher<input type="radio"/> Lower<input type="radio"/> Not Applicable<input type="radio"/> Unknown
Institution	<ul style="list-style-type: none"><input type="radio"/> Same<input type="radio"/> Higher<input type="radio"/> Lower<input type="radio"/> Not Applicable<input type="radio"/> Unknown

14. Does the DPT program involve the following individuals in pre-PT URM student recruitment efforts? Check all that apply. Categories are mutually exclusive.

Current URM Physical Therapist Students	<input type="checkbox"/>
URM Graduates of PT Education Program	<input type="checkbox"/>

ATTACHMENT 9

URM Faculty at PT Education Program	<input type="checkbox"/>
Other URM Physical Therapists (not graduates of program)	<input type="checkbox"/>
URM Clinical Educators	<input type="checkbox"/>

15. Does the DPT program use **social media** as part of its URM student recruitment efforts?
- If YES, how?
16. Describe the URM student recruitment initiative or outreach strategy that has been **most effective** for the DPT program.
17. Does the DPT program send a representative to **out-of-state locations** or events to specifically target prospective URM students?

DPT ADMISSIONS

18. What **non-cognitive** (non-academic) factors or criteria does the program evaluate?
19. Has or will the DPT program modified its recruitment or admissions policies and procedures in response to any **anti-affirmative action** legislation or court rulings?
- If YES, describe:
20. Does the DPT program capture data in the admissions process about **socio-economic status**? (*PTCAS does not currently capture this information on the application, but is exploring new item for 2015-16 admissions cycle*).
21. Does the DPT program (or institution) have **articulation agreements** with Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), community colleges, or other institutions that are specifically intended to increase the number of URM students in the DPT program?
- If YES, describe:

FINANCIAL AID AND PLANNING

The questions below relative to student financial need were included because the URM definition includes individuals from financially disadvantaged backgrounds.

22. Does the DPT program or institution support **scholarships or awards** that support URM DPT students?
- If YES, describe:
23. Does the DPT program or institution provide **financial planning workshops** that support current or prospective URM DPT students?
- If YES, describe:

RETENTION

24. Who provides **cultural sensitivity training** to faculty and staff? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

ATTACHMENT 9

- Please describe:

25. Who provides **cultural support services** to promote the retention of URM DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

26. Who provides **academic support services** to promote the retention of URM PT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

27. Who supports or organizes **student groups** for URM DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

28. Who attempts to involve or orient **families** of URM (or all) DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

29. Who **surveys** URM DPT students about their level of comfort in or satisfaction with the program's environment? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

DPT Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>

ATTACHMENT 9

None	<input type="checkbox"/>
------	--------------------------

- Please describe:

CAREER PLANNING

30. Does the DPT program have a goal, process, or resources in place to encourage URM DPT students to pursue a career as a PT faculty member?

- If YES, describe:

31. Does the DPT program have a goal, process, or resources in place to encourage URM DPT students to pursue a residency, specialty, fellowship, or advanced degree after graduating from the entry-level program?

- If YES, describe:

BARRIERS

32. What are the biggest barriers to successfully **recruiting** URM students into the **DPT program**?

33. What are the biggest barriers to successfully **retaining** URM students in the **DPT program**?

NATIONAL EFFORTS

34. What can ACAPT or APTA or do to help encourage more URM students to pursue a physical therapist career?

35. What can ACAPT or APTA do to help DPT education programs enhance their local URM student recruitment or retention efforts?

ACAPT-APTA Diversity Task Force Questionnaire^A

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Physical Therapist Assistant Programs

Purpose: To identify current physical therapist (PT) and physical therapist assistant (PTA) education, practices and leaders in under-represented minority (URM) student recruitment and retention efforts.

Under-represented Minority (URM) Definition: Underrepresented in physical therapy means those racial and ethnic populations that are underrepresented in the physical therapy profession relative to their numbers in the general population, as well as individuals from geographically underrepresented areas, lower economic strata, and educationally disadvantaged backgrounds.

* Indicates required field

CONTACT INFORMATION

1. Institution*
2. College or School
3. Name of Person Completing Form
4. Email Address
5. Phone Number
6. **Release Statement:** The questionnaire results will be used to inform the work of the ACAPT Diversity Task Force APTA in its minority student recruitment and retention efforts. Aggregate results will also be shared with the American Council of Academic Physical Therapy (ACAPT) and may be included in a final report of the task force. Select institutional initiatives may be highlighted in the final report as innovative or successful models. Institution-specific comments will only be included in the final report if the institution grants the task force permission to include them. **Check the box if you give the task force permission to contact your program about institution-specific initiatives or comments.**
7. Check all that apply:
 - Public institution
 - Private institution
 - Proprietary institution
 - Historically Black College or University (HBCU)
 - Hispanic Serving Institution (HSI)

PROGRAM INFORMATION

The ACAPT Diversity Task Force APTA is collecting data regarding URMs that differs from the data captured by CAPTE in the AAR report. The task force will not refer to CAPTE data will not be referenced, which is why we are requesting it here. If the program does not currently track whether DPT-PTA applicants or students are from geographically underrepresented areas, a lower economic strata, or educationally disadvantaged backgrounds, then use racial and ethnicity data only to populate the table below.

1.

	# for Most Recent <u>PTA</u> Class in 2013
Total Number of Applicants (including URM)	
Total Number of Applicants Offered Admission (including URM)	
Total Number of Enrolled Students (including URM)	
Total Number of URM Applicants	
Total Number of URM Applicants Offered Admission	
Total Number of URM Enrolled Students	

ATTACHMENT 9

- Check box if program only used race and ethnicity data to determine the number of URM applicants (and not other URM criteria).
- Check box if program only used race and ethnicity data to determine the number of URM enrolled students (and not other URM criteria).
- 2. Does the number of URM applicants to the DPT-PTA program represent the typical number of URM applicants over the past 5 years?
- 3. Does the current number of URM students enrolled in the DPT-PTA program represent the typical number of URM students enrolled over the past 5 years?
- 4. What are the **most important factors** in the increase, decrease, or steady number of URM applicants to the DPT-PTA program over the past 5 years?
- 5. Are there **multi-cultural or diversity** initiatives intended to enhance URM student recruitment and retention at the following institutional levels? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

<u>DPT-PTA</u> Program	<input type="checkbox"/>
<u>Department</u>	<input checked="" type="checkbox"/>
<u>College or School</u>	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- If YES, describe the initiative(s):

- 6. Where does a **mission** that includes the recruitment, retention, and/or graduation of URM students (or minority students, as defined by the institution) reside? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

<u>DPT-PTA</u> Program	<input type="checkbox"/>
<u>Department</u>	<input checked="" type="checkbox"/>
<u>College or School</u>	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- 7. Is there a specific institutional **recruiter** for graduate and professional/healthcare programs, including the DPT-PTA program?

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OUTREACH

- 8. Does the DPT-PTA program engage in URM student outreach **beyond** traditional college and high school fairs?
 - If YES, describe
- 9. If YES, where does the program conduct its URM-studentURM student outreach efforts? Check all that apply. (Conditionally required item)
 - Elementary Schools
 - Middle Schools
 - High Schools
 - Community Colleges

ATTACHMENT 9

- Undergraduate (4-year) Colleges and Universities
- Places of Worship
- Community Centers
- Meetings or Other Organizations
- Targeted Distribution Lists (e.g., [McNair](#) Scholarship awardees)
- Rural or Underserved Areas
- Other (describe):

10. Does the **DPT-PTA** program offer **mentoring or support** programs intended to enhance the academic skills of URM pre-PTA students? If YES, check all places where program is offered:
- Elementary school
 - Middle School
 - High School
 - Community College
 - 4-year College or University (undergraduate)
 - Rural or Underserved Areas
 - Other (describe):

11. Does the institution or DPT program offer **summer enrichment camps** or similar programs for pre-PTA students? Check all levels that apply:

Middle School	<input type="checkbox"/>
High School	<input type="checkbox"/>
College (undergraduate)	<input type="checkbox"/>
Other	<input type="checkbox"/>

• If YES, describe or provide a link to the program description:

Commented [jc1]: This one probably does not apply to PTA programs.

12.11. Does the program currently use recruitment materials or **resources** that specifically target prospective URM students into the **DPT-PTA** program?

- If YES, describe or provide a link to the materials (or email materials to libbyross@apta.orgpta@apta.org):

STUDENT RECRUITMENT

13. How do the DPT URM student recruitment resources compare to the URM student recruitment resources in other parts of the institution? If the DPT program is the only program within the department or the college/school, then select "Not Applicable".

	Check box
Department	<input type="radio"/> Same <input type="radio"/> Higher <input type="radio"/> Lower <input type="radio"/> Not Applicable <input type="radio"/> Unknown
College or School	<input type="radio"/> Same <input type="radio"/> Higher <input type="radio"/> Lower <input type="radio"/> Not Applicable <input type="radio"/> Unknown
Institution	<input type="radio"/> Same

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	<input type="radio"/> Higher <input type="radio"/> Lower <input type="radio"/> Not Applicable <input type="radio"/> Unknown
--	--

14.12. Does the DPT-PTA program involve the following individuals in pre-PTA URM student recruitment efforts? Check all that apply. Categories are mutually exclusive.

Current URM Physical Therapist <u>Assistant</u> Students	<input type="checkbox"/>
URM Graduates of PTA Education Program	<input type="checkbox"/>
URM Faculty at PTA Education Program	<input type="checkbox"/>
Other URM Physical Therapists <u>Assistants</u> (not graduates of program)	<input type="checkbox"/>
URM Clinical Educators	<input type="checkbox"/>

15.13. Does the DPT-PTA program use **social media** as part of its URM student recruitment efforts?
• If YES, how?

16.14. Describe the URM student recruitment initiative or outreach strategy that has been **most effective** for the DPT-PTA program.

17. Does the DPT program send a representative to **out-of-state locations** or events to specifically target prospective URM students?

DPT ADMISSIONS

18. What **non-cognitive** (non-academic) factors or criteria does the program evaluate?

19.15. Has or will the DPT-PTA program modified its recruitment or admissions policies and procedures in response to any **anti-affirmative action** legislation or court rulings?
• If YES, describe:

20.16. Does the DPT-PTA program capture data in the admissions process about **socio-economic status**?
(PTCAS does not currently capture this information on the application, but is exploring new item for 2015-16 admissions cycle).

21. Does the DPT program (or institution) have **articulation agreements** with Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), community colleges, or other institutions that are specifically intended to increase the number of URM students in the DPT program?
• If YES, describe:

FINANCIAL AID AND PLANNING

The questions below relative to student financial need were included because the URM definition includes individuals from financially disadvantaged backgrounds.

22.17. Does the DPT-PTA program or institution support **scholarships or awards** that support URM DPT-PTA students?
• If YES, describe:

23.18. Does the DPT-PTA program or institution provide **financial planning workshops** that support current or prospective URM PTADPT students?

ATTACHMENT 9

- If YES, describe:

RETENTION

24-19. Who provides **cultural sensitivity training** to faculty and staff? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

DPT PTA Program	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
College or School	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

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25-20. Who provides **cultural support services** to promote the retention of URM DPT PTA students? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

DPT PTA Program	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
College or School	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

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26-21. Who provides **academic support services** to promote the retention of URM PTA students? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

DPT PTA Program	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
College or School	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

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27-22. Who supports or organizes **student groups** for URM DPT PTA students? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

DPT PTA Program	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
College or School	<input checked="" type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

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28-23. Who attempts to involve or orient **families** of URM (or all) DPT PTA students? Check all that apply. *If the DPT program is the only program within the department or the college/school, then select only the DPT program.*

DPT PTA Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>

ATTACHMENT 9

Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

29-24. Who **surveys** URM **DPT-PTA** students about their level of comfort in or satisfaction with the program's environment? Check all that apply. ~~If the DPT program is the only program within the department or the college/school, then select only the DPT program.~~

DPT PTA Program	<input type="checkbox"/>
Department	<input type="checkbox"/>
College or School	<input type="checkbox"/>
Institution	<input type="checkbox"/>
None	<input type="checkbox"/>

- Please describe:

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CAREER PLANNING

30. Does the **DPT-PTA** program have a goal, process, or resources in place to encourage URM **DPT-PTA** students to pursue a career ~~as a PT-PTA faculty member?~~

- If YES, describe:

Commented [j2]: Not an expectation of PTA Programs.

31-25. Does the **DPT-PTA** program have a goal, process, or resources in place to encourage URM **DPT-PTA** students to pursue ~~a residency, specialty, fellowship, or advanced degree~~ additional ongoing education and training after graduating from the entry-level program?

- If YES, describe:

BARRIERS

32-26. What are the biggest barriers to successfully **recruiting** URM students into the **DPT-PTA** program?

33-27. What are the biggest barriers to successfully **retaining** URM students in the **DPT-PTA** program?

NATIONAL EFFORTS

34-28. What can ~~ACAPT or~~ APTA ~~or~~ do to help encourage more URM students to pursue a physical therapist assistant career?

35-29. What can ~~ACAPT or~~ APTA do to help **DPT-PTA** education programs enhance their local URM student recruitment or retention efforts?

Modified from ACAPT Diversity Task Force Questionnaire with thanks.

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