

# ACAPT Board Meeting

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## *Minutes for March 20, 2014, 5:00-7:00PM (eastern)*

1. Call to order. (Terry)

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
Shawne Soper, PT	APTA Board of Directors

2. APPROVED: February 3 meeting minutes. (Terry) ATTACHMENT 1

3. APPROVED: Adoption of ACAPT Bylaws. (Terry) ATTACHMENT 2

4. APPROVED: Vote on ACAPT logo. (Lisa) ATTACHMENT 15

5. Discussion: HOD Motions related to ACAPT. (Terry) ATTACHMENT 4

- a. Excellence
- b. URM

**Action:** Plan for additional dialogue on house motions during May meeting as Barb S. is representing ACAPT

6. Discussion: Endorsing pain management competencies. (Terry)

**Action:** need to define a process of how to move forward with external requests for endorsements (Lisa, Stephanie, Zoher)

**Action:** Do a blast of the week, put the supporting materials on website, put up on comments that the Board in considering this for adoption, however, we are soliciting member input before a decision is made. Terry to work with Lisa on the blast. Goal to post next week.

**Action:** hold on Benchmark eblast until the week later.

7. Discussion: ACAPT strategic plan. (Terry) ATTACHMENT 11

APPROVED: Adopt a plan to move forward with planning for our June strategic planning meeting. Plan does include soliciting multiple stakeholder input (members, past Board members etc.) prior to our June discussion. President/VP/Director and one former board member

**Action:** Any Board member interested in being on the SP workgroup, send an email to Terry.

**Action:** Terry will reach out to Diane Jette as a former board member to request her participation at the SP discussion.

8. Discussion: ACAPT board communication to liaisons. (Terry) ATTACHMENT 12

**Action:** Barb S and Lisa to craft an e-blast of the week that focuses on updates since ELC and introduce the Board liaison role.

**Action:** Barb S and Lisa to develop 2 template emails that each board member will use to follow up eblast. One for current members and one for non-member from assigned board liaison

9. Updates.

a. Admissions Task Force. (Mike) ATTACHMENT 13

**Action:** Mike will work with Lisa on determining timing of the survey.

b. Journal Feasibility Task Force. (Zohar) ATTACHMENT 14

**Action:** Zohar to check with workgroup to see if they have had any communications with the other professions about interest that they list as possible contributors.

c. CE Summit. (Stephanie)

**Action:** Lisa and Stephanie to finalize some digital release ahead of hard copy.

d. ELC 2014 & Geneva Johnson Forum. (Kathy & Barb T)

10. Self-assessment of Board workgroup

**Action:** Zohar responded with interest to serve on this board WG, need 2 more volunteers

11. Foundation table – have 8 seats confirmed

**Action:** Terry and Lisa to invite others to fill the table

12. Education funding for Educational Research with the Foundation

**Action:** Moved to have Terry develop a workgroup to develop an education research agenda.

Upcoming meetings:

May 6, 2:00 pm – 4:00 pm ET, ACAPT conference call

June 12, 12:00 pm – 6:00 pm ET, ACAPT Board of Directors Meeting, Charlotte, NC

# ACAPT Board Meeting

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## *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

## ATTACHMENT 1

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 1

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) ATTACHMENT 2

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 3
- **Passed 9-0** Move to approve revised 2014 budget. (Nancy) ATTACHMENT 4
- 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?).

## ATTACHMENT 1

- 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)  
**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.

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

## ATTACHMENT 2

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

### B) Individual Members

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

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

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

## ATTACHMENT 2

- 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:



## ATTACHMENT 2

- 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

ATTACHMENT 2

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.

ATTACHMENT 2

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

## ATTACHMENT 2

- 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.

## ATTACHMENT 2

- 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

ATTACHMENT 2

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,**

8  
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:

## ATTACHMENT 2

- 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.

ATTACHMENT 2

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. In each year in which the Treasurer is  
12 not elected, the Board of Directors shall appoint at least one member.

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.



ATTACHMENT 2

- 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.

ATTACHMENT 2

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:

## ATTACHMENT 2

- 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

## ATTACHMENT 2

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 3

### 2014 HOD motions timeline as of 3/20/14

- The RC meets next Thursday (3/20) and Friday (3/21) to discuss motions and revise them for clarity, grammar, etc. If they have questions they may reach out to the Board and staff contact.
- Packet I Preview is posted on Saturday, March 22. This includes all motions with the understanding that we are still revising and that some formatting and grammatical edits may be made before Packet I is posted.
- Staff will begin working on background papers which are due April 14 (draft) and April 21 (final)
- Packet I is posted April 9 – includes all motions in final form

ATTACHMENT 3

[Unit – Governance and Administration; Department – Component Governance and Leadership; Staff – L McLaughlin; B of D 2/14; Staff Report]

**ACAPT PROPOSED MOTIONS FOR THE 2014 HOUSE OF DELEGATES**

**BACKGROUND:**

**URM Definition:** There is currently no definition of an under-represented minority (URM) for physical therapists. The APTA House of Delegates passed a position related to cultural competence (HOD P06-01-26-25) that states, "Members of the American Physical Therapy Association should demonstrate cultural competence." The proposed under-represented minority (URM) definition for the physical therapist profession was developed by the Diversity Task Force in response to the charge established by the American Council of Academic Physical Therapy (ACAPT) in 2013, and approved by ACAPT membership at their annual meeting in October 2013.

**Program Excellence:** In March of 2013, the ACAPT Board of Directors voted to create a board subgroup to attempt to define the scope of the perceived problem of education program growth, and to develop a plan to determine if and how this concern could be explored. In April, the ACAPT board subgroup to review program growth developed an outline for their work that included collaborating with the APTA Board, drafting a data-driven white paper, and recommending next steps for dealing with the issue of program growth in new and existing programs.

**RECOMMENDATION 1:**

That the following motion be forwarded to the 2014 House of Delegates:

**ADOPT: DEFINITION OF AN UNDER-REPRESENTED MINORITY IN PHYSICAL THERAPY**

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.

SS: There is currently no definition of an under-represented minority (URM) for physical therapists. The Commission on Accreditation in Physical Therapy Education (CAPTE) requires that "the enrolled student body is consistent with the mission and goals of the program, the profession's need for qualified, competent practitioners, and the societal need for diversity among physical therapists." As evidence of compliance, programs may describe, "the characteristics of the enrolled students, including the gender, racial, cultural, and economic diversity of the students." The APTA House of Delegates passed a position related to cultural competence (HOD P06-01-26-25) that states, "Members of the American Physical Therapy Association should demonstrate cultural competence."

It is important to the future of the physical therapist profession that students from all racial and ethnic groups be well represented in PT education programs. A diverse student population and workforce are needed to meet the needs of an increasingly diverse patient population, to provide culturally competent care, and to provide greater access to care to individuals in underserved communities. The proposed under-represented minority (URM) definition for the physical therapist profession was developed by the Diversity Task Force in response to the charge established by ACAPT in 2013. The definition will be used to drive changes in what data are collected by ACAPT and APTA, help give credence to arguments for greater diversity in physical therapist (PT) education programs and the profession, focus the limited resources of ACAPT and APTA, and achieve greater racial and ethnic diversity in PT education and the profession. The

ATTACHMENT 3

1 URM definition extends beyond traditional racial and ethnic categories to also include individuals from  
2 educationally disadvantaged backgrounds (e.g., first generation college students), low socio-economic  
3 status, and geographically under-represented areas (e.g., Appalachia). It is not prescriptive and will remain  
4 relevant, regardless of changes to demographics at the regional or national level.

5  
6 The adoption of a URM definition would be consistent with the policies of other health profession education  
7 associations, including the

- 8
- 9 • American Association of Colleges of Osteopathic Medicine (AACOM),
- 10 • American Association of Colleges of Pharmacy (AAP),
- 11 • American Dental Education Association (ADEA),
- 12 • Association of American Medical Colleges (AAMC), and
- 13 • Association of Schools and Colleges of Optometry (ASCO).
- 14

15 There are no budget implications related to this motion.

16  
17 **RECOMMENDATION 2:**

18 That the following motion be forwarded to the 2014 House of Delegates:

19  
20 **ADOPT: PROMOTING EXCELLENCE IN PHYSICAL THERAPY PROFESSIONAL EDUCATION**

21  
22 To sustain present and promote future excellence in physical therapist education, APTA recommends  
23 adoption and implementation of the following practices:

- 24
- 25 1. That physical therapists with an interest in teaching in entry-level programs seek advanced terminal
- 26 degrees and seek other credentials and experiences that qualify them to become faculty members.
- 27 2. That people qualified to serve as Program Directors only do so when the program has adequate
- 28 resources and a commitment to innovation and excellence.
- 29 3. That people qualified to serve as faculty members only do so when the program has adequate
- 30 resources and a commitment to innovation and excellence.
- 31 4. That clinical sites be more creative in how they provide clinical education experiences and commit
- 32 to providing additional resources for clinical education experiences when the program demonstrates
- 33 a clear commitment to excellence and improvement and whose students meet their standards for
- 34 clinical performance.
- 35 5. That the Commission on Accreditation in Physical Therapy Education (CAPTE) make the criteria for
- 36 existing programs, expansion of existing programs and candidate for accreditation status for new
- 37 programs more stringent to reflect the need for qualified faculty and program directors, need for
- 38 access to sufficient clinical education sites, needed infrastructure (physical, fiscal and personnel),
- 39 and current and emerging needs of society.
- 40

41 SS: Physical therapist entry-level education requires substantial resources to achieve the expected outcome  
42 of providing quality education and preparation of physical therapists. A focus on excellence through  
43 innovation and a sustained focus on improvement are important hallmarks for all physical therapist  
44 education programs. The current environment, in which the necessary resources to sustain and create  
45 excellence are being challenged, such as a shortage of qualified faculty and program directors as well as  
46 uncertainty in the clinical environment, leads to difficulty achieving the expected outcome. There is a rapid  
47 expansion in the number of programs and enrollment in existing programs that affect the resources  
48 available to sustain excellence in all programs, so consideration of this motion is timely and necessary.  
49 Further, CAPTE is in the midst of revising its criteria for accreditation and the standards for programs that

ATTACHMENT 3

1 are candidates for accreditation and thus this motion and the associated discussion could inform the  
2 criteria.

3

4

5 **STAFF:**

6 Lisa McLaughlin, Leadership Specialist, Component Governance and Leadership

7 Libby Ross, Director, Academic Services

8



### ACAPT Strategic Plan

That the ACAPT Board form a Board work group on strategic planning that will develop necessary supporting materials and resources in preparation for the June 12, 2014 strategic planning meeting and assist with communication about the outcomes afterwards. The members of the task force will include the President, Vice-President, one Director and one former Board member selected by the President.

Rationale: Preparatory work is necessary to assure successful outcomes from the June 12, 2014 ACAPT Board strategic planning session, to include things such as means to collect input from ACAPT representatives and other stakeholders and work with APTA staff on the organization of the session. There will need to be follow-up communication to our membership and other stakeholders following development of the strategic plan.

## ACAPT Board Communication to Liaison Assignments

Mike: I am seeking guidance regarding our PT program liaison assignments. Is everyone proceeding with contacting those schools? I know we decided to start with those programs who were not yet members of ACAPT. For those schools, are we just trying to gather data regarding potential barriers to membership? For the current members, are we just notifying them of our liaison status to their program? Are we sharing other information with them? Are people conducting these communications via phone (more personal) versus email?

Barb T: I haven't started my communications yet, but plan to begin the 1<sup>st</sup> week of March. I was planning to send an email to introduce myself as their liaison and request time options that they might be available for an individual phone call. This seems to be more efficient to schedule these calls vs. phone tag.

Like your idea for non-members. What are the barriers and is there anything we can do as a board to help to eliminate the barriers.

For current members I suggest that we collect some additional information:

- How are they feeling about our progress as an organization (ACAPT).
- Review vision (collective voice) and how we as board have been encouraging 3-5 key initiatives since June HOD to move us toward this vision. (Bylaws/articles, consortium development, benchmarking, program growth, IPE??... Would be nice to have similar initiatives)
- Ask if they have had an opportunity to visit the website yet? If not guide them to check it out.
- Find out if they are getting blasts etc. (solicit any other ideas that they have regarding encouraging communication/engagement of memberships)
- What might we do as a Board do to create even more excitement about the future potentials of our organization? Collect their ideas/suggestions as data to prepare us with their insights as we move into June strategic planning discussions.

Look forward to hearing others thoughts.

Lisa: Love the question about receiving blasts, thanks, Barb T! As I've mentioned before, the voting card confusion at ELC 2013 was an eye opener for me – so many seemed uninformed that vote cards would be available. Perhaps a quick mention during your conversations of what I do for ACAPT, and encouragement to open emails from **Lisa McLaughlin** may be beneficial (or to remove me from their spam filters, if that's what is happening).

## ATTACHMENT 12

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University of the Sciences	Marc		Campolo	A	m.campol@uscience.edu	Cathy
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Youngstown State University	Nancy	C.	Landgraff	A	nlandgraff@ysu.edu	Barb S

\*APTA database indicates Shannon is now at Kean Univeristy. Univeristy of Long Island's PT web page doesn't indicate a Chair or PD.

\*\* APTA membership lapsed 7-13, is still listed as Chair on web site.

<b>Non-Member Institutions</b>
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Carroll University	Mark	Rodney	Erickson	A	kmnberickson@sbcglobal.net	Cathy
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Northwestern University	Julius	Paulus Antonius	Dewald	A	j-dewald@northwestern.edu	Terry
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University at Buffalo, State University of New York	Kirkwood	E.	Personius*	I	kep7@buffalo.edu	Barb T
University of North Florida	Ann	C	Noonan	A	noonan.a@lynchburg.edu	Barb S
University of St Augustine for Health Sciences	Ellen	L.	Lowe	A	elowe@usa.edu	Terry
University of Wisconsin-Madison	Lisa	Ann	Steinkamp	A	steinkamp@pt.wisc.edu	Cathy

\*APTA membership is lapsed, but he is listed at PD on school web site

ATTACHMENT 13

[APTA Unit –Education; Program 62 – Academic Services; Staff – L Ross; 02/13/2014; Staff Report]

**American Council of Academic Physical Therapy (ACAPT)  
ADMISSIONS TASK FORCE  
Meeting Minutes – February 13, 2014**

**MEETING:** The ACAPT Admissions Task Force met via web conference on Thursday, February 13, 2014 at 12:00 pm ET.

**SUMMARY OF MEETING:** The purpose of the meeting was as follows:

- Select a chair of the task force.
- Discuss and clarify goals and timeline.
- Decide frequency of meetings.
- Begin review of admissions traffic rules for other health profession associations

**TASK FORCE CHAIR:** David Lehman, PT, PhD (Tennessee State University) volunteered to serve as chair of the task force. Responsibilities of the chair will include, but may not be limited to, facilitating meeting discussions, setting agendas, and serving as the primary representative of the task force. David also serves as a member of the APTA PTCAS Work Group. The chair will collaborate with the ACAPT Board of Directors Liaison, Mike Sheldon (University of New England), and staff.

Staff will continue to coordinate meeting arrangements, disseminate minutes to task force members and ACAPT, collect and consolidate resources, conduct surveys of programs, serve as a resource on admissions, write the task report draft, and provide other support, as needed.

**TASK FORCE PURPOSE:** The charge of the ACAPT Task Force and related support statement was discussed during the meeting and included at the end of this document. The purpose of the task force is to create recommendations for new admission traffic rules that would be adopted voluntarily by all physical therapist education programs. The recommendations should not be limited to those programs that participate in the Physical Therapist Centralized Application Service (PTCAS). Any recommendations for new PTCAS services or reports in support of traffic rules adopted by ACAPT would also need be considered by the PTCAS Work Group, APTA, and Liaison International. The task force will also consider creating related traffic rules for applicants.

The group requested clarification on the purpose and goals of the Admissions Task Force and how its work will relate to other task forces with similar goals. Dr. Sheldon will provide a separate update in response to this request.

**TASK FORCE TIMELINE:** The goals of the task force is to complete recommendations and a report in time for the ACAPT Board of Directors to consider during it meeting at the Educational Leadership Conference (ELC) in October 2014 in Kansas City. Staff will work with Lisa McLaughlin, Executive Director of ACAPT, to determine the report deadline date.

**DISCUSSION**

**Challenges and Variables**

There are a number of variables the task force will need to consider in the development of any policy proposals, including start dates, deposits, and program models. It may be difficult to identify uniform dates or policies for all programs. Task force agreed some traffic rules would be valuable, if it can determine a way to overcome differences across programs.

**Communication**

The group determined the need for a mechanism to report task force updates to the ACAPT Board of Directors and other related ACAPT task forces, including the Diversity Task Force, the Physical Therapist Observation Hours Task Force, and the Prerequisites Task Force. All minutes of the



## ATTACHMENT 13

1 Admissions Task Force will shared with Lisa McLaughlin, staff liaison to ACAPT, and posted on the  
2 ACAPT website in the future.

### **FERPA**

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5 Task force members expressed concerns about sharing admission decisions across programs and  
6 possible Family Educational Rights and Privacy Act (FERPA) implications for enrolled students. The  
7 group discussed that any traffic rule recommendations it creates would not necessarily need to  
8 include applicant-specific reports. FERPA does not apply to applicants in PTCAS because it is a  
9 proprietary system and captures data on applicants who have not yet enrolled in a physical therapist  
10 education (DPT) program. The related PTCAS privacy and certification statements were reviewed  
11 and approved by APTA attorneys in consultation with the Department of Education.

### **Deposits**

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14 March and April were identified as the most popular time for accepted applicants to forfeit acceptance  
15 deposits to programs. The movement of deposits has a ripple effect on DPT programs across the  
16 country. Programs and applicants might benefit from some common rules regarding deposits.

### **Unfilled Seats**

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19 During the admissions process, there is no way for a program to know what other program(s) the  
20 applicant prefers. PTCAS does not allow applicants to rank programs by preference due to potential  
21 liability issues. It is not uncommon for a student to enroll into one DPT program and then decide to  
22 leave for another DPT program with a later start date. As a result, the first program is left with an  
23 empty seat it cannot fill. Programs may be scrambling to fill seats a few days before classes began.  
24 This is an issue for both PTCAS and non-PTCAS programs. A program may not realize that the  
25 student has already enrolled in another program before it makes an acceptance decision.

### **Early Decision**

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28 The group also discussed the need for traffic rules for Early Decision (ED) candidates. Should there  
29 be a policy that would prevent an accepted ED applicant who decides not to enroll from applying to a  
30 non-PTCAS program. Would there be a way to enforce to ED rule for non-PTCAS programs? A  
31 PTCAS Early Decision survey was sent to the 56 participating institutions on February 14. The  
32 aggregate results will be shared with the PTCAS Work Group and the task force, once available.

### **Transfer Credits**

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35 The group will also consider whether there should be a policy for transfer credits. For instance, should  
36 all programs agree that no professional credits will transfer? Some programs already have this policy  
37 in place. Programs may require transfer physical therapist students to re-apply as first time  
38 applicants and only consider students who were in good standing at the former institution. For private  
39 programs with no state support, a no transfer policy would be problematic. They would lose 3 years of  
40 tuition for the program, if no transfer credits or students were allowed.

### **Deferred Students**

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43 The group discussed whether there should be a uniform policy for deferred students who choose to  
44 apply to other institutions the following year.

### **Other Health Professions**

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47 Anecdotally, other associations have found admission traffic rules to be helpful for all stakeholders.  
48 The group requested staff to collect data on how traffic rules were received by applicants and  
49 institutions in other health professions. For instance, did the association receive any negative  
50 feedback from students who were restricted in their choice of programs? Did the associations survey  
51 applicants or students about their perceptions about new or proposed traffic rules?

ATTACHMENT 13

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**TASK FORCE ASSIGNMENTS**

- Provide suggestions for student and program survey questions to Libby Ross by Friday, March 7.
- Respond to the Doodle calendar for the next meeting by February 25.  
<http://doodle.com/nvrv3v9gbh9mqpp2>.
- Submit agenda items for next meeting to Libby Ross or David Lehman.
- Review pool of suggested survey questions, once available, and before next meeting.

**STAFF ASSIGNMENTS**

- Provide data on start dates, deadlines, and rolling admissions for programs in PTCAS.
- Contact other health profession associations about experiences and data relative to the evolution, evaluation, and enforcement of traffic rules.
- Collect ideas for survey questions for students and programs from the task force, and disseminate list to the group during the week of March 10.
- Schedule next web conference for March (see Doodle link below).
- Share finalized meeting minutes and related attachments with task force and ACAPT leadership.
- Work with Lisa McLaughlin, Executive Director of ACAPT, to determine the report deadline date.
- Share results of the PTCAS Early Decision survey with the task force, once available.

**2014 ADMISSIONS TASK FORCE MEMBERS**

Name	Institution	Participated in Meeting
Bob Barnhart	Concordia University Wisconsin	*
Loretta Dillon	University of Texas El Paso	*
David Lehman	Tennessee State University (Chair)	*
Matthew Nuciforo	Rosalind Franklin University of Medicine and Science	*
Mike Sheldon	University of New England (ACAPT Board Liaison)	*
Emma Wheeler	Virginia Commonwealth University	*

**Staff:**

Libby Ross, MA, Director, Academic Services, APTA \*  
Lisa McLaughlin, Executive Director of ACAPT and APTA Student Assembly, APTA

*\* participated in meeting*

**TASK FORCE CHARGE:** The ACAPT Board will look to this task force to:

- Make recommendations on admission traffic rules that all physical therapist programs will follow
- Make recommendations on PTCAS procedures, including admission codes

The goal of the Task Force's recommendations is to improve the admission process for programs and applicants through increased transparency of admission decisions and additional processes that would provide timely and accurate information to applicants and programs.

ATTACHMENT 14

American Academy of Academic Physical Therapy (ACAPT)  
New Journal Task Force  
Conference Call (IV)  
March 12, 2014

*Present:*

Anne Beschnett, Gail Jensen, Nancy Kirsch, Bruce Greenfield, Sarah Blanton, Carol Likens, Jim Carey

*Excused:* Zoher Kapasi, Dolly Swisher, Reed Humphrey, Jennifer Collins, Tom Mohr

Welcome back to Anne and congratulations on the birth of her baby.

1. Report from the CSM face to face meeting: Gail and Nancy

We Welcomed Zoher Kapasi as our liaison from ACAPT  
We Welcomed Jim Carey to the committee  
At the meeting at CSM the task force explored all the research that had been completed so far and decided to further explore the Emory Center for Digital Scholarship.
2. Report on the meeting with Emory Center Sarah

for Digital Scholarship (ECDS)  
Look at <https://drupal.org>  
This is the platform that would be used. It will be an open access platform. The Flagship site is Seven Spaces. We can get an issue up on line with Mellon Center Grant Funds but have to do so now, the funds run out in August. We would get 2-3 students to assist with web design over the summer to help upload content.
- 2A. Report from Anne Beschnett on the University of Minnesota service which is becoming available right now.

The University will host this free site permitting the uploading of content at no cost an example is Open Medicine. Though there is no hosting cost we would need technical support so there would still be costs associated with the site. It is another very viable option.
3. Recommendation from the task force to Nancy/Gail

the ACAPT Board  
Zoher asked for the recommendation to the Board in time for the 3/19 Board conference call. The Committee is ready to make the recommendations but is working on writing up the various aspects of the recommendation so the Board has all of the information available to deliberate on this is due to the Board by June 30<sup>th</sup> however because we are working against a time line for the summer we have set a very ambitious time line so the full report will go to the Board in mid April for the May conference call meeting.  
We recognize that there has been some discussion about whether there is a need for this Journal and that is something we have been exploring including exploring whether the existing Journals PTJ and JPTE would begin to entertain accepting articles in the humanities, that has not been historically the case.

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In addition this Journal provides a unique forum for caregivers and families and patients. Rather than competing with the very successful publications we already have we feel strongly that this publication will compliment the journals as similar publications do in Medicine and Nursing.

The other very important characteristic of the Journal of Rehabilitation Humanities is the interdisciplinary aspect which is consistent with the recent House of delegates motion regarding interdisciplinary initiatives.

### 4. Moving forward with ECDS

Gail

The idea of a Humanities Journal in is very difficult for people to grasp in physical therapy. The opportunity to present the idea in the form of a Proof of concept such as this demonstration Journal supported by Emory is ideal for people to be able to understand the depth and breadth of the Journal.

A. Mission/Vision Statement- In Process

B. Journal Sections-Possible Sections

Perspectives

Research

Teaching

Patient/Family narratives

Student blog/reflections

Dedicated column for clinician narrative reflections

(JAMA a piece of my mind)

Presentations

Reviews

Media

Literature/poetry review

Photographic/video essays

C. Advisory Board:Blanton, Carey, Greenfield, Jensen, Kirsch, Swisher

D. Peer Review Process: Immediate posting after submission reviewed, constant refreshing of material.

### 5. Content Selection for inaugural issue

Invitation to contribute: Because of the short time frame for the first issue we will be soliciting contributions.

Preparation for the Final Report:

The overarching rationale and proposal-Nancy with input from the entire taskforce.

A) List of Journals in the Medical Humanities- Anne and Jonathan

1) Interest within the ACAPT membership-Nancy (from minutes)

2) feasibility-Nancy (from minutes)

3) cost-Nancy (from minutes)

4) mission-complete as edited

5) vision-Bruce

6) goals-Dolly

7) governance and operating rules-Nancy(from minutes)

8) impact on PT faculty-Jennifer

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- 9) impact on related professions-Dolly
- 10)deadline for final report June 2014
  - March 26 drafts of assigned area to Nancy
  - April 4 draft of report back to committee for comment
  - April 15 Report to Zoher Kapasi to distribute to the ACAPT Board
- 11)How is journal consistent with mission and strategic plan of ACAPT-Jim
- 12)Instead of creating a new journal could the content be included within one of the existing APTA journals.-Gail



ACAPT