

ACAPT Board Meeting

Minutes for May 6, 2014, 2:00-4:00PM (eastern)

1. Call to order. (Terry) First organizational meeting of the ACAPT Board of Directors.

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
Zoher Kapasi, PT, PhD, MBA	Director-elect
Michael Sheldon, PT, PhD	Director-elect
Lisa McLaughlin	APTA Staff
Shawne Soper, PT	APTA Board of Directors

Arrived late:

Kathryn Zalewski, PT, PhD, MPA	Director
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2. APPROVED: ACAPT bylaws as set forth in ATTACHMENT 1 were adopted.

SS: The incorporator filed the corporation's articles of incorporation with the Virginia Corporation Commission, and the Commission issued a certificate of incorporation dated 04/10/2014. Under Va. Code 13.1-820, when the certificate became effective, on 04/10/2014, the corporation's existence began. Under Va. Code 13.1-823 the board of directors of a corporation shall adopt initial bylaws for the corporation. Therefore, it is appropriate to adopt the bylaws as set forth in ATTACHMENT 1.

3. APPROVED: March 20 meeting minutes. (Terry) ATTACHMENT 2

4. Discussion:

- a. 2014 HOD Packet 1 - motions related to ACAPT. (Terry) [2014 HOD Packet 1](#)
 1. RC 13-14: Best Practice for Physical Therapist Clinical Education
Action: Barb S to work with Stephanie on writing a piece for Delegate community page on this RC that clarifies consultant role of ACAPT in upcoming house, historical of ACAPT, who we are, what are we hoping to accomplish at the upcoming CE Summit and its intended outcome. Offer to provide additional information on the consequence of this motion to PT education etc. Include

information about that we are collaborating with APTA, Education Section, etc. to be accomplished in next few weeks.

2. RC 14-14 Adopt: Definition of an Underrepresented Minority in Physical Therapy Education

Action: Close to what ACAPT adopted. Board requested minor edits that this be focused on education vs. the profession in general. This supports that ACAPT is focused on being the voice of education and APTA the voice of the profession. Barb S to share information on dual responsibility of both groups in this motion since education is the pipeline to the profession.

3. RC 18-14 Adopt: Endorsement of Interprofessional Education Collaborative Core Competencies

Action: Barb S to post a message that ACAPT has endorsed these already and we will expect our members to incorporate these in our curriculum

b. Oxford Debate at ELC – topic ideas. (Kathy)

Action: hold for future meeting

c. Endorsing pain management competencies. (Terry) –

Action: Terry to write the blast of the week to go out to members to review and give input in next week so that we can consider how to move forward as a Board (endorse or not) at NEXT Board meeting. <http://www.acapt.org/index.php/pdf>

d. Liaison outreach – how's it going? (Terry)

A work in process with all Board members and we have recruited one new member as a result of this outreach thus far. Other comments from members were positive on the outreach.

Action: Continue efforts as appropriate and share outcomes.

5. Task Force appointment of ACAPT members (1 board liaison and 3-4 at large members of our choosing) to work with an Education Section member on developing an education research agenda that builds on the past work of the Education Section's effort.

Action: Terry will confer with Peggy Gleeson.

Action: Lisa will do a call to our members and will select from the group of interested members at NEXT Board meeting.

Action: All Board members to think of options, encourage them to volunteer and/or forward names to Lisa for Board consideration

Action: Terry to reach out to Bill B. regarding editing qualifications of Foundation SRC members, and potentials to work together with our potential donor to accept \$\$ on behalf of the GR Johnson Forum for Innovation.

Action: Board members will reach out to potential Foundation SRC applicants to submit applications for upcoming May call for new members, with the intention of bringing education researchers to the table.

6. Updates.

a. Observation Hours TF. (Kathy) – No report

b. Journal Feasibility TF. (Zoher)

1. TF Recommendation: new journal with editorial board as current task force members using Emery Mellan Foundation grant monies for the start-up. Requesting an open access on-line journal that will cost ACAPT about \$7,000-9,000 per year to sustain.

- Action:** Board to review proposal and be prepared to vote at June Board meeting.
- Action:** Zoher to check with the Foundation to determine if this decision can wait until mid-June and/or need an electronic vote prior to this day. Much depends on if grant request can be turned around within a short timeframe (August 2014 deadline).
- c. ACAPT Board Communications WG. (Barb T)
 Identified 4 markets for communication outreach/policies– internal institutional members, APTA members, external like member organizations, external community-general public
Action: Request for time on Board agenda in June – to gather input from Board members on their opinion of who can/should have the authority/approval to use the ACAPT Logo, once feedback gathered, WG will write policy, Lisa to get this topic on the June agenda.
Action: The endorsement workgroup will join the Board Communication group per Terry’s request.
Action: Workgroup to develop a Broad Communication Strategy for ACAPT that defines strategies and action priorities after upcoming Board SP meeting and report back to board on this proposal by July 2014.
- d. Benchmarks for Excellence Task Force. (Barb T)
- e. Admissions TF. (Mike) ATTACHMENT 3
Action: Mike will work with the task force to move report due date forward to July so that if Board wants to take action on recommendations and/or move to ELC membership meeting that this is accomplished in timeline as designated by bylaws for annual meeting.
Action: Board members will not represent our respective members and instead be observers, clarifiers.
- f. Federal Advocacy Forum. (Mike) ATTACHMENT 4
Action: Board to continue dialogue on clarifying liaison roles with respective groups, seeking group input as well as what we as Board envision should be our role, to be discussed at later date (no timeline defined).
- g. CE Summit. (Stephanie) ATTACHMENT 5
Action: Stephanie to work with Lisa on expanding communication outreach for webinar participation and stakeholder invites to those outside the education community via options such as: PT news, APTA twitter etc.
Action: Board to represent ACAPT and not personal institutions as consultants, observers, clarifiers, etc., at the CE summit, to confirm our commitment to the process and seek insight on dialogue of summit and how summit outcomes will impact future ACAPT priorities and decisions. Board expenses for participation are included in Summit budget.
- h. CAPTE update. (Rick)
Action: Barb T – to follow up with Scott/MaryJane for planning on how ACAPT can solicit member feedback and submit an ACAPT collective response to this version.
- i. Diversity Task Force. (Zoher)
Action: Rick to share NPR reference with Zoher on legal interpretations of diversity recruitment.

Upcoming meetings:

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

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 1

- 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 1

- 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:

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

B) Individual Members:

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

Section 6: Reinstatement

A) Institutional Members

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

B) Individual Members

ATTACHMENT 1

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 1

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 1

- 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 1

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 1

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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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.

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40

41 **Section 5: Duties**

42 A) The Board of Directors shall:

ATTACHMENT 1

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

B) Executive Committee

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

Section 6: Conduct of Business

A) Board of Directors

The Board of Directors shall meet not less than twice a year. Seventy-five percent (75%) of the members of the Board shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of a majority of the members of the Board.

ATTACHMENT 1

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 1

- 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,**
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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.

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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 1

- 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 1

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

ACAPT Board Meeting

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

ATTACHMENT 2

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

ATTACHMENT 3

[APTA Unit –Education; Program 62 – Academic Services; Staff – L Ross; 04/10/2014; Staff Report]

**American Council of Academic Physical Therapy (ACAPT)
ADMISSIONS TASK FORCE
Meeting Minutes – March 26, 2014 and April 10, 2014**

MEETING: The ACAPT Admissions Task Force met via web conference on Wednesday, March 26, 2014 at 2:00 pm ET and Thursday, April 10, 2014 at 11:00 am ET.

SUMMARY OF MEETING: The purpose of the meeting was to develop program and applicant surveys, determine the need for a student survey, divide traffic rule issues among task force members, and establish a timeline for completion of work.

During the course of two meetings, the task force developed questions related to admission traffic rule for the PTCAS Work Group to consider.

STUDENT SURVEY: The task force decided not to create a separate survey for currently enrolled physical therapist students because they were too far removed from the admissions process.

APPLICANT SURVEY: During the March 26 meeting, the task force recommended the following questions be included in the 2013-14 PTCAS Applicant Survey scheduled for release in May 2014. The PTCAS Work Group will have an opportunity to review the items before the survey is finalized.

- Did you forfeit a deposit for one or more DPT programs? YES/NO
- If yes, why did you forfeit your deposit?
 - Accepted to a more desirable program
 - Received funding from another program
 - Accepted to a program closer to home
 - Did not want to lose seat while waiting to hear from my first choice program
 - Tuition costs
 - Decided not to attend any physical therapist education program
 - Decided to enroll in a different health profession program
- Did different admission decision timelines prevent you from attending your program of choice? YES/NO
- Did the different admission decision timelines serve as barrier in choosing your program of choice? Check all that apply.
 - Lost deposit
 - Unable to select program of choice
 - Confusion
 - Did not allow me to consider all available options equally
 - Other (describe)
- Would you have preferred more consistency in the timing of admission decisions across programs? YES/NO
 - If yes, where do you want to see more consistency. Check all that apply.
 - Common application deadlines
 - Common admissions decision deadlines
 - Common tuition deposit deadlines
 - Other (describe)

PROGRAM SURVEY: The task force developed questions for all physical therapist education programs, including those that do and do not participate in the Physical Therapist Centralized Application Service (PTCAS). The questions will be grouped under three main headers: (1) Current Scope of the Problem, (2)

ATTACHMENT 3

Current Program Admissions Policy and Procedure, and (3) Program Attitudes toward Traffic Rules. Final questions and drop-down options may differ in final survey. See Appendix A.

Data captured by PTCAS regarding start dates, deposit requirements, deposit amounts, early decision, and interviews will be matched to the data submitted by programs in response to the survey. The survey will include a preface or introductory statement that describes the purpose of the survey and defines admissions traffic rules. The statement is intended to eliminate any confusion about the terminology. The program survey also will include questions about the institution to help the task force determine if certain types of programs or regions experience problems with the admissions process more acutely than other programs.

TRAFFIC RULE ASSIGNMENTS: The chair of the task force assigned each member of the task force two broad traffic rule areas and charged them to review related traffic rules for other associations and begin to consider what traffic rules might apply to physical therapist education programs. See Appendix B.

TASK FORCE TIMELINE:

- Admissions Survey Released – Mid to late April
- PTCAS Survey – May 1 (tentative)
- Admissions Survey Results – Mid to late May
- Task Force Report Due – September 15
- ACAPT Board Meeting – October 9

TASK FORCE ASSIGNMENTS

- Complete the Doodle for Next Meeting by April 15 - <http://doodle.com/nia2hde235dhrq9x>
- Review traffic rule areas with assigned partner on the task force in advance of next meeting.
- Submit agenda items for next meeting to Libby Ross or David Lehman.

STAFF ASSIGNMENTS

- Provide data on start dates, deadlines, and rolling admissions for programs in PTCAS.
- Develop preface statement for program survey
- Submit draft survey to the APTA research staff for review.

2014 ADMISSIONS TASK FORCE MEMBERS

Name	Institution	Participated in 3/26 Meeting	Participated in 4/10 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.

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**ACAPT Admissions Task Force
Survey Questions for Physical Therapist Education Programs (as of 4/10/14)**

- Name of Institution [drop-down]
- Public or private institution
- Does the program have priority admission for undergraduates who attend the same institution?
- Region of country program is located [drop-down]

CURRENT SCOPE OF THE PROBLEM

- Please indicate the approximate number of applicants who withdrew prior to program start date during the most recent admissions cycle following confirmation of acceptance.
- Please indicate the total number of applicants in the past 3 years who have withdrawn after program start date to attend another physical therapist education program.
- Please indicate where and if you have concerns with the current admissions process. Check all that apply.
 - Applicants are holding onto multiple acceptances.
 - Applicants are forfeiting deposits late in the admissions cycle.
 - Applicants are requesting extensions on deposits as they wait to hear from other programs.
 - Applicants do not notify the program that they do not intend to matriculate.
 - Program has had unfilled seats
 - OTHER
 - I am experiencing no problems
- If other, please describe:
- If you have previously experienced problems with the admissions process and have developed solutions, please describe:
- Would you like to see more consistency in admissions policies and procedures across programs?
- If yes, where do you want to see more consistency? Check all that apply.
 - Common application deadlines
 - Common admissions decision deadlines
 - Common tuition deposit deadlines
 - Other

Current Program Admissions Policy and Procedure

- How many days are applicants typically permitted to respond to offers of admissions?
- Does this change during the cycle?
- If yes, please describe:
- Do you evaluate all applicants before making offers of admission?

ATTACHMENT 3

- 1 • If yes, in which month of the year do you typically notify the bulk of applicants of offers of admission for
2 the next entering class?
- 3 • If no, when do you make offers of admission? Check all that apply.
- 4 • If an acceptance deposit is required, is it refundable should the applicant withdraw at any point prior to
5 the start of classes?
- 6 • If an acceptance deposit is required, do you grant students an extension on paying their deposit if they
7 ask because they are waiting on other schools?
- 8 • Do you contact accepted applicants who are known to have accepted offers at other PT Programs?
- 9 • If so, what do you tell applicants holding multiple acceptances?
 - 10 ○ Require an acceptance decision by certain date without the threat of withdrawing offer of
11 acceptance or financial aid
 - 12 ○ Require an acceptance decision by certain date and threaten to withdraw offer of acceptance or
13 financial aid by a certain date.
 - 14 ○ Require an acceptance decision by certain date and threaten to place on the wait or alternate list.
 - 15 ○ Other
 - 16 ○ Nothing (no contact)
- 17 • If other, please describe what you tell applicants:

18 _____

19 **PROGRAM ATTITUDES TOWARD TRAFFIC RULES**

- 20 • The establishment of admissions traffic rules would be helpful for our Program (Likert scale - strongly
21 agree...)
- 22 • Traffic rules should include [drop down list for selection of multiple element]
 - 23 ▪ timing of offers to occur only after a certain date,
 - 24 ▪ timeframes for applicant response to offers,
 - 25 ▪ amount of acceptance deposit,
 - 26 ▪ provisions to prevent an acceptance offer to an applicant who has enrolled or already
27 begun an orientation program immediately prior to enrollment at another PT program.

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Issues for the Admissions Task Force to Consider

Program Responsibilities

- **Admission Decisions and File Considerations** (Dillon, Wheeler)
 - Timeline for when offers are made
 - Timeline for when applicants must respond to offers
 - Minimum requirements for a file to be considered
 - Minimum requirements for an applicant to be invited to interview
- **Deposits** (Nucifero, Wheeler)
 - Common deposit date for all or by program start date
 - Refund policy
 - Policy on offering or rescinding incentives to applicants, such as financial aid packages
- **Wait Lists** (Lehman, Nucifero)
 - Should accepted applicants be required to withdraw from waitlists at competing programs
 - Notifying or selecting applicants on waitlists
 - Disclosing waitlist rank order to applicants
- **Matriculation** (Barnhart, Lehman)
 - Establish new matriculation code
 - Recommend PTCAS share identify of program for matriculated code only
 - Policy that a program will not accept a student with a matriculation code at a competing program
 - Policy that program will verify matriculation code before rescinding offer for applicant
- **Enforcement** (Barnhart, Dillon)
 - Traffic rules are voluntary or enforced
 - Process for notifying (or punishing) offenders
 - Process for communicating to others about offenders

**ACAPT BOD Conference Call Report
May 6, 2014
2014 Federal Advocacy Forum Update**

I attended APTA's 2014 Federal Advocacy Forum in early April. The focus of this year's visits to the Hill were the 1) Therapy Cap, 2) PT Workforce, and 3) Physician Self-Referral topics and related legislation. You can find more detail about the programming and handouts at: <http://www.apta.org/FederalForum/> Lindsay Still also sent the following information that you might find helpful for advocacy efforts back in your respective states:

Physical Therapy Advocacy at Home – How You Can Make a Difference

Now that the Federal Advocacy Forum is over it is time to follow-up with your legislators at home. The House and Senate are in recess from April 14-25. Take this time to set-up a district meeting or attend a local town hall.

APTA, in conjunction with the Congressional Management Foundation, has created two videos to help you prepare for your district meetings:

[Strategies for Building Relationships with Lawmakers Back Home](#)
[Way Outside the Beltway: District Directors on the Dos and Don'ts of District Activities](#)

You can view upcoming town hall meetings under the Resources tab in the [Legislative Action Center](#). If you do not have time to attend a town hall or schedule a meeting with your legislator, send an email asking your legislators to repeal the therapy cap, close the self-referral loophole, and add physical therapists to the list of providers eligible for the National Health Service Corps loan repayment program.

If you have questions or need the contact information for your legislator's district scheduler contact Lindsay Still at advocacy@apta.org. Your colleagues worked hard in Washington, DC this week advocating for the profession, now it is time to follow-up back home. Let's keep the #PTAdvocacy momentum going!

The Congressional Management Foundation also has several great resources if you have not checked out their webpage at: <http://www.congressfoundation.org/>

I was at the Forum to represent ACAPT, however, my visits to the Hill were in the context of representing Maine. Maine's legislators are supportive of items 1 and 2 above, although Senator Collins is not currently a co-sponsor of the Therapist Workforce bill as she has been in the past. All of the legislators/staff really seemed to react negatively to the self-referral topic (that was my gut sense). I welcome discussion about the ongoing liaison role of ACAPT and this Forum.

Respectfully submitted.

Michael Sheldon, PT, PhD
Member, ACAPT BOD

ATTACHMENT 5

Report from Clin Ed Visioning Task Force May 5, 2014

SUMMIT INVITATIONS:

- Stakeholders invites are going out soon. Important to identify clinicians, CI's, administrators and those with involvement in residency/fellowship to apply for these 25-30 spots at the summit.
- Asking for programs to identify the two individuals who will attend – call went out in the Blast of the Week last week.

JPTE PAPERS:

- Still on target to be released in pdf in mid-late May; hard copy mid-June
- For your reference, a summary of the papers with a brief description is included at the end of this page.

CLIN ED SUMMIT UPDATE at PT NEXT – June 13th, 8-10am

WEBINAR SCHEDULE:

1. Webinar 1 – Introduction to the conversation (Jody/Val). 90 minutes
 - a. Papers/Topics = Jette, Recker Hughes, Deusinger
 - b. Dates = Weeks of June 16 and June 23.
 - i. **Thursday, June 19, 12:00 PM EST**
 - ii. **Tuesday, June 24, 7:00 PM EST**
2. Webinar 2 - Clinical Education Curricular structure (Corrie/Leesa). 60 minutes
 - a. Papers/Topics = Hakim, Rapport
 - b. Dates = Weeks of July 7 and 14.
 - i. **Tuesday, July 8, 12:00 Noon EST**
 - ii. **Thursday, July 17, 8:00 PM EST**
3. Webinar 3 – Partnerships (Peggy/Scott). 60 minutes
 - a. Papers/Topics = McCallum, Applebaum
 - b. Dates = Weeks of July 21 and 28.
 - i. **Wednesday, July 23, 8:00 PM EST**

DISCUSSION GUIDE FOR CLIN ED CONSORTIA: Plan to develop this week or next based on presentations / discussions that were recently held at Ohio State.

Summary of Papers (excerpt from opening introductory remarks):

There are several themes that resonate throughout the papers. The first is the consistent presentation of the best available evidence. Some of this evidence comes from published physical therapy research, other evidence comes from other professions, and much is based on expert opinion and past experiences. Additionally, the importance of the relationship between academic and clinical faculty within academic and clinical institutions is a common theme throughout. All of the papers have clinical faculty as co-authors, and all but one have

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authors representing more than one academic institution. Lastly, all of the papers encourage us to look at what could be in clinical education, through a range of examples from within our profession as well as across other professions.

Jette et al provide a strong argument for reaching consensus on best practices, providing a framework for discussion through presentation of a model that suggests quality be viewed in terms of effective structures, processes, and outcomes. These components of quality are articulated throughout all of the papers you are about to read. Jette et al also review current clinical education practices in PT education and in other disciplines and make recommendations for us to consider.

Following the model described by Jette et al are 2 articles focused on curricular structure.

Wruble-Hakim et al propose that academic program curricula be structured with integrated clinical experiences that build on stronger partnerships with clinical sites, while **Rapport et al** propose a standardized curriculum that culminates with a year-long internship. Rapport et al describe what a pre and postgraduate internship model may look like; however, they do not advocate for either. Although both papers address curricular structure, the positions expressed in these papers can be considered individually or in combination with each other.

The next 2 papers are focused on the process of partnership between academic programs and clinical sites. **Applebaum et al** describe development of closer, more intimate, relationships between academic programs and a small core of clinical and community partners who work together to provide clinical education consistent with their institutional missions. **McCallum et al** describe cooperation and collaboration among academic programs, clinical sites, and a regional office that work together to meet clinical education needs across a region. Although both are referred to as “networks,” each paper presents a unique idea that again can be considered in isolation or in combination with the other.

Recker-Hughes et al summarize what is known about quality clinical teaching and clinical teaching environments today. They articulate necessary qualifications of CIs and practice settings that are essential for quality clinical education, as well as outline a desired developmental process for continued growth of each. In addition, they make recommendations for all involved stakeholders to move us toward higher quality clinical education.

Lastly, **Deusinger et al** implore us to consider the opportunities that exist within our current environment. They argue that factors like health care reform and the prevalence of chronic health conditions present new opportunities that challenge us to consider our notions of traditional clinical sites, acceptable clinical teachers, and typical patients, along with interprofessional opportunities.