

ACAPT Board Meeting

December 15, 12:00-2:00PM (eastern)

Minutes

- Present:

Barbara Sanders, PT, PhD	President
Zoher Kapasi, PT, PhD, MBA	Vice President
Barbara A. Tschoepe, PT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
Stephanie Piper Kelly, PT, PhD	Director
Kathryn Zalewski, PT, PhD, MPA	Director
Michael Sheldon, PT, PhD	Director
Rick Segal PT, PhD	Director
Gary Chleboun PT PhD	Director
Lisa McLaughlin	APTA Staff
Laurie Hack PT, DPT, PhD	APTA Board of Director Liaison

ACTION ITEMS

Approved 9-0 October 9, 2014 board meetings minutes. ATTACHMENT 1

Approved 9-0 ACAPT joining the Federation of Associations of Schools of the Health Professions (FASHP) as a full member. ATTACHMENT 2

REPORTS

- IOM Global Forum.

UPDATES

- APTA. (Laurie Hack)-Reports on Highlights of Nov Board meeting
 - APTA Approved budget: \$45,000,000.00
 - Accepted movement system definitions from Movement System Task Force – public documents will be released soon as part of the meeting minutes
 - Strategic Plan initiatives being developed around 3 major goals: transforming society, transforming the profession, and transforming the association
 - APTA Excellence in Physical Therapy Education Task Force named:
 - APTA Board Chair: Roger Herr
 - Members: Rebecca Craik, Anthony Delitto, Jamie J. Dyson, Peggy Blake Gleeson, Marty Hinman, Zoher F. Kapasi, Karen A. Paschal, Lisa Saladin
 - Staff liaison: Nancy T. White
 - External consultants to be named
- Communications Board WG. (Barb T)
- Benchmarks Task Force: survey. (Barb T)

DISCUSSION

- **Benchmarks: Ideas/Suggestions for Enhancing survey participation. (Barb T)**
Board offered preliminary suggestions on how to incentivize programs to participate in the spring 2015 initial implementation.
Action: Board to think of additional options/ideas/fiscal consequences and bring to January Board meeting so task force can incorporate in final planning.
- **Liaison re-assignments/guidelines for expectations of liaison roles. (Barb T) ATTACHMENT 5**
Board confirmed the importance of strengthening the Board liaison roles with members, and discussed ideas for role clarification of liaison roles with members.
Action: Barb/Lisa to update liaison assignments (regional consideration) and design time during the ACAPT/CSM reception for a liaison meet and greet as a Board outreach effort to this role.
Action: Board CWG will use Board recommendations to develop guidelines for liaison Board role.
Action: Liaison organization assignment updates – will be updated at the CSM Feb Board meeting
- **Post-Summit Happenings. (Stephanie) ATTACHMENT 6**
Action: Discuss how priorities can be included in ACAPT strategic plan initiatives (Jan 2015), define fiscal consequences for 2015 budget planning following Jan meeting.
- **ELC / Business Meeting Follow-Up: Message to our Membership. (Lisa) ATTACHMENT 7**
Action: Lisa to design a BOTW that includes: Accomplishments of the year followed by a request to complete survey to solicit member input on business meeting re-organization for 2015. She will be soliciting question input from Board
- **CAPTE Standard on Employment Rates. (Mike) ATTACHMENT 8**
Board supports exploring opportunities to continue dialogue on CAPTE criteria clarification and requests for re-consideration outside cycle of formal revision process.
Action: Board to await final revised CAPTE standards/criteria that is expected for release in early January.
Action: Board to ask Mary Jane Harris for clarification on the rationale of employment rate standard at the February 2015 Board meeting.
- **Strategic Plan. (Barb S)**
- **Preliminary 2015 Budget. (Nancy)**
Action: Since Board strategic planning scheduled for January 2015 is expected to have consequences to this budget, decisions/submissions to finance committee will be held until after this meeting.
Action: Finance committee review/final Board approval expected in January prior to CSM. Until then any expenditure requests not considered normal/customary to operations should be sent to Nancy for prior approval.

Future Meetings:

ACAPT Board Meeting, Wednesday, 1/7, 8:00 am – 3:00 pm: Dallas, TX

ACAPT Board and APTA EC, Monday, 2/2, 2:00 pm – 3:30 pm: Indianapolis, IN

ACAPT Board Meeting, Tuesday, 2/3, 8:30 am – 3:00 pm: Indianapolis, IN

ACAPT Member Reception & Meeting, Wednesday, 2/4, 3:30 – 7:30 pm, Indianapolis, IN

Exhibit Hall: Indianapolis, IN

- Thursday, 2/5: 9:30 am – 4:00 pm (unopposed 1:00 – 3:00 pm)
- Friday, 2/6: 9:30 am – 4:00 pm (unopposed 1:00 – 3:00 pm)
- Saturday, 2/7: 9:30 am – 3:00 pm (unopposed 1:00 – 3:00 pm)

ACAPT Board Meeting

October 9, 2:30PM-6:00PM (central), Westin: Union Hill room

Minutes

Call to order meeting of ACAPT Board of Directors by Terry at 2:30 pm CT

Present:

Terry Nordstrom, PT, EdD	President
Barbara Sanders, PT, PhD	Vice President
Barbara A. Tschoepe, PT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
Stephanie Piper Kelly, PT, PhD	Director
Kathryn Zalewski, PT, PhD, MPA	Director
Zoher Kapasi, PT, PhD, MBA	Director
Michael Sheldon, PT, PhD	Director
Rick Segal PT, PhD	Director
Gary Chleboun, PT, PhD	Director
Lisa McLaughlin	APTA Staff
Laurie Hack PT, DPT, PhD	APTA Board of Directors Liaison

Guests:

Paul Rocker	APTA Board President
Sharon Dunn	APTA Vice President
Mike Bowers	APTA CEO
Mary Jane Harris	APTA Staff
Libby Ross	APTA Staff

ACTION ITEMS:

1. Approved 9-0 September 8 meeting minutes. (Terry) ATTACHMENT 1
2. Approved 9-0: Continue to support ACAPT representation to IOM Global Forum (representative will be Holly Wise, alternate will be Terry Nordstrom)
3. Approved 9-0: Zoher Kapasi to fulfill 1-year term as Vice President, vacated due to Barb Sander's election as President.
4. Approved 9-0: Kathy Zalewski to fulfill the remaining 1 year of Zoher's term as Director, vacated with his appointment to serve as Vice President.
 - a. Directors appointed Rick Segal as the new ACAPT Executive Committee member for the upcoming year.
5. Approved: 9-0: Year-Long DPT Internship Consortium application. ATTACHMENT 2
6. Kathy Zalewski and Rick Segal agreed to serve as Board reviewers of the 2014 member business meeting minutes prior to final approval.
7. Actions held until next ACAPT BOD Meeting
 - a. Selection of Board liaisons for Year-Long DPT Internship, Clinical Reasoning & Early Career BS/DPT

ATTACHMENT 1 (12/15 AGENDA)

- b. Discussion of Board liaison role for members, organizations, consortia

UPDATES:

1. Integrity in Practice Campaign. (Lisa)
2. Benchmarks Task Force. (Barb T)
3. Communications Board WG. (Barb T)
4. Diversity Task Force. (Zoher)
5. Budget. (Nancy) ATTACHMENT 7
6. Movement System Symposium. (Mike)
7. Number of programs to date following ACAPT Pre-requisite recommendation
 - a. ACTION: Board to further discuss if these numbers illustrate member commitment to standardize pre-requisites and follow ACAPT motion recommendations and what might be done to improve numbers to date.

DISCUSSION:

1. APTA Excellence in Physical Therapy Education Task Force. (Paul Rocker and Michael Bowers). Shared rationale for the announcement of the upcoming APTA task force to explore the current state of PT Education.
 - a. ACTION: Set up a meeting between the Executive committees of both Boards to revisit the Academic Education Portfolio and determine if/what should be included moving forward as there needs to be a more formal agreement to accommodate changes in personnel/staff/Board members.
 - b. ACTION: Barb Sanders to facilitate a document to help educate APTA Leadership on the comprehensive role of the Directors/Chairs/Deans of Physical Therapy within the academy
 - c. ACTION: ACAPT Board to recommend Terry Nordstrom, Barb Tschoepe to serve as ACAPT rep to the APTA Excellence in PT Education workgroup.
2. APTA Board Work Group on Movement System. (Sharon Dunn)
 - a. ACTION: Sharon to supply the ACAPT Board with a copy of the definition of movement system once it is approved by APTA Board.
3. Faculty Residency Development Group. (Jody Frost, Jim Farris, and Leslie Taylor)
Exploring options to develop a teaching/pedagogy residency for new faculty. Goal is to finish needs assessment and develop proposal by CSM 2015.
4. Summit Overview. (Stephanie)
5. Tonight's Open Forum. Reviewed plan for the evening forum.
 - a. CAPTE – review of 3rd draft of CRG
 - b. Review ACAPT efforts on proliferation of new programs
 - c. Review background information for Admission Traffic Rules
6. Motions Reviewed in preparation of Member meeting
 - a. AC-1-14: ACAPT Standing Rules
 - b. AC-2-14: CAPTE Standards of Excellence
 - c. AC-3-14: Worthingham Report Motion
 - d. AC-4-14: Admissions Traffic Rules for Programs
 - e. AC-5-14: Admissions Traffic Rules for Applicants
7. Strategic Plan – progress report. (Barb S)
 - a. ACTION: Set up a special face-to-face Board meeting prior to CSM to finalize SP/Initiatives targeting Dec/early January in a central location
8. Guidelines for expectations of liaison roles. (Barb T) – HELD due to time.

*American
Physical Therapy
Association
ACAPT Board
Meeting*

*September 8, 2:00PM-
4:00PM (eastern)*

Minutes

Call to order meeting of the ACAPT Board of Directors by
Terry at 2 pm ET

Present:

Terry Nordstrom, PT, EdD	President
Barbara Sanders, PT, PhD	Vice President
Barbara A. Tschoepe, PT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
Stephanie Piper Kelly, PT, PhD	Director
Kathryn Zalewski, PT, PhD, MPA	Director
Zoher Kapasi, PT, PhD, MBA	Director
Michael Sheldon, PT, PhD	Director
Rick Segal PT, PhD	Director
Lisa McLaughlin	APTA Staff
Laurie Hack PT, DPT, PhD	APTA Board of Director Liaison
Mary Jane Harris, PT	APTA Staff

ACTION ITEMS:

1. Approved 9-0 June 12 meeting minutes with edits. (Terry)
ATTACHMENT 1 Action: Include Nancy Kirsch PT, PhD as guest
in attendance
Action: Delete note from Barb T to Lisa regarding request to Sharon Dunn for Power Point.
2. Approved 9-0: to accept Admissions TF report and to move forward the
recommendations in this report to general membership. ATTACHMENT 2
Operational terms included in this new report, however still need updates to be in
terms of PT, comparative table now included and recommendations clarified.
Action: Mike/Barb S, Libby and taskforce to work together to review how to best
present the recommendations as motion/s for the October business meeting.
3. Year-Long DPT Internship Consortium application. (Terry) ATTACHMENT 3
Action: Lisa to contact originator for additional details on application, specifically
bullet points 2 – 4 in question 12. Board will consider for a vote at the Oct. Board
meeting.
Action: Consortium policy, forms and financial implications of consortiums
(including how many consortiums can current budget support) will be put on
October Board agenda.
Lisa/Nancy to check on implications to budget and Lisa to check on Open Arc
contracts to project potential costs of consortium webpage activity.
Action: Move discussion on Board liaison assignments to Oct Board meeting. Lisa to

ATTACHMENT 1 (12/15 AGENDA)

- gather current assignments and list those needing Board liaisons.
4. Approved 9-0: \$75 honorarium for 7 Oxford Debate facilitators at ELC (split with Ed Section, cost would be \$262.50 total to ACAPT)
 5. Approved 9-0: Motion to send Mike to the Washington University's [Movement Science Symposium](#) (September 19) as an effort to illustrate Board presence in dialogue related to ACAPT Vision/Mission/Strategic Goals, approximate cost \$1000.00.
 6. Approved 9-0: Motion to reimburse Zoher the \$375 registration fee for his attendance at July's conference, *Preparing the Next Generation of Physical Therapists for Innovative Practice*.
 7. In the future, individual Board travel for events will be handled by the Executive Committee.
 8. Approved 9-0 Standing Rules with edits presented by Terry/Barb S. The standing rules will need to go to membership for information as part of annual meeting packet. ATTACHMENT 6
 - a. Edit: 1A: include at end of paragraph. The Board may impose a fee for these services.
 - b. Edit: 4D: to remove any references to HOD/APTA
 9. Approved 9-0: Denise Wise status has moved to Emerita at CSS, and she will remain in her role with ACAPT's Diversity Task Force

UPDATES

2. ELC Thursday Night Open Forum, 6:30 – 9:00 pm. (Kathy led Board discussion on what to include in Forum)
3. Preparing the Next Generation of Physical Therapists for Innovative Practice. (Zoher)
4. Summit. (Stephanie)
5. Communications Board WG. (Barb T)
6. Benchmarks Task Force. (Barb T)
7. Budget planning for 2015. (Nancy) ATTACHMENT 9
 - a. **ACTION:** Nancy requested that Board members use the Budget request form attached to today's packet for future Jan 2015-Dec 2015 budget requests by Oct 24, 2014.
 - b. **ACTION:** Lisa to request consortia use this form as well.
8. Annual Meeting
 - a. **ACTION:** Terry/Barb S and Lisa will develop business meeting agenda and support documents to go out to members by Sept 25th at the latest.
9. Follow-up Discussion on Strategic Plan. (Barb S led group through a number of questions on the in process document.
 - a. **ACTION:** Lisa/Barb to make today's edits to document and send to Board for final review. It will be shared with members at the October annual meeting.
10. CSM Planning. (Lisa)

Future Meetings:

PIPTE – Thursday, October 9, 12:00 – 2:00 pm, Kansas City, MO
ACAPT Board Meeting – Thursday, October 9, 2:30 – 6:00 pm,
Kansas City, MO ACAPT Open Forum – Thursday, October 9, 6:30
– 9:00 pm, Kansas City, MO ACAPT Business Meeting – Friday,
October 10, 1:30 – 6:00 pm, Kansas City, MO

Application for the formation of a Consortium to ACAPT
Revised 9-24

General Information

1. Year Long DPT Internship Consortium
2. Membership: The members will include representatives from academic DPT Programs that are interested in this model as well as associated clinical faculty for ACAPT member academic programs.
3. At this time there are 18 programs nationally that are actively involved in meeting and planning the yearlong internship program.
4. The purpose of the proposed consortium is to implement the yearlong internship model that has been developed by our group over the last four years. We are in the process of creating general guidelines for mentoring, student progression and student assessment.
5. Objectives of the proposed consortium:
 - a. Advance the clinical education of entry-level physical therapist students to enter the workforce fully prepared for the complexities of modern healthcare
 - b. Develop learning opportunities for students in the yearlong internships. The learning opportunities include such things as: grand rounds, shared student in-services, case reports etc.
 - c. Monitor implementation of the internship and adapt program content guidelines as necessary. Create research opportunities to compare the value of different clinical education models.
 - d. Identify a strategic plan to achieve consensus for a national internship program
6. Meetings:
 - a. When:
 - a face-to-face meeting the day prior to ELC meeting
 - conference-call meetings as necessary no less than one time a year.
 - work group meetings will occur throughout the year as needed to complete their assigned tasks
 - b. The consortium meetings will take place in-person; via teleconferencing, phone conferencing and we will use email communication to complete business

Governance and Leadership

7. This consortium will have a Chairperson and a Secretary – no additional leadership.
8. All consortium participants will be affiliated with an ACAPT institution and will be in the process of implementing the yearlong internship as part of their curriculum.
9. Term of office will be 2 years for both the Chairperson and the Secretary.
 - The terms will offset each other by one year.
 - The Chairperson-elect and the Secretary-elect will be mentored by the Chairperson and the Secretary the year prior to taking full responsibility for the position
10. The liaison to the ACAPT Board of Directors will be this Consortium's Chairperson

ACAPT - Consortium Relationship and Support

11. No dues are anticipated at this time
12. Consortium needs from the ACAPT Board of Directors
 - A means to communicate our progress to the greater clinical and academic communities – to be determined
 - Time at AC business meetings to update the membership on this consortium's progress & discuss relevant issues

ATTACHMENT 2

Signatures from at least 5 ACAPT Representatives from Institutions that are participating in this Consortium:



Pamela K. Levangie, PT, DSc, DPT, FAPTA
Professor and Chair, Dept. of Physical Therapy
MGH Institute of Health Professions



Phil McClure PT, PhD, FAPTA
Professor and Chair
Department of Physical Therapy
Arcadia University
450 S Easton Rd
Glenside, PA 19038
215-572-2863



Margaret Schenkman
University of Colorado

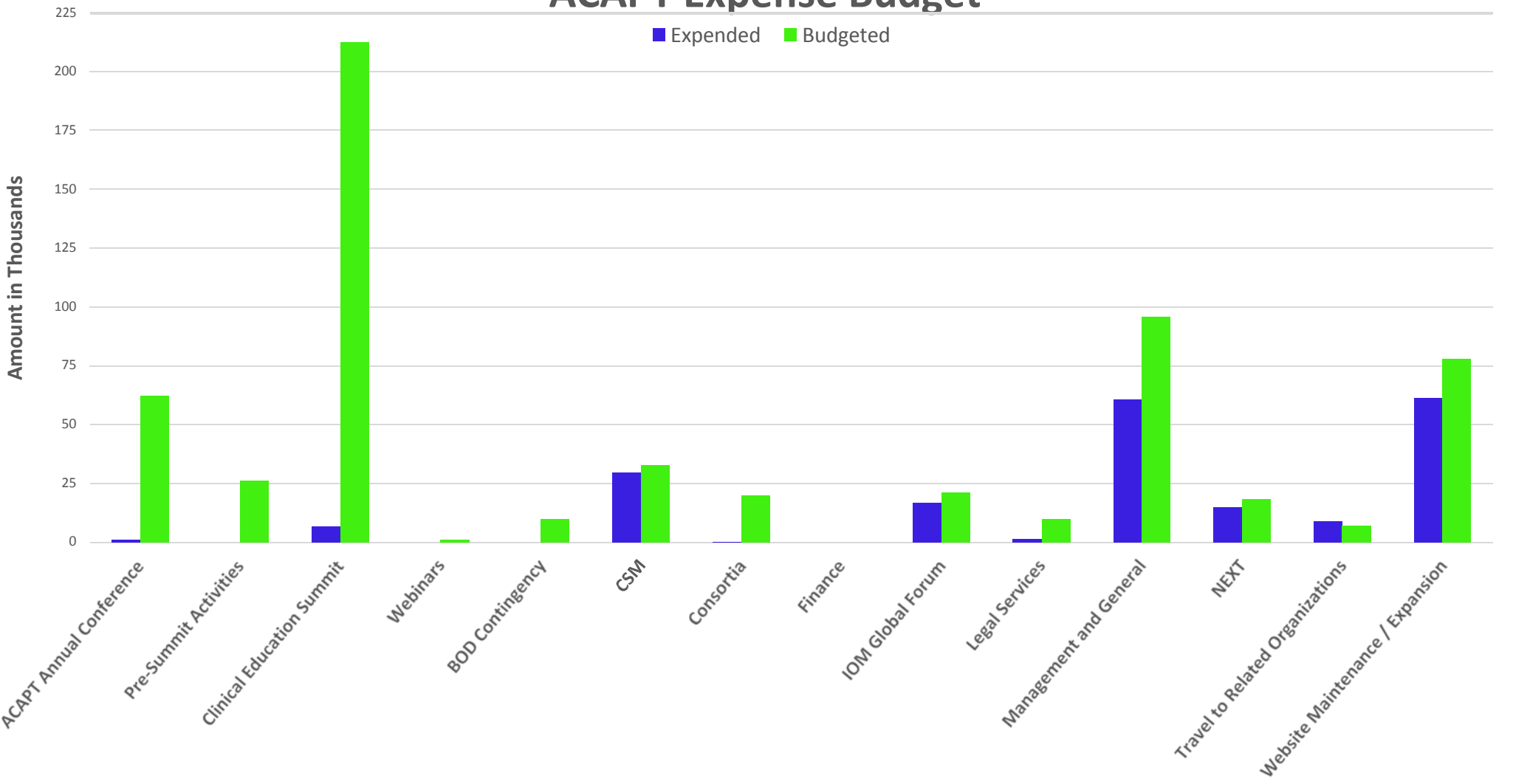


M Kathleen Kelly
University of Pittsburgh



Terry Nordstrom
Samuel Merritt University

ACAPT Expense Budget



American Council of Academic Physical Therapy, Inc
Statement of Financial Position
For the Eight Months Ending August 31, 2014
Unaudited

ASSETS

Current Assets

Cash	\$ 687,076
Accounts Receivable	119,500
Prepaid Expenses	127
Total Current Assets	806,703

Other Assets

Investments	
Total Other Assets	
Total Assets	806,703

LIABILITIES AND NET ASSETS

Liabilities

Accrued Expenses	\$31,661
Deferred Revenue	289,537
Total Liabilities	321,198

Net Assets

Unrestricted Fund Balance, 1/1	Year-To-
Date Surplus (Deficit)	485,505
Current Unrestricted Fund Balance	485,505
Total Net Assets	485,505
Total Liabilities and Net Assets	\$806,703

**American Council of Academic Physical Therapy
Business Meeting
10/10/14
Treasurer's Report
Nancy B. Reese**

Finance Committee Members: John Buford, Julia Chevan, Mark Reinking

The American Council of Academic Physical Therapy is in a strong financial position as we near the end of 2014. Our financial health will allow ACAPT to continue to strengthen its leadership role in academic physical therapy in the near future and beyond.

Two Exhibits are provided with this report:

- A Chart of Expenses for ACAPT through August 31, 2014
- A Statement of Financial Position for ACAPT through August 31, 2014

A brief explanation of these two documents follows.

Chart of Expenses:

This chart shows the expenses of ACAPT by program. The 2014 budget was organized by program, since ACAPT was still under the auspices of APTA at the beginning of 2014. In 2015, the budget will be organized by the goals of the ACAPT Strategic Plan, so next year's Chart of Expenses will look quite different. As shown by the chart, ACAPT's expenses as of August 31, 2014 were below budget in every area with the exception of "Travel to Meetings of Related Organizations" which is approximately \$2,000 over budget. Several areas significantly under budget at this time are expected to come close to budget by the end of the year. These areas include the Clinical Education Summit, ACAPT Annual Conference, Website Maintenance and Development, and Legal Fees.

Statement of Financial Position:

As will be noted from this statement, ACAPT is in excellent financial shape. Cash and receivables far exceed liabilities at this point. One line to note on the Statement of Financial Position is "Deferred Revenue" under the Liabilities category. Deferred revenue reflects the amount of dues that have been received but have not yet been recognized. When the ACAPT financials separated from APTA on May 1, we changed our reporting to an accrual basis of accounting. Therefore, dues revenue is recognized incrementally from July 1 to June 30 of each year. As of September 24, 2014, 173 programs had paid dues for 2014.

The ACAPT Finance Committee is working on the development of an investment policy for the organization. Once the ACAPT Board of Directors approves the investment policy, we will be transferring funds from cash into suitable investment vehicles.

**FEDERATION OF ASSOCIATIONS OF SCHOOLS OF THE
HEALTH PROFESSIONS**

BYLAWS OF THE FEDERATION OF ASSOCIATIONS
OF SCHOOLS OF THE HEALTH PROFESSIONS

ARTICLE I. PURPOSES

The purposes of the Federation of Associations of Schools of the Health Professions (hereinafter the “Federation”), subject to the limitations of Article XII are:

A. To improve communications among health professional educational groups and to maintain effective liaisons with member organizations and with other professional organizations having similar objectives and purposes as the corporation;

B. To foster planning among health professional educational groups and other professional organizations; (i) as to the need of society from the standpoint of education in the health professions; (ii) in developing future health professional educational programs; and (iii) in defining education’s role in future organizational patterns of health care.

C. To orient the education of health professionals to enable them to work together more effectively; and

D. To engage in other lawful and appropriate activities and endeavors which are designed to advance the interests of member organizations and their constituent institutions in education for the health professions.

ARTICLE II. MEMBERSHIP

A. **Members.** There shall be two classes of members—regular members and liaison members.

Regular Members. The organizations which are eligible to be regular members of the Federation are those independently incorporated associations whose primary mission is to represent and serve the academic units that provide the educational program leading to the awarding of the academic degrees for students for the health professions. Upon election to membership, pursuant to Section C of this Article, and payment of the current dues of the Federation, such eligible organizations shall be regular members of the Federation.

B. **Election of Regular Members.** Regular members shall be elected to membership at any meeting of the Council of the Federation, as defined in Article IV, by affirmative vote of two-thirds of the regular member organizations. The Secretary/Treasurer shall be responsible for keeping, on behalf of the Federation, a current record of the names and address of the regular members of the Federation and their official representatives at either the principal office of the Federation in Washington, D.C., or at the office of its registered agent in Washington, D.C.

C. **Official Representative.** Each regular member of the Federation shall have one official representative, who shall be the chief staff member of such regular member organizations, or such other person as may be designated from time to time by such chief staff member.

ATTACHMENT 2

D. Resignation of Regular Members. Any regular member may resign from such membership in the Federation at any time by giving written notice to the Secretary/Treasurer of the Federation or to the Federation Executive Committee. Such resignation shall take effect upon its acceptance by the Executive Committee.

E. Revocation of Regular Membership. Any regular member of the Federation may have such membership revoked at any meeting of the Council by affirmative vote of two-thirds of the regular member organizations, whenever in their judgment the best interests of the Federation will be served thereby.

F. Liaison Members. Liaison members shall be those nonprofit corporations and individuals having aims, objectives, and interests similar to those of the Federation. Liaison members shall be ineligible to vote at any meeting of the Council, to hold any office of the Federation, or to serve on the Executive Committee, and shall be required to pay dues to the Federation. Liaison members, or representatives thereof, as well as representatives of agencies of the United States government directly concerned with education in the health professions, may be present at any regular monthly meeting of the Council of the Federation for purposes of liaison and discussion.

G. Election of Liaison Members. Liaison members shall be invited into such membership in the Federation by affirmative vote of two-thirds of the regular member organizations.

H. Resignation of Liaison Members. Any liaison member may resign from membership in the Federation at any time by giving written notice to the Secretary/Treasurer or to the Executive Committee. Such resignation shall take effect upon its acceptance by the Executive Committee.

I. Revocation of Liaison Membership. Any liaison member of the Federation may have such membership revoked at any meeting of the Council by affirmative vote of two-thirds of the regular member organization.

ARTICLE III. COUNCIL OF THE FEDERATION

A. Council. There shall be a Council of the Federation (herein the "Council"), which shall function as the corporate Federation's Board of Directors.

B. Membership. The membership of the Council shall consist of the official representative of each of the regular member organizations of the Federation (or such representative's designee), as designated by each of such member organizations in accordance with Article II, Section D, hereof.

C. Term. Each representative of a regular member organization shall serve on the Council until a successor is duly designated.

D. General Powers. The business, property, and affairs of the Federation shall be managed by the Council. In the management and control of the business, property, and affairs of the Federation, the Council shall be vested with all powers possessed by the Federation itself insofar as such delegations of authority is not inconsistent with or repugnant to the laws of the District of Columbia, the Federation's articles of incorporation, or these bylaws or any amendments of them.

E. Specific Powers.

1. Power to Elect Officers. The Council shall elect all officers of the Federation.

ATTACHMENT 2

2. **Appointment of Committees.** The Council may appoint from time to time one or more committees to have such name or names and to have such powers and duties as may be determined by the Council. All committees, including the Executive Committee, shall report to the Council as required. The Council shall have the power to fill vacancies in, to change the membership of, or to dissolve any committee created by it.
3. **Dues.** The Council shall establish the annual dues structure for the member organizations of the Federation.
4. **Designation of Depositories.** The Council shall designate the trust company or trust companies, or the bank or banks, in which shall be deposited the monies or securities of the Federation.

ARTICLE IV. MEETINGS OF THE COUNCIL

A. **Annual Meetings.** There shall be an annual meeting of the Council, at such time in November or December and at such place, within or without the District of Columbia, as the President of the Federation shall determine, for the purpose of electing officers to act for the ensuing year and for the transaction of any and all other business that may be brought before the meeting. Such meeting, once duly convened, may be recessed and reconvened from time to time without notice.

B. **Special Meetings.** Special meetings of the Council may be called at any time and held at such place as determined by the President, the Executive Committee, or a majority of the members of the Council.

C. **Notice.** Notice of meetings stating the time and place of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered by mail, fax or e-mail not less than ten or more than fifty days before the date of the meeting, by or at the direction of the President, the Secretary/Treasurer, the Executive Committee, or the member of the Council, as the case may be, to the official representative of each regular member of the Federation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to such addressee at the address as it appears on the records of the Federation, together with postage thereon prepaid.

D. **Waiver of Notice.** Notice of the time, place, and purpose of any meeting of the Council may be waived, before or after meeting, by any official representative, in writing signed by such official representative. Presence without objection of any official representative at any meeting shall also constitute a waiver of notice to such representative with respect to such meeting.

E. **Voting.** Each member shall be entitled to one vote on any matters coming before a meeting of the Council. Official representatives of members of the Council may vote in person through their designee.

F. **Quorum.** At each meeting of the Council, a majority of the members thereof, present in person through their official representatives, shall constitute a quorum for all purposes and a majority of the vote in such quorum shall be sufficient to pass any measure in such meeting, except as provided in Article II, Sections C, F, H and J, hereof.

G. **Expenses.** Each member of the Federation, regular or liaison, is responsible for the expenses incurred in connection with, during, or as a result of attendance at any meetings. Exceptions to this provision may be made by a majority vote at a Council meeting in which a quorum is present.

ATTACHMENT 2

ARTICLE V. OFFICERS

A. **Enumeration of Officers.** The officers of the Federation shall consist of a President, a President-Elect, and a Secretary/Treasurer, and may include such other officers as may be deemed necessary by the Council, each of whom shall be elected by the Council in accordance with these bylaws.

B. **Election and Removal of Officers.** Officers of the Federation shall be elected at the annual meeting of the Council. However, all officers, agents, and employees of the Federation shall be subject to removal at any time, with or without cause, by the Council. At its discretion, the Council may leave unfilled, for such period as it may deem proper, any office except that of President, President-Elect, Secretary/Treasurer. Failure to elect any such other officer shall be considered an exercise of this discretionary power.

C. **Eligibility of Officers.** All officers of the Federation shall be chosen from among the staffs of the regular member organizations except that no two people from the same regular member organization may simultaneously hold elected offices. One person may not simultaneously hold the office of President and Secretary/Treasurer.

D. **President.** The Council shall elect a President of the Federation in even numbered years who shall be elected for a two-year term. The President shall serve until replaced by a successor. The President shall be elected by an affirmative vote of the majority of the regular member organizations' official representatives present and voting at the meeting in which such election is held. The President shall have the power to sign all certificates, contracts and other instruments of the Federation authorized by the Council. The President shall have all powers and shall perform all duties commonly incident to and vested in the office of the president of a corporation, including but not limited to being the chief executive officer of the Federation, determining the time and place of the annual meeting, preparing and disseminating the agenda of all meetings of the Council and Executive Committee, presiding at all meetings of the Council and of the Executive Committee, and having general charge and supervision of the business of the Federation. The President shall also perform such other duties as the Council may from time to time designate.

E. **President-Elect.** The Council shall elect a President-Elect of the Federation, who shall be elected in even numbered years in the same manner as the President. The President-Elect shall perform the duties and have the powers of the President during the absence, disability, or resignation of the President and shall perform such other duties and have such other powers as the Council or the President shall from time to time designate. Individuals elected to this position will assume the presidency at the completion of their two-year term.

F. **Secretary/Treasurer.** The Council shall elect a Secretary/Treasurer of the Federation, who shall be elected in even numbered years in the same manner as the President. The Secretary/Treasurer shall attend all meetings of the Council and of the Executive Committee and be responsible for keeping and preserving the books of the Federation and distributing the true minutes of the proceedings of all such meetings. The Secretary/Treasurer shall have custody of all valuable papers and documents of the Federation. The Secretary/Treasurer shall have custody of the seal of the Federation and shall have authority to affix same to all instruments where its use is required. The Secretary/Treasurer shall give all notices as required by statute, by the articles of incorporation, or by these bylaws. The Secretary/Treasurer shall have all powers and shall perform all duties commonly incident to and vested in the office of secretary/treasurer of a corporation and shall also have such other duties as the Council may from time to time designate. The Secretary/Treasurer shall have the care and custody of the funds of the

ATTACHMENT 2

Federation, and shall have and exercise, under supervision of the Council, the powers and responsibility for conducting the financial affairs of the Federation. The Secretary/Treasurer shall deposit all funds of the Federation in such depositories as may be designated by the Council in accordance with Article III, Section E, hereof; shall make such investments as may be approved by the Executive Committee; shall endorse for deposit or collection all checks, notes, and drafts payable to the Federation to its order, make drafts on behalf of the Federation; and shall keep accurate books of account of the Federation's transactions, which books shall be the property of the Federation, and together with all of the Federation's property in the Secretary/Treasurer's possession, shall be subject at all times to the inspection and control of the Council. The Secretary/Treasurer shall have all powers and shall perform all duties commonly incident to and vested in the office of the treasurer of a corporation and shall also have such other duties as the Council may from time to time designate.

G. **Registered Office and Agents**

- 1) The Federation shall have and continuously maintain in the District of Columbia a registered office, which may be, but need not be, the same as its principal office.
- 2) The Federation shall also have and continuously maintain a registered agent, which may be either (a) an individual resident of the District of Columbia whose business office is identical with the Federation's registered office, or (b) a corporation (whether for-profit or not-for-profit) which is authorized to transact business or conduct affairs in the District of Columbia and which has an office identical with the Federation's registered office.
- 3) It is one of the duties of the Secretary/Treasurer to advise the Recorder of Deeds of the District of Columbia, in proper form, of any changes in the Federation's registered agent or registered office.

ARTICLE VI. EXECUTIVE COMMITTEE

A. **Members.** There shall be an Executive Committee, which shall be composed of the President, President-Elect, Secretary/Treasurer, and the immediate Past President of the Federation. The President shall act as Chair of the Executive Committee.

B. **Powers.** The Executive Committee shall possess and exercise all general management and fiscal powers of the Council, as defined in Article III, Section D, hereof, when the Council is not meeting, except for the authority to establish the dues structure for the regular member organizations. The Executive Committee shall also pg the interim between meetings of the Council shall be reported to the Council.

C. **Meetings.** Meetings of the Executive Committee shall be at the call of the Chair thereof or on written petition of at least two members of the Executive Committee.

D. **Voting.** An affirmative vote of at least three of the members of the Executive Committee shall be required to pass any measure or resolution.

E. **Notice.** Notice of meetings of the Executive Committee shall be delivered to all members thereof by the Chair in accordance with the applicable notice and waiver provisions of Article IV, Sections C and D, respectively, hereof.

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ARTICLE VII. EXECUTION OF INSTRUMENTS

A. **Checks and Drafts.** All checks and drafts and orders for payment of monies shall be signed in the name of the Federation and in its behalf by the Secretary/Treasurer in accordance with Article V, Section G, hereof, or otherwise by such officer or agents as the Council may from time to time designate.

B. **Contracts and Conveyances.** When the execution of any contract, conveyance, or other instrument has been authorized by the Council without specification as to the executing officer, the President or President-Elect, in accordance with Article V, Sections D and E, hereof, may execute the same in the name and on behalf of the Federation, and the Secretary/Treasurer shall affix the seal of the Federation thereto.

ARTICLE VIII. SEAL

The seal of the Federation shall consist of two concentric circles, the words "Federation of Associations of Schools of the Health Professions, Inc." displayed in the space between the two circles, and the words "Corporate Seal 1971" displayed in the upper portion of the inside circle and the words "District of Columbia" displayed in the lower portion of the inside circle.

ARTICLE IX. FISCAL YEAR

The fiscal year of the Federation shall be from January 1 to December 31.

ARTICLE X. DISSOLUTION OR FINAL LIQUIDATION

Dissolution or final liquidation of the Federation shall take place and the distribution of assets shall proceed as provided in the Federation's articles of incorporation.

ARTICLE XI. SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS PROHIBITED

- A. The Federation shall not authorize or issue shares of stock.
- B. The Federation shall not pay any dividends.
- C. The Federation shall not make any loans to its members or officers.

ARTICLE XII. LIMITATIONS ON ACTIVITIES

The Federation shall be operated exclusively for charitable and educational purposes, and no part of its net earnings shall inure to the benefit of or be distributable to members of the council, officers, liaison members, other private individuals, or organizations organized and operating for profit (except that the Federation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as herein above stated). No substantial part of the activities of the Federation shall be the carrying on of propaganda or otherwise attempting to influence legislation. Moreover, the Federation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision herein, the Federation shall not carry on any activities not permitted to be carried on by (i) an organization exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1954 as an organization described in Section 501(c)(3) of such Code (or the corresponding provisions of any future United States internal revenue laws), (ii) an organization described in Sections 509(a)(1), (2), or (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal revenue laws), or (iii) an organization

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described in Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal revenue law).

ARTICLE XIII. INSPECTION OF BOOKS AND RECORDS

All books and records of the Federation may be inspected by any regular member of the Federation through its duly-designated official representative, agent, or attorney, for any proper purpose at any reasonable time.

ARTICLE XIV. CONSTRUCTION OF BYLAWS

In respect to all questions of construction of the Federation's bylaws, the decision of the Council shall be final and conclusive but shall not be inconsistent with any applicable statute.

ARTICLE XV. AMENDMENT OF BYLAWS

These bylaws of the Federation may be amended, altered, changed, added to, or repealed at any annual or special meeting of the council, by a majority of the members thereof present and voting, provided that notice of the proposed amendment, alteration, change, addition, or repeal be contained in the notice of such meeting in accordance with Article IV, Section C hereof.

ARTICLE XVI. MISCELLANEOUS

A. **Action Without Meetings.** In the interim between meetings of the Council, the President of the Federation may refer to and submit by mail or email to the members of the Council definite questions relating to the affairs of the Federation which, in the opinion of the President, require immediate action on the part of the Council. The results of such referendum, which requires a majority of the vote of the members of the Council, shall control the action of the Federation and of its Council, officers and committees, agents, and employees.

B. **Rules of Order.** The rules contained in *Roberts Rules of Order Revised* shall govern the meetings of the Federation's Council, Executive Committee, or other committees in all cases to which such rules are applicable and in which they are not inconsistent with any applicable statute or these bylaws.

Adopted July 30, 1987

Amended December 21, 1994

Amended October 28, 1997

Amended November 28, 2008

Amended December 4, 2012

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(Updated 11/3/2014)

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ATTACHMENT 5

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FSBPT	Barb Sanders		
CAPTE	Barb Tschoepe		
FAL	Barb Sanders		
HOD	Barb Sanders		
Acute Care	Kathryn Zalewski		
Research	Rick Segal		
Neurology	Mike Sheldon		
Aquatics	Nancy Reese		
Cardiopulmonary	Kathryn Zalewski		
Sports	Zoher Kapasi		
Clinical Electro	Rick Segal		
Women's	Barb Tschoepe		
Education	Stephanie Kelly		
Pediatrics	Stephanie Kelly		
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Orthopaedics	Barb Tschoepe		
Geriatrics	Barb Sanders		
Home Health	Zoher Kapasi		
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Hand	Terry Nordstrom		
PPS	Nancy Reese		
HP & A	Mike Sheldon		
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Benchmarks for Excellence TF	Barb Tschoepe Jim Carey		
Board Appointment Committee	Rick Segal Kathy Zalewski Nancy Reese		
Motions Review Committee	Barb Tschoepe Cathy Ortega Maura Iversen	10/10/14 - 10/10/16 6/19/13 - 10/10/15	
Minutes Review Committee			
Bylaws Review	Terry Nordstrom Kathy Zalewski Rick Segal		
Consortia Review Committee	Nancy Reese Mike Sheldon Zoher Kapasi		
IOM Global Forum/IPE Task Force	Terry Nordstrom		
Exercise Phys TF	Kathy Zalewski		
Journal Feasibility TF	Zoher Kapasi		
Diversity TF	Zoher Kapasi		

Admission Task Force	Mike Sheldon
Flexible Vision Steering Committee (CE Summit)	Stephanie Kelly
Strategic Planning Board WG	Terry Barb S Mike Sheldon
ELC Program Planning Co-Chair	Kathy Zalewski
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Web site	Stephanie Kelly Julia Chevan
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Consortia	
RIPPT	Rick Segal
NCCE	Stephanie Kelly
NIPEC	Kathy Zalewski
Clinical Reasoning	
Early Career BS/DPT	
Year-Long Internship	
EPIC	

AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Report from Clinical Education Visioning Task Force

Initial Charge: Reach agreement on best practices for clinical education in entry-level physical therapist education & strengthen the relationship between academic and clinical faculty

Summit Statement: Clinical education in physical therapy will have a common culture of teaching and learning based in strong partnerships with shared responsibility for preparing all students to enter and progress through their clinical education experiences prepared for practice.

Actions: Post-summit report has been written and posted to the ACAPT website. All Board members are strongly encouraged to review this complete report.

Next Steps:

CULTURE OF TEACHING and LEARNING / COLLABORATION				
Priority	Recommendation	Charge	Due Date	Cost
1	Organizational Structure	1. Develop Steering Committee (3-5 members). 2. Develop Advisory Board (? Members, stakeholders)	Feb 2015	
1	Common Language	1. Define / reaffirm ACAPT terminology 2. Identify additional needed consistent language 3. Strategy for dissemination	Oct 2015	Member travel for head of task force
STUDENT READINESS				
Priority	Recommendation	Charge	Due Date	Cost
1	Entrance to Clinical Education – Student Readiness	Develop competencies for all students to meet PRIOR TO entry to full-time clinical education	Oct 2016	Meeting Services (2x/year); Member Travel for heads
CURRICULAR READINESS				
Priority	Recommendation	Charge	Due Date	Cost
1	Integrated Clinical Education	Determine baseline expectations for integrated clinical experiences (ACAPT or CAPTE definition?); develop and recommend strategies to assist programs with development of integrated clinical experiences.	Oct 2016	Meeting Services (2x/year); Member Travel for head
1	Entry-level / Terminal Internship	Develop definition of entry-level based on graduation of generalist; associated competencies; integration with post-graduate residencies / fellowships; continue to support year-long internship	Oct 2017	Meeting Services (2x/year); Member Travel for

ATTACHMENT 6

		pilot group. Collaborative Task Force with APTA, ABPTS, PIPTE?		head; money to support collaborative efforts
3	Community-Centered PT Services	Encourage sharing of innovative models; encourage consortia or cross-program research on models	Oct 2017	
PARTNERSHIPS				
Priority	Recommendation	Charge	Due Date	Cost
1	Clinical Education Partnerships	Conduct large scale study to explore concept of partnership in terms of a cost-benefit analysis; logistical needs (beyond solely productivity); include components of the role of the CCCE. Collaborative with APTA; consider other disciplines?	Oct 2016	Meeting Services (2x/year); Member Travel for head; \$ for study; special issue?
2	CCCE's as Educational Leaders	Evaluate, enhance and promote the role of the CCCE as an educational leader within the clinical organization - resources component may need to wait until study of partnerships is complete to finalize work.	Oct 2017	
2	Collaboration through Networks	Pilot two models of network collaboration; consider exploring implementation of national placement model.		\$ for Pilot Project?, Meeting services (2x/year); member travel for head
3	Clinical Faculty Development	Determine current status of CI Credentialing, CSIF database, CPI, CI / CCCE guidelines and identify how we might support these initiatives; other courses of action		
3	Clinical Site Recognition	Hold until partnership study is complete. Explore current models for clinical site recognition both within and outside of physical therapy; role of CCCE within this model?, make recommendations to ACAPT for possible models;		

Priority 3's: Punt to consortia for early level focus – CCCE training, clinical faculty development, community-centered PT services – through programming at ELC, publications, etc.

ATTACHMENT 7

Based on feedback after ELC 2014 business meeting:

A message to our constituents as a follow up to ELC Business meeting and the Summit. This message could include:

- I. A summary of what was decided at the business meeting
Motions that failed (traffic rules)
Diane Jette's motion about outcomes (didn't get to)
- II. That we will move forward following rules for motions so that those discussions don't muddy the core discussions. **Improvement motions process – how?**
- III. It is advisable to attend the forum to get into more detailed discussion of the background.
- IV. That we will streamline the update portion of the meeting
- V. Survey them for feedback on how the meeting went and how we are doing. **Quick, 2-3 questions**
- VI. Post-Summit to this point – **Stephanie, report or discussion?**

ATTACHMENT 8

I would like to follow-up on the topic of the revised evaluative criteria and the ability to have CAPTE look at a request at any time outside of the regularly scheduled periods for proposed revisions like the one we just went through. Specifically, I would like to discuss the proposed Employment Rate standard. The rationale for the standard is as follows:

Rationale for 95% employment rate: 1 SD below mean, over last 10 years. While CAPTE understands that there can be market changes, CAPTE believes programs need to respond to market conditions. .it is the program's responsibility to justify its existence through established workforce needs, rather than increases in the number of qualified applicants.

*Rationale for 2 years: current 3 year average is inconsistent with USDE 2-year rule.
3 year rate (09, 10, 11): 3 programs below 95%
2 year rate (10 & 11): same 3 programs below 95%*

I do believe that programs should be monitoring market conditions, but I believe there is a flawed assumption in this whole discussion. There are nuances affecting employment rate that are well beyond the program's ability to control or account for. For example, is it the program's responsibility for the graduate to find a job within a specific geographic location within 6 months of graduation? What if a graduate wanted a position in an outpatient pediatric clinic in Portland, Maine and there were no openings within that time frame? They either did not look or had no interest in taking open positions in Augusta, Maine or York, Maine (both about an hour from Portland). Is that the program's responsibility?

My second point has been previously stated elsewhere, but I just do not understand setting an employment rate standard at 95%, but a licensing exam pass rate bar set at 90% and a graduation rate bar set at 80% when the latter two variables are arguably connected to things more under the control of the program.

Thirdly, I believe I am not alone in noting problems with low response rates to graduate surveys where this data is collected...so let's say you have 1 out of 17 graduates respond in two consecutive years that they were not employed in physical therapy within 6 months of passing the NPTE (94% employment rate). Are we saying the program will be placed on probation and needs to adjust its class size because 2 students (1 each year) did not report being employed in physical therapy within 6 months, particularly in the context of point one above?

In one of the open forums about the proposed criteria, I distinctly recall Mary Jane asking why folks were so worked up over this when so few programs have been reporting employment rates below 95%? From my perspective, that response does not answer the question about the program's responsibility. It is one thing to collect data for information purposes and another matter altogether to set a standard around it. We are also very concerned about student debt, so will there also be a tuition standard, i.e. your tuition cannot be above a certain threshold? I know this is a bit of hyperbole, but... I also recall the last time there were concerns about unemployment in physical therapy (late 1990s), the market solved the problem. I distinctly remember being amazed in how rapidly anecdotal reports of unemployment in physical therapy translated to plummeting application numbers to physical therapist education programs...and this was a national phenomenon.

ATTACHMENT 8

Is there something else behind this standard? Is CAPTE concerned about the validity of the data being reported to them on this variable? Is this trying to address the concern about proliferation of new programs and growth within programs? If so, I believe there are more valid ways to get at these issues through other standards.

In sum, I believe employment rate data are very important but question the proposed accreditation standard as stated.