

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
 - 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

gather current assignments and list those needing Board liaisons.

ATTACHMENT 1

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

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

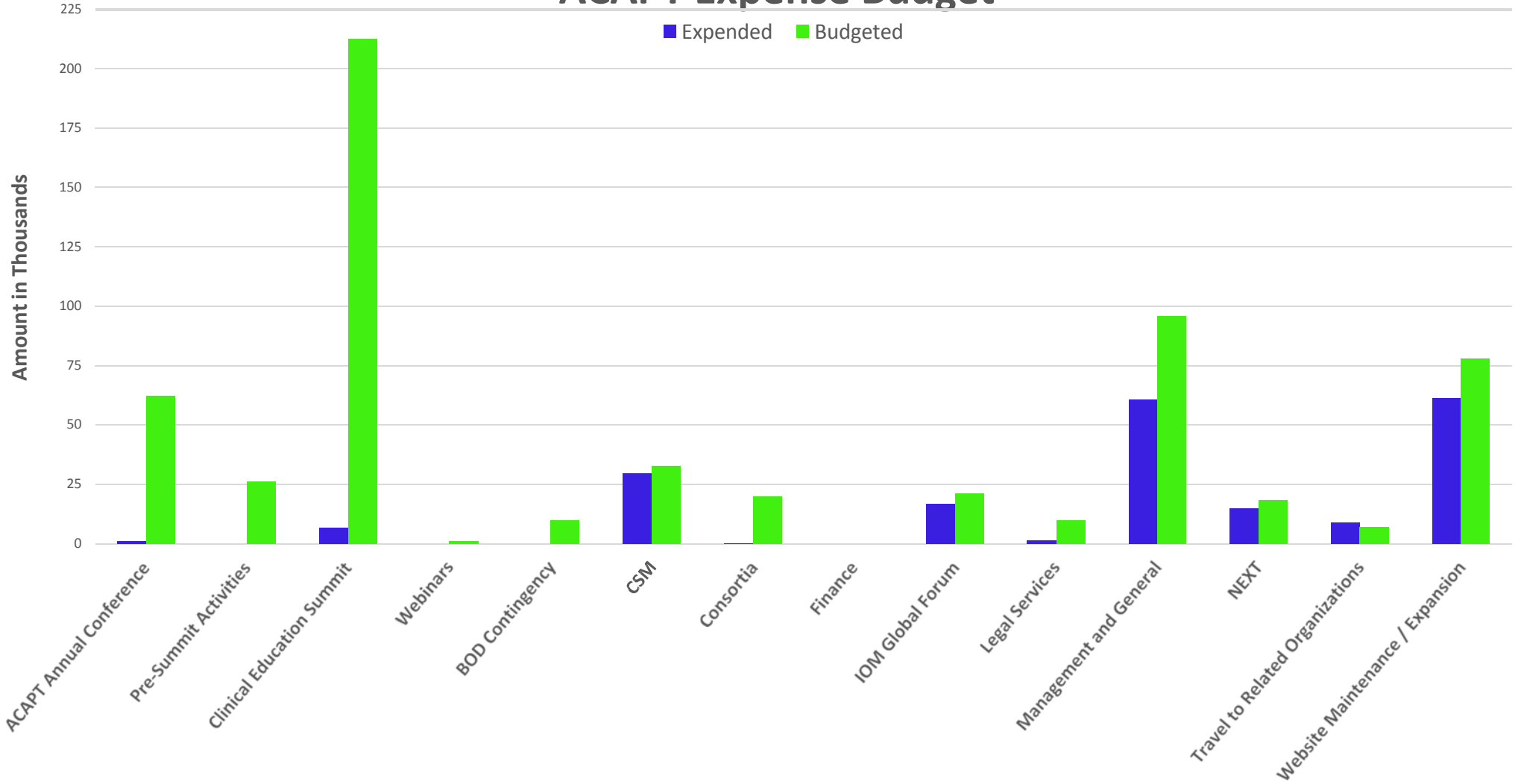


M Kathleen Kelly
University of Pittsburgh



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.

