

Minutes of ACAPT Board Meeting Minutes, Sept 10, 2020 - 09/10/20

Date and time:	09/10/20 08:00 am to: 09/10/20 09:30 am
Present:	Sandy Brooks, Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Scott Davis, Peter Altenburger, Mary Dockter, Mary Blackinton, John Buford
CC:	Mark Reinking, Julia Chevan, Marie Johanson, Susan Appling, Lori Bordenave, Eleanor Trice
Location:	Zoom Meeting

Topics

1. Welcome and Introductions

1-1. Establishing a Quorum

Note Quorum is established with Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Scott Davis, John Buford, Mary Blackinton, Peter Altenburger, and Mary Dockter in attendance. Also in attendance is Lori Bordenave, Julia Chevan, Marie Johanson, Mark Reinking, Eleanor Trice, and Susan Appling,

1-2. Conflicts of Interest

Note Board members did not report any new COI.

1-3. Antitrust Compliance Guidelines

Note Board members were reminded to avoid discussions that will violate the Antitrust Guidelines.

1-4. Decision Tree

Note Board members were reminded to reference the decision tree as decisions are being considered.

2. ACAPT's mission is to support academic institutions to achieve excellence in physical therapist education.

Note Board members were reminded to have discussions guided by ACAPT's mission.

3. Consent Agenda

Decision Motion was moved and approved by the Board to accept the consent agenda.

Note The following reports were received and placed on file for informational purposes under the consent agenda, as approved by the Board:

Treasurer's report
American_Council_of_Academic_Physical_Therapy_(07-31-20).pdf
Vanguard- July_2020.pdf
Vanguard- August_2020.pdf
Other Reports on File
ACAPT_YouTube_channel.doc submitted by Eleanor Trice
Data_and_Tech_Task_Force_ACAPT_TF_080620_Minutes.docx
Ed_Research_Committee_Minutes_August_2020.docx
Excellence_Recognition_Task_Force_Minutes_08-11-20.docx
Excellence_Recognition_TF_Board_Report_08-10-2020.doc
SIPTEC_Board_Mtg_Minutes_8.25.20.docx
SIPTEC_Board_Report_8.27.20.doc
SUMMARY_OF_SIU_APPLICATIONS.doc
ACAPT_YouTube_channel.doc
Ed_Research_Committee_Minutes_August_2020.docx
Data_and_Tech_Task_Force_ACAPT_TF_080620_Minutes.docx
Excellence_Recognition_Task_Force_Minutes_08-11-20.docx
Excellence_Recognition_TF_Board_Report_08-10-2020.doc
ACAPT_YouTube_channel.doc
Ed_Research_Committee_Minutes_August_2020.docx
Data_and_Tech_Task_Force_ACAPT_TF_080620_Minutes.docx
Executive_Director_Updates.doc
Webinars_Q3-Q4_Update_-_9.3.20.doc
ELC_2020-22_Update_-_9.3.20.doc

3-1. For Ratification

Decision A motion was moved and approved by the Board to ratify the recommendation of the Board work group (comprised of Barb, Nancy, Emmanuel, Scott, Mark, Julia, and Marie) tasked with reviewing applications for the APTA Centennial Scholar program sponsored by ACAPT. From a group of nine (9) applicants, Erin Green was selected for the ACAPT sponsored Centennial Scholars program. Erin's capstone project that was selected will be to work with the NCCE to review current benefits and challenges with existing clinical education data management systems in order to design the concepts for the creation of one centralized database that would support all programs, their clinical partners, and students.

4. Approval of Minutes

Decision Motion was moved, and the Board approved attached minutes of meeting from August 18, 2020.

5. Business

5-1. Task Force to Explore Data & Technology to Evaluate Program Outcomes

Decision Kim Topp made a presentation to the Board on findings of the Task Force to Explore Data & Technology to Evaluate Program Outcomes. The Board reviewed and discussed the preliminary findings and recommendations from the task force. The report was accepted by the Board, but there were no immediate action was required.

Note The Task Force progress report, Data & Tech Task Force Progress Report 083120.docx was received and placed on file for informational purposes.

5-2. Clinical Placement Process Task Force & NCCE Clinical Partner Assistance

Decision Janice Howman presented to the Board a report from the work of the Clinical Placement Process Task Force, which is a joint Task Force of ACAPT and the APTA Academy of PT Education overseen by the NCCE and CESIG. The Board reviewed and discussed the recommendations from the reports. Motion was moved, and approved to accept the report. The Board looks forward to receiving the decision of the Academy's Board on the recommendations before further ACAPT Board actions on the recommendations.

Note Janice shared a list that reflects ACAPT member programs that do not have a NCCE rep/academic pair. The NCCE is asking the Board liaison shown in the attached document to reach out to these members to ask them to register their DCE and a clinical partner so representation is comprehensive.

Note The following reports from the Clinical Placement Process Task Force of the APTE & ACAPT's NCCE Clinical Partner Assistance were received and placed on file for informational purposes:

- For ACAPT Board NCCE response to PPTF report final.pdf
- Clinical_Education_Placement_Process_Taskforce_Final_Report.v7.31.pdf

5-3. Leadership Academy Proposal

Decision Nancy Reese presented report of the ACAPT Leadership Academy (ALA) as well as presented a proposal from the LA to develop a sub-committee of 7 member sub-committee to develop content within the Leadership Academy. Motion was moved and the Board approved both the report of the ALA, and to support the proposal, with an addition that a representative of the Program's Committee will be a liaison to the approved Content Sub-Committee. The Board will discuss the budgetary implication of the Content Sub-Committee in the future.

5-4. APTA Fellowship in Education Leadership

Note Barb Sanders presented to the Board reports from her several discussions with the APTA on the Fellowship in Education Leadership (previously the Education Leadership Institute). Barb has been working with Bill Boissonnault at APTA in the last several months on how ACAPT and the APTA Academy of Education can collaborate with APTA on leadership development initiatives. Some of this will be to also include increasing leadership within diverse groups in the spirit of Diversity, Equity and Inclusion. The will be a continuing discussion and for future actions.

5-5. 2021 Budget

Decision Nancy Reese presented to the Board to approve a new policy for Auditing ACAPT's finances. A motion was moved and approved by the Board to implement the new auditing policy.

The Audit policy shows proposed revisions to the Board's current policy, with corrected language as provided by our accountant. There is a suggestion that we reconsider conducting an Independent Audit upon the transition of the Treasurer to either a Compilation or Review as either should be sufficient since we have conducted an audit annually and have used professional accounting throughout.

Decision The finance committee requested Board's guidance for a place holder in the draft budget for DEI initiatives. There are concerns that the draft budget does not reflect funding projects that support this goal within our strategic plan. The Board approved the DEI budget place holder in the draft budget.

Decision HONORARIA: The Finance Committee is seeking guidance from the Board on the revision of ACAPT's honoraria policy currently limited to \$100/hour. This is problematic for bringing speakers whose honoraria costs more than \$100/hour. The Board approved for the policy to be revised to reflect market and competitive rates and to bring the revisions back to the Board for approval.

Decision The Board will review the terms related to grant funding, as posted in Basecamp, in several areas of the draft budget for further discussion

Decision The Board will review the terms related to special travel reimbursement requests in the draft budget as posted in Basecamp for further discussion

Decision NIPEC: The Board approved funding for a facilitator at a virtual strategic planning meeting for the Consortium and removed the fund request to support a facilitator and his/her travel for a face-to-face strategic planning meeting.

Note The Finance Committee will present a revised draft of the 2021 budget the October Board meeting.

6. New Business

6-1. Business Meeting Actions Needed

Decision The Board of Directors shall appoint a committee to correct and approve the Annual Meeting minutes. The committee to approve the minutes shall consist of two board members and one member at large. The committee shall be appointed in advance of the annual meeting and complete their work no later than 45 days after the annual meeting. All approved meeting minutes shall be (a) submitted to all Representatives of ACAPT as well as the Association and (b) posted to the ACAPT website within 45 days of the date of the meeting.

Decision A timekeeper shall be appointed by the Chair of the meeting

7. Upcoming Meetings

Note • Several upcoming webinars. Learn more here: <https://acapt.org/events/upcoming-events>

- September 24, 11am-12:30pm EST - Motion Discussion Forum
- October 2 from 1:00-2:00pm EST - Jim Gordon's discussion forum on his motion re: National Equity, Diversity, and Inclusion Council for Academic Physical Therapy.
- October 9 from 1:00-2:00pm EST - Jim Gordon's discussion forum on his motion re: Minimum Duration of Professional DPT Education Programs.
- October 14 from 1:00 - 5:00pm EST - Board meeting
- October 16 from 1:00 - 3:00pm EST - Open Forum/Hot Topics Meeting with ELC Registrants
- October 16 from 4:00 - 7:00pm EST - ACAPT Business Meeting
- November 12 from 8:00 - 9:30am - tentatively scheduled Board Meeting
- December 10 from 8:00 - 9:30am - tentatively scheduled Board Meeting
- January TBD - Board Meeting
- February 23 from 8:00am - 4:00pm - Board meeting at CSM
- February 24 from 5:00 - 7:00pm - Roundtable Liaison Meeting at CSM
- February 25 from 5:00 - 6:30pm - Alumni Reception at CSM
- February 27, 2021 (tentative 8:00 am - 8:00 pm) - ELP meeting at CSM
- March TBD - Board Meeting
- April 15-16 - Board retreat, location TBD

8. Future Deadlines

Note • September 17 - Business meeting agenda and motions disseminated to ACAPT Members

- October 1 - Board agenda items and related reports due to Sandy for all October meetings
- November 2 - Board agenda items and related reports due to Sandy for the Nov 12 meeting
- November 30 - Board agenda items and related reports due to Sandy for the Dec 10 meeting

9. Notes

10. Adjourn