

**The American Council of Academic Physical Therapy (ACAPT)
Annual Meeting - October 28, 2022
Milwaukee, Wisconsin**

Call to Order

Vice President Peter Altenburger, PT, PhD, called the annual meeting to order at 1:31 p.m. CDT on Saturday, October 28, 2022, at the Hilton City Center in Milwaukee, Wisconsin. He reminded the audience of the protocols to be observed to ensure orderly and fair participation whether attending on site or virtually via Zoom. Attendees were reminded to seek recognition in the following manner:

IF ATTENDING ON SITE	IF ATTENDING VIRTUALLY
Approach the microphone.	Note that your microphone and video have been disabled. Use the Zoom Chat Box to ask for recognition from the chair.
Wait until the Chair calls on you.	Your entry in the Chat Box goes only to RC Committee member, Dr. Barry Dale, who will relay it to the chair. You will NOT be able to send to anyone else.
State your name and member institution. Tell the chair that you have sought recognition to ask a question, make a comment or propose an amendment to a pending question.	In the chat box, state your name and member institution for the minutes. Tell the chair that you have sought recognition to ask a question, make a comment or propose an amendment to a pending question.
Begin speaking after the chair says, "Dr. Smith, please proceed."	When the chair calls on you, your microphone will be enabled. Then everyone will hear your question, comment, or amendment.

Introductions

Dr. Altenburger introduced those seated at the head table: President Mark Reinking, PT, PhD, ATC, FAPTA; Secretary, Emmanuel John, PT, DPT, PhD, MBA, MPH; Treasurer, Julia Chevan, PT, PhD; Executive Director, Sandy Brooks and Parliamentarian, Leigh Wintz, PRP-R.

Quorum Established

More than half of the 260 Member Institutions in good standing were present, either in person or via Zoom. In lieu of a roll call, the attached list represents the delegates who properly signed into Mentimeter with their name and institution.

Minutes Approval Committee

The chair appointed Drs. Denise Bender, Scott Davis and Marie Johanson to approve the minutes of the annual meeting.

Appointment of Timekeeper

Mary Dockter, PT, PhD was appointed timekeeper.

Test of the Voting System

Dr. Altenburger asked the registered Member Institution Representatives to sign into Mentimeter using the password provided to them by ACAPT for two test questions. There were 161 Representatives that participated in the second test question.

Approval of the Order of Business and Standing Rules Governing the Agenda

On behalf of the Board of Directors, Secretary Emmanuel John, moved the adoption of the Order of Business and the Standing Rules Governing the Annual Meeting as printed and distributed with notice of the annual meeting (see attached). Motion adopted.

Reports of Officers and Standing Committees

President, Mark Reinking reported on the accomplishments of ACAPT and the vision for the future. Report available at the end of these minutes.

Treasurer, Dr Julia Chevan presented financial highlights from the fiscal year and reported that the Finance Committee and the ACAPT Board identified a need to move dues toward \$5,000. Report available at the end of these minutes. Both the Board and Finance Committee approved the following tiered approach to dues increases:

- Increase by a modest \$750 per year beginning July 1, 2023, to come closer to financial needs of ACAPT, recognizing we can continue this year to balance need with reserves. ACAPT 2023 dues will be \$3,250.
- A second dues increase of \$750 in 2025 will bring ACAPT dues to \$4,000.
- A third and final dues increase of \$750 in 2027 will result in dues of \$4,750.

Nominating Committee Chair, Dr. Karen Friel, announced the open positions for the 2023 elections: President, Treasurer, Director and one member of the Nominating Committee. Those wishing to serve should submit their consent and bios by March 24, 2023, <https://acapt.org/connect/elections>. The slate will be announced April 24; polls open May 8 and close June 12. Those elected assume office at the close of the October 12, 2023, Annual Meeting. Those seeking additional information should contact the 2022-23 nominating committee:

- Joanne Katz, SUNY Downstate Health Sciences University (New York), joanne.katz@downstate.edu
- Jill Heitzman, Maryville University of Saint Louis, jheitzman@maryville.edu
- Jennifer Braswell Christy, University of Alabama Birmingham, jbraswel@uab.edu

Reference Committee Chair, Dr. Heather Ross, reported on the work of the Reference Committee over the past year. Report available at the end of these minutes. On behalf of the committee, Dr. Ross moved that the incoming Secretary and Reference Committee be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Member Institutional Representatives in connection with the bylaws and standing rules. Motion adopted.

New Business

No motions were received in advance.

Peggy Gleeson, PT, PhD Texas Woman's University, Chair of CAPTE's (Commission on Accreditation in Physical Therapy Education) workgroup revising the Standards and Required Elements, provided an interim report on proposed changes. The workgroup will continue to seek input regarding proposed changes. A final draft of the revision is expected to be voted on by CAPTE in October 2023 and disseminated with date required to come into compliance.

Presentation of ACAPT Awards

Dr. Altenburger recognized the following recipients. Dr. Reinking presented awards to the following:

The ACAPT Emerging Educator Award honors one physical therapist "emerging educator" who has demonstrated excellence in academic or clinical teaching in a physical therapy education program early in his or her physical therapy career. 2022 recipient of the Emerging Educator Award - Ashley Parish, PT, DPT, CRT

The ACAPT Innovation Award honors a physical therapist who has shown innovation in delivery of educational content that has made a significant impact in learning opportunities for students. Innovations may include, but are not limited to, creative means to deliver remote content; alternative lab activities that provide interdisciplinary collaboration; development of course resources that allow for increased access for those students with learning differences, or collaborative efforts with education partners outside of his/her academic unit. 2022 recipient of the Innovation Award - Shweta Gore, PT, DPT, PhD, GCS, CLT

Certificates of Commendation were awarded to:

- Heather Ross, Chair of the Reference Committee
- Jamie Bayliss, Secretary of the National Consortium of Clinical Educators
- Jason Rucker, Nominating Committee Member of the Simulation in Physical Therapy Education Consortium
- Kim Nixon-Cave, National Equity, Diversity and Inclusion Commissioner
- Matt Calendrillo, Vice Chair of the National Consortium of Clinical Educators
- Merrill Landers, Chair of the Program Committee and Co-chair of the Education Leadership Conference
- Myles Quiben, Chair of the National Interprofessional Education Consortium
- Nan Hyland, Member of the ACAPT Leadership Committee
- Senobia Crawford, Chair of the Diversity, Equity, and Inclusion Consortium and Co-chair of the National Equity, Diversity and Inclusion Commission
- Sharon Gorman, Secretary of the Simulation in Physical Therapy Education Consortium

Recognition of Leaders

The following leaders were thanked for their participation over the past three years:

- Outgoing Secretary, Emmanuel John, PT, DPT, PhD, MBA
- Outgoing Director, Mary Dockter, PT, PhD
- Outgoing Director, Kimberly Varnado, PT, DPT, DHSC
- Outgoing Chair of the Nominating Committee, Karen Friel, PT, OHS

Dr. Altenburger congratulated the following on their election to the following positions for 2022-25:

- Director, Beth Moody Jones, PT, DPT, EdD
- Director, Patrick Pabian, PT, DPT, PhD
- Secretary, Kimberly Varnado, PT, DPT, DHSC

Recess

The meeting recessed at 2:45 pm for a break and snacks with the exhibitors.

Call to Order

Vice President Altenburger called the Dialogue with the Board session to order at 3:45 pm.

Introduction of Head Table

Members of the current board as well as incoming board members were seated at the head table. Sandy Brooks, Executive Director and Parliamentarian, Leigh Wintz were also seated there.

Rules of Engagement

Dr. Altenburger reminded participants how to seek recognition to speak and that the 2-minute time limit would still apply. No main motions would be in order so it would not be necessary to sign into the voting system.

Dialogue with the Board

Institutional Member Representatives received background information about both of the topics that were discussed. In addition, two 1-hour Virtual Town Hall Meetings were held earlier in the month to begin the conversation.

The floor was open for discussion about Topic #1: Establishing an Agreement with APTA. ACAPT's legal counsel, Jeff Tenenbaum who was listening to the dialogue on the phone, confirmed that the American Physical Therapy Association (APTA) and ACAPT are two separate legal entities. He encouraged ACAPT to remove references to APTA from their bylaws. There is no mention of APTA in ACAPT's articles of incorporation. APTA bylaws currently outline the requirements for an institutional group, but never mentions ACAPT. One of those requirements is a written agreement between APTA and an institutional group. No such binding agreement between APTA and ACAPT has ever existed. There are no financial commitments. APTA is an individual member organization; ACAPT is an organization of academic PT institutions and their clinical affiliates. President Mark Reinking reiterated that a written agreement defining ACAPT's role and expectations within the APTA federated model should bring about a better allocation of both organization's resources as they work together toward mutual goals.

Member representatives were encouraged to continue to ask questions, submit ideas to any member of the board. In turn, ACAPT leadership will continue to inform the membership about ongoing negotiations with APTA to create the first written agreement.

There being no further comments or questions, Dr. Altenburger opened the floor for discussion on Topic #2: A New Organizational Structure for ACAPT. The new structure of ACAPT was created in order to support ACAPT's vision of creating a shared culture of excellence in academic physical therapy. A more streamlined structure intends to integrate the Criteria of Excellence into ACAPT day-to-day operations, governance, mission, and vision. A more flexible structure will help ACAPT stay more closely tied to the goals of ACAPT's strategic long-range plan yet be able to seize opportunities and meet challenges as they arise.

Toward that end, the existing standing committees will be retained (Executive, Finance, Nominating and Reference). In addition, the ACAPT Board will establish four Institutes:

- The *Institute for Academic Advancement* whose purpose will be to support and promote institutional characteristics that reflect an intentional pursuit of excellence. This Institute will encourage institutional programmatic development; foster leadership excellence; advance diversity, equity, and inclusion; and facilitate programmatic innovation.
- The *Institute for Teaching and Learning* whose purpose will be to support and promote curricular attributes that ensure outcomes of educational excellence. This Institute will help to encourage institutional educational excellence; foster curricular innovation; advance educational technology; and integrate professional formation.
- The *Institute for Scholarly Inquiry* whose purpose will be to cultivate a culture of scholarship and research and ongoing assessment of outcomes in academic programs. This Institute will support scientific research to grow the profession; encourage implementation of discoveries into practice and education; develop best practices for scientific, educational, and community-based research; cultivate research leadership and bolster educational preparation through research outcomes.

- The *Institute for Community Engagement* whose purpose will be to support and promote community and stakeholder engagement in the shared pursuit of excellence. This Institute will promote institutional educational partnerships; engage in societal health and wellness; and enhance engagement across healthcare disciplines.

Each Institute will be:

1. Guided by three principles of continuous pursuit: Innovation, Inquiry and Inclusion;
2. Led by a member-elected volunteer chair and vice chair, along with one director of the ACAPT board and a staff member who will serve as liaisons;
3. Comprised of task forces designed to address a specified ACAPT strategic goal and/or member initiative, generating desired outcomes and deliverables;
4. Inclusive of activities that foster diversity, equity, and inclusion;
5. Aware of the impact of their activities on interprofessional and clinical education;
6. Provided a budget designed to support ACAPT’s strategic plan and respond to member needs as well as opportunities and challenges in the profession;
7. Supported by The Center for Excellence in Academic Physical Therapy’s ongoing assessment through trustworthy and transparent data management and analysis.

Members expressed concern that there will not be enough emphasis placed on clinical education but agreed that the existing silos need to be broken down. Others stated that they are unsure about what it means to be engaged in a task force, commission or Institute. Dr. Altenburger explained that steps will be taken over the new few months to assure that the ongoing work of the current committees and consortia will continue. The new structure and system for volunteering will encourage more engagement and participation from both Member Representatives and Individual Members.

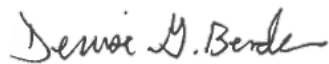
Adjournment

The meeting adjourned at 5:06 p.m.



Emmanuel John, PT, DPT, PhD, MBA, MPH
ACAPT Secretary

Minutes Approval Committee



Denise Bender, PT, JD, MEd

November 21, 2022

Date Approved



Scott Davis, PT, MS, EdD

November 21, 2022

Date Approved



Marie Johanson, PT, PhD

November 21, 2022

Date Approved

Attachment

REGISTERED INSTITUTIONAL MEMBER REPRESENTATIVES

Member Institution as Submitted	First Name	Last Name
Alabama State University	Charlene	Portee
American International College	Tracy	Brudvig
Anderson University	Curt	Kindel
Andrews University	Kim	Coleman-Ferreira
Angelo State University	Jacob	Burtch
AT Still University	Lori	Bordenave
Augusta University	Malorie	Novak
Azusa Pacific University	Susan	Shore
Baylor University	Brian	Young
Bellarmino University	Megan	Danzl
Belmont University	Gary	Austin
Boston University	Diane	Heislein
Bradley university	Melissa	Peterson
Brenau University	Tammy	Buck
Briar Cliff University	Patrick	Cross
California State University Northridge	Beth	Phillips
California State University, Fresno	Jenna	Sawdon-Bea
California State University, Long Beach	George	Beneck
Carroll university	Sara	Deprey
Central Michigan University	Debbie	SilkwoodSherer
Charleston Southern University	Jacob	Thorp
Chatham University	Melissa	Bednarek
Clarke University	Bradley	Kruse
Cleveland State University	Suzanne	Giuffre
College of St Scholastica	John	Borstad
Columbia University	Debra	Krasinski
Concordia University Wisconsin	Dale	Gerkr
Concordia University, St. Paul	Peter	Rundquist
Creighton University	Jennifer	Furze
Creighton University Phoenix	James	Lynskey
Des Moines University	Traci	Bush
Desales University	Kay	Malek
Duke University	Tiffany	Hilton
D'Youville University	Lynn	Rivers
East Carolina University	Amy	Gross McMillan
Elon University	Steve	Folger
Emory university	George	Fulk
Florida Agricultural and Mechanical University	Tracy A	Thomas
Florida Gulf Coast University	Arie	Van Duijn
Florida Southern College	Nancy	Nuzzo
Gannon Ruskin	Mollie	Venglar
George Washington University	Matt	Garber
Georgia State University	Sujay	Galen

Governors State university	David	Diers
Hardin-Simmons University	Jill	Jumper
Hawai'i Pacific University	Tricia	Catalino
High Point University	Jeff	Taylor
Hunter College	Cristiana	Collins
Husson	Karen	Huhn
Indiana University	Kristine	Miller
Ithaca College	Laura	Gras
Langston University	Elicia	Pollard
Loma Linda University	Lawrence	Chinnock
Long Island University	Michael	Masaracchio
Marquette University	Allison	Hyingstrom
Marshall University	Scott	Davis
Maryville university	Jill	Heitzman
Massachusetts College of Pharmacy and Health Sciences	Janna	Kucharski-Howard
Mayo Clinic	John	Hollman
Mercer University	Jeannette	Anderson
Mercy College	Nannette	Hyland
Methodist University	Stacia	Thompson
MGH Institute of Health Professions	Laura	Plummer
Midwestern University	Mia	Erickson
Midwestern University - Downers Grove	Elizabeth	Campione
Misericordia University	Susan	Barker
Moravian University	Mary	Riopel
Mount St Joseph University	Lisa	Dehner
Nazareth College	Mary Ellen	Vore
New York Institute of Technology	Cheryl	Hall
New York University	Wen	Ling
Northeastern University	Eric	Folmar
Nova Univ Southeastern-Tampa	Kathleen	Manella
Oakland University	Sara	Arena
Ouhsc	Denise	Bender
Pacific University	Becca	Reisch
PNWU	Peggy	Trueblood
Regis University	Heidi	Eigsti
Rockhurst University	Ann	Decker
Rocky Mountain University	Steven	Wilkinson
Rosalind Franklin University	Matthew	Nuciforo
Rutgers	Michael	Majsak
Saint Louis University	Chris	Sebelski
Saint Mary's University	Lora	Packel
Samuel Merritt University	Heidi	Garske
Shenandoah University	Sheri	Hale
Simmons University	Matthew	O'Rourke
Southwest Baptist University	Kevin	Jones
Springfield College	Julia	Chevan
St Catherine University	Jennifer	Biggs

St. Ambrose University	Michael	Puthoff
St. John's University	Teresa	Miller
Stockton University	Patricia	McGinnis
SUNY Downstate Health Sciences Univ	Joanne	Katz
SUNY Upstate Medical University	Adam	Rufa
Tennessee State University	Patricia	King
Texas State University	Karen	Gibbs
Texas Woman's University	Mark	Weber
The Ohio State University	John	Buford
The University of Texas at El Paso	Alvaro	Gurovich
Thomas Jefferson University	Karla	Bell
Touro University	Jill	Horbacewicz
Touro University Nevada	James	McKivigan
TTUHSC	Misty	Miller
Tufts University	Linda	Woodhouse
UAB	Jennifer	Christy
UMass lowell	Michele	Fox
University of California, San Francisco	Amber	Fitzsimmons
University of Cincinnati	Chalee	Engelhard
University of Colorado	R. Joe	Palmer
University of Connecticut	Jon	Rizzo
University of Dayton	Mary	Fisher
University of Delaware	Ellen	Wruble
University of Findlay	Joyce	Lammers
University of Hartford	Brian	Swanson
University of Indianapolis	Stephanie	Miller
University of iow	Rich	Shields
University of Jamestown	Sara	Voorhees
University of Kansas medical center	Patricia	Kluding
University of Kentucky	Patrick	Pabian
University of Mary	Mary	Dockter
University of Mary Hardin-Baylor	Kristi	Trammell
University of Maryland Baltimore	Linda	Horn
University of Maryland Eastern Shore	Michael	Rabel
University of Miami	Neva	Kirk Sanchez
University of Michigan-Flint	Jennifer	Blackwood
University of Minnesota	Paula	Ludewig
University of Mississippi Medical Center	Melanie	Lauderdale
University of Missouri	Brad	Willis
University of Nebraska Medical Center	Betsy	Becker
University of New England	Jennifer	Audette
University of New Mexico	Beth	Jones
University of North Carolina- Chapel Hill	Debby	Givens
University of North Dakota	Cindy	Flom-Meland
University of North Georgia	Kimberly	Castle
University of North Texas Health Science Center	Myla	Quiben
University of Pittsburgh	David	Wert

University of Puget Sound	Holly	Roberts
University of Rhode Island	Ellen	McGough
University of Saint Mary	Jamie	Dehan
University of Scranton	Janette	Scardillo
University of South Alabama	Heidi	McDermott
University of South Carolina	Shana	Harrington
University of South Dakota	Patti	Berg-Poppe
University of South Florida	Douglas	Haladay
University of Southern California	James	Gordon
University of St Augustine for Health Sciences Florida	Beth	Ennis
University of St. Augustine	Cheryl	Peters-brinkerhoff
University of the Incarnate Word	Chad	Jackson
University of Toledo	Lucinda	Bouillon
University of Utah	Lee	Dibble
University of Wisconsin Milwaukee	Wendy	Huddleston
UNLV	Merrill	Landers
Utica university	Ashraf	Elazzazi
UTMB	Carole	Tucker
UW-Stevens Point	Kathryn	Zalewski
Walsh university	Pam	Ritzline
Washington University in St. Louis	Steve	Ambler
Wayne State University	Kristina	Reid
Western Kentucky University	Beth	Norris
Western Michigan University	Amy	Heath
WesternU	Harsha	Deoghare
Whitworth University	Carrie	Hawkins
Wichita State University	M'Lisa	Shelden
Wingate University	Karen	Friel
Youngstown State University	Nancy	Landgraff
University of St Augustine for Health Sciences-Austin	Kunal	Singhal
Louisiana State University Health Sciences Center in Shreveport	Ed	Mahoney



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ACAPT ANNUAL MEETING AGENDA

October 28, 2022

PART I – BUSINESS MEETING 1:30-3:00 PM (Times listed are only estimates)

1. Welcome and Call to order - Vice President, Peter Altenburger 1:30 pm
 - a. Introductions of guests
 - b. Credentials Report (to establish quorum) – Secretary Emmanuel John
 - c. Appointment of the Committee to Approve the Minutes
 - d. Recognizing the Timekeeper
 - e. Test of the voting system
2. Adoption of the Order of Business and Standing Rules for the Meeting 1:40 pm
3. Reports of Officers and Standing Committees 1:50 pm
 - a. [President's Report](#) – Mark Reinking
 - b. [Treasurer's Report](#) – Julia Chevan
 - c. Nominating Committee – Announcement of the 2022-23 Committee; positions to be elected (President, Treasurer, 1 director and 1 NC); election materials are due to acapt@acapt.org by January 31, 2023
 - d. [Reference Committee](#) – Chair Heather Ross
4. Request to consider new motions not received in advance (requires 2/3 majority) 2:35 pm
5. New business (if approved)
6. Presentation of ACAPT awards to recipients 2:45 pm
7. Recognition of Outgoing Leaders 2:50 pm
8. Adjournment of Business Meeting 3:00 pm

PART II. Break with Exhibitors 3:00-3:45 pm

PART III. DIALOGUE WITH THE BOARD 3:45-5:15 pm

1. Welcome and Call to Order – President, Mark Reinking 3:45 pm
 - a. Introduction of head table
 - b. Rules of engagement
2. Conversation #1: [Establishing an Agreement with APTA](#) 3:50 pm
3. Conversation #2: [A New Organizational Structure for ACAPT](#) 4:20 pm
4. Wrap-up 4:50 pm
5. Adjourn 5:15 pm

ACAPT Rules for the Business Meeting

Eligibility to Speak and Vote:

All ACAPT Representatives, or their registered designee, and individual members may speak; attendees who are not members of ACAPT must receive permission of the Representatives to speak. Only ACAPT Representatives, or their designee, may vote.

[ACAPT has a policy of strict compliance with all applicable antitrust laws](#) which apply, not only to formal meetings and calls, but also to any discussions on breaks, in informal settings, or at any other time. The antitrust laws prohibit competitors (including ACAPT members) from engaging in actions that could result in an unreasonable restraint of trade. As such, ACAPT members must avoid discussing certain topics when they are together, meeting virtually, or at any other time during which they are participating in a ACAPT-hosted event or forum of any sort. These topics include but are not limited to prices and fees (such as tuition), pricing strategies, discounts and promotions, wages, costs, market allocation, group boycotts, and *output reductions*. With respect to output restrictions, any discussion about the need or rationale for reducing the number of current or future PT academic programs is strictly prohibited. All participants are encouraged to remind each other of this policy. During formal events at the annual meeting, the presiding officer shall rule the member speaking out of order. Representatives may rise to a point of order if they feel comments or debate are not in compliance with the policy.

Conduct of the Meeting:

All members, whether attending the meeting in person or virtually, who wish to speak shall seek recognition of the chair and give his/her name and institution. Virtual attendees should seek recognition via the Zoom Chat Box which will be monitored by a member of the Reference Committee. In-person attendees shall approach a microphone in the room. Preference shall be given to Member Institution Representatives.

A timekeeper shall be appointed by the Chair.

No member may speak longer than two minutes at one time on any one question, nor more than once until all who wish to speak have been heard.

A member may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.

In debate members must limit their remarks to the merits of a question.

All questions of order or appeal shall be decided by a majority vote of representatives present and voting.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern ACAPT in all cases to which the rules are applicable and in which the rules are not inconsistent with ACAPT bylaws, standing rules, or any special rules of order adopted by ACAPT.



President's Report, October 2022

In December 2021, the ACAPT [Board of Directors](#) approved a new three-year [strategic plan](#), including an updated:

PURPOSE: To lead physical therapy in the pursuit of academic excellence.

VISION: As a respected leader in academic physical therapy, ACAPT will create a shared culture of excellence to improve societal health.

MISSION: ACAPT member institutions are champions of innovation, inclusion and inquiry in academic physical therapy.

The three strategic goals below link to ACAPT's 2022 initial progress towards meeting its strategic plan initiatives:

1. **ACADEMIC INNOVATION:** Institutions and partners will recognize ACAPT as the premier resource to utilize for ongoing reflection and continuous improvement in academic physical therapy.
2. **DIVERSITY, EQUITY & INCLUSION:** ACAPT will equip institutions with resources to facilitate growth in diversity, equity and inclusion in the academic physical therapy workforce and student population.
3. **INFLUENCE:** ACAPT will be the leading influential voice for excellence in academic physical therapy.

More details on the strategic plan can be reviewed using the drop-down menu items above. In particular, I encourage you to review:

- [Establishing an agreement with APTA](#)
- [Treasurer's latest report & 2023 dues increase](#)
- [ACAPT's new organizational structure](#)

I'm especially proud of the following actions we took this year:

- The formation of the [Center for Excellence in Academic Physical Therapy](#) designed to create a culture of excellence and assessment through trustworthy and transparent data management and analysis.

We have begun building the business intelligence platform which will launch in 2023. The results of our first [Institutional Profile Survey](#) were provided to members this spring. The guiding philosophy behind the Center is the [Excellence Framework](#) for academic PT featuring 12 critical categories for tracking PT program success.



- A **streamlined organizational structure** that will integrate the **Criteria of Excellence** into our day-to-day operations, governance, mission, and vision.
- The **development of an agreement with APTA** to more clearly define our relationship.
- A **partnership with Exxat** to collect critical baseline data in clinical education that will promote better outcomes within the academic-clinical partnership.
- The National Equity, Diversity and Inclusion Commission conducted a successful **NEDIC Summit** in June to build partnerships, create spaces, and develop opportunities to increase racial and ethnic diversity in physical therapy.
- Ongoing **collaborative work** with the APTA and the Academy of Education in creating action to realize the culminating work of the ELP in the **Vision for Excellence in Physical Therapy Education**.
- **Continued commitment to DEI** by co-sponsoring an **ELC reception** to raise funds in support of scholarships for PT/PTA faculty and students from racially and ethnically diverse communities.
- The **simulation scenario template** created by the Simulation in Physical Therapy Education Consortium (**SIPTEC**) and beginning of development of a Simulation Instructor Training Program for Rehabilitation Professionals and a Simulation Library database, both of which will debut in 2023.
- **Growth** of the National Consortium of Clinical Educators (**NCCE**) to 185 registered institutional membership pairs.
- Co-sponsoring an **Entrustable Professional Activities (EPAs) Development** Kickoff Workshop with APTA & the Academy of Education.
- Development of **160+ continuing education**, professional development, and networking events provided through webinars, in-person roundtables, virtual forums with the Board, sessions & more.
- Increased **engagement with CAPTE** by establishing quarterly meetings between ACAPT and CAPTE leaders.

As you can see, ACAPT has made great strides over the past 9 months to impact academic physical therapy. There's so much more than I've listed above and we're far from done! Our **Treasurer's report** provided by Julia Chevan and our Finance Committee will provide an overview of our strategic investments and accomplishments by the numbers.

ACAPT is on a path to **differentiate** ourselves by providing unique products and services in order to ensure **relevance** by filling unmet needs and addressing unresolved issues which will **influence** attitudes and



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behaviors gained by inclusion and engagement. There is still so much work to do, and we can only achieve our vision if we work together using our purpose and mission as the compass.

I want to express my deep gratitude for the [ACAPT Board of Directors](#), our nearly 150 volunteer leaders, and our 260+ member institutions and their clinical affiliates for your service, tireless commitment to our profession and support.

Mark Reinking, PT, PhD, ATC, FAPTA
Board-certified Specialist in Sports Physical Therapy
ACAPT President 2020 - 2023
president@acapt.org



Treasurer's Annual Report to the Membership

September 2022

Last year's report was framed by the pandemic and its impact on our financial position. This year, once again, the ACAPT board and finance committee have managed our financial position during challenging times. ACAPT expenditures were focused on providing more programming for our members, while our sources of revenue, including our investment portfolio, remain healthy in spite of a year with dramatic economic ups and downs. The ACAPT Finance Committee meets regularly to review our fiscal standing and ensure that we make responsible financial decisions. I am grateful for the contributions of the members who are Kevin Gard, Kendra Gagnon, and Kristin Greenwood.

In this report, member representatives will find the 2020 and 2021 ACAPT Statement of Activities and Statement of Financial Position. The reports from 2020 and 2021 are full year reports generated after the end of the ACAPT fiscal year (Jan-Dec) and subsequently reviewed through audit. We also provide a snapshot of our expenditures and revenue for 2022 to date.

Here are some additional highlights of ACAPT's financial activities over the past year and those anticipated in the months ahead that will close out 2022:

1. **Membership:** Our membership year runs from July 1 – June 30. For the 2021-2022 membership year, 257 (95%) of DPT programs were ACAPT members. As of mid-September, 247 (89%) DPT programs are ACAPT members. Of this, 10 were not members last year, while 236 have renewed.
2. **Non-dues revenue:** As a result of programs such as our Leadership Compass[®], webinars, the Annual Physical Therapy Education Leadership Conference, career center, our partner program, a generous grant from the Josiah Macy Jr. Foundation, and our many exhibitors and sponsors, we project at least 33% in non-dues revenue by year's end.
3. **Strategic initiatives:** As you will see in our 2022 [annual report](#), we are making great strides in achieving a number of our objectives. We have allocated over \$814,000 towards academic innovation that includes the launch of our [Center for Excellence](#), contracting with Virtual Atlantic who will translate the annual [Institutional Profile Survey](#) results and other measures within our excellence framework into data visualization points. We have allocated over \$180,000 toward Diversity, Equity and Inclusion efforts which includes the National Equity, Diversity and Inclusion Commission Summit held at The Ohio State University earlier this year. The results of the Summit and work ahead will provide guidance to member programs and herald much needed change. Finally, we've allocated nearly \$114,000 toward initiatives that include advocacy and strategic partnerships with external organizations.
4. **Reserves:** Our investments experienced some loss earlier in the year as a result of the economic market but have rebounded in August. We remain well above our target to hold in reserve at least 40-55% of our current budget.

Highlights of projected activities for 2023:

- Launching our Center for Excellence platform which will include data visualization and a new Association Management System with Learning Management Software.
- A new partnership for data-sharing and greater investment with our clinical partners



- NEDIC post-summit task forces developing actionable items for every member program to incorporate to increase enrollment, retention, and graduation rates of racially and ethnically diverse student populations and increasing the number of racially and ethnically diverse faculty and leadership.
- Leadership and professional development programs for new program directors and new directors of clinical education
- Educational programming to include a simulation training course for rehab professionals and a symposium on teaching and learning clinical reasoning
- Completion of a digital version of the new blueprint for excellence draft for member review. The blueprint for excellence will be a single definitive source clarifying the elements critical to quality education and the expectations for faculty and students in physical therapy education
- Advocacy for physical therapy education
- A new organizational structure that is responsive to member needs, emerging issues and opportunities, and that produces needed outcomes and deliverables.

We will continue to grow and expand our services for members but only with everyone's support. This year we undertook a project to forecast the financial implications of ACAPT's growth and to model future budgets and cashflow. This modeling made it clear that ACAPT must raise dues to sustain itself. In 2011 the ACAPT Finance Committee established our existing dues structure of \$2,500. ACAPT uses dues as its primary source of revenue to provide member institutions with the resources they need to ensure excellence in physical therapy education. The cost of providing these resources and managing our association increases annually both because of changes in our organization and because of changes in the value of a dollar. Dues and the income from ELC are the major sources of ACAPT revenues but these two sources are not sufficient to ensure the longevity and the ability of our organization to provide meaningful advocacy and member services into the future.

Below is a simple snapshot of the magnitude of positive change that has occurred within ACAPT over these ten years, most explicitly in the last three years.

Dues support the creation of resources: Dues are used to provide our members with the resources they need to ensure excellence in physical therapy education and in a decade's time the resources being provided by ACAPT continue to grow. Some of these resources include the products from our nine consortia, timely webinars on pedagogical and curricular issues, a robust website, the COVID teaching resources, advocacy efforts with CAPTE, the APTA and organizations in higher education, representation participation in the Education Leadership Partnership (ELP) and the Leadership Compass[®].

Dues and operations: The last few years the work of ACAPT has increased to meet the needs of members. The ACAPT staff has grown from a single Executive Director to four individuals (3 FTE) including our full-time Executive Director, a part-time Communications & Data Strategist/Special Projects Lead, a full-time Education and Events Coordinator, and a part-time Database and Office Administrator. In July 2020 ACAPT's contract for management services with APTA ended and ACAPT moved from an association management services (AMS) structure to an independent organization that included new headquarters and contracts for services such as HR, IT, and accounting. As a result, ACAPT's costs associated with the management of day-to-day operations from leased space to technology increased by 46%. Since then, we have continued to expand our services and support to meet member needs, resulting in an additional 28% for management and operations. .



Dues and the future: ACAPT's future signature initiatives including those tied to our strategic plan such as the deliverables from the 2022 NEDIC summit, the building of a data repository aligned with the criteria for excellence framework, increased educational and leadership development offerings, implementation of the Vision for Excellence co-created by the Education Leadership Partnership, purchase of a learning management system, and more deliverables that provide for best practices, guidelines, and standards will all require a significant financial commitment.

Dues in comparison to our peer organizations: Benchmarking data against peer associations such as the Physician Assistant Education Association (PAEA) and Association of Colleges of Pharmacy (ACP) shows that this increase in dues is consistent with or still falls below their dues structures (see below).

American Association of Medical Colleges - \$65,000

Association of Schools and Programs of Public Health - \$35,000

Association of Colleges of Pharmacy - \$29,000

American Dental Education Association - \$25,000

Association of Schools and Colleges of Optometry - \$20,000

Association of Colleges of Nursing - \$5,539 (\$2,770 in the first year)

Physician Assistant Education Association - \$4,275 (\$2,915 for developing or international)

In order to continue positive future potential for ACAPT we must continue to fund that future and have financial practices that prepare member institutions for increases beyond a yearly motion.

Dues and inflation: A 2011 dollar is currently worth \$1.35 (Bureau of Labor and Statistics Consumer Price Index (CPI) inflation calculator) This means that if dues were tied to the CPI and the rate of inflation, they would be \$3,363.76 today. The expenses tied to the ACAPT budget including salaries, benefits, rent and legal and management fees have all increased in line with inflationary rates and a dues increase is needed to keep pace.

The Finance Committee and the ACAPT Board identified a need to move dues toward \$5,000. Both approved the following tiered approach to dues increases:

1. Increase by a modest \$750 per year beginning July 1, 2023 to come closer to financial needs of ACAPT recognizing we can continue this year to balance need with reserves. ACAPT 2023 dues will be \$3,250.
2. A second dues increase of \$750 in 2025 will bring ACAPT dues to \$4,000
3. A third and final dues increase of \$750 in 2027 will result in dues of \$4,750

Without the modest dues increases proposed over the next several years ACAPT will need to further explore additional fees for the services now offered as part of the membership dues.

My thanks again to the members of the ACAPT Finance Committee for their diligence and work. We welcome anyone with an interest in serving on our committee to reach out at acapt@acapt.org.

Julia Chevan, PT, DPT, PhD, MPH
ACAPT Treasurer



Statement of Activities

Note: ACAPT budgeting year starts on January 1 and ends on December 31.

Revenue	12/31/2020 (audited)	12/31/2021 (audited)	8/31/2022 YTD
Membership dues	\$573,746	\$613,114	\$414,948 [#]
Meeting registrations	\$91,875	\$169,915	\$7,412*
Exhibitor fees	\$15,250	\$32,913	\$53,000*
Abstract submission	\$4,053	\$4,361	*
Other income	\$1,144	\$7,762	\$32,109
TOTAL REVENUE	\$686,068	\$828,065	\$507,469*
Expenses			
Program services*			
Clinical education	\$38,758	\$36,397	\$80,734
Research and Development; previously Outcomes & assessments	\$35,372	\$43,804	\$135,768
Strategic partnerships	\$91,733	\$71,269	\$60,507
Member engagement	\$73,061	\$163,915	
Leadership development	\$38,758	\$53,055	\$82,790
Volunteer engagement	\$39,377	\$48,016	
Education research	\$17,958	\$37,512	\$43,864
Diversity, Equity & Inclusion			\$106,727
Total program services	\$328,228	\$453,968	510,390
Supporting activities			
Management and Operations	\$99,804	\$244,812	\$36,210
Membership development	\$130,481	\$143,892	
Total supporting activities	\$230,285	\$388,704	\$36,210
TOTAL EXPENSES	\$558,513	\$842,672	546,600
Operating Profit	\$142,183	(\$70,338)	(\$39,131)
Total investment income/(loss)	\$54,047	\$72,171	(\$100,479)
Net income	\$196,230	\$1,833	(139,611)

Clinical education: clinical education activities such as those facilitated by the NCCE, SIPTEC and board-appointed tasks forces.

Research & Development: activities that promote the collection and reporting of data and trends.

Strategic partnerships: activities that include advocacy and relations with stakeholder organizations.

Leadership development: activities that promote professional development for members including ELC, the student honor society activities, member awards & recognition, and educational workshops.

Education research: activities focused on education research, to include GAMER, mini-GAMER, and the Ed Research Network

Diversity, Equity & Inclusion: activities like the NEDIC Summit to increase diversity and promote equitable, inclusive practices in the workforce and student population

Management and Operations: includes staffing, office lease, HR, IT, accounting services, board and volunteer support, marketing, supplies and other general operating expenses. The total is allocated across all programs.

Membership development: member recruitment and retention activities now incorporated in management & operations.

* ELC 2022 revenue and expense not yet recorded

Membership Dues showing only ½ of the total received with the other ½ as deferred revenue. ACAPT uses accrual accounting which records revenues and expenses when a transaction occurs rather than when money is exchange.



Statement of Financial Position

Assets	12/31/2020	12/31/2021	8/31/2022 (YTD)
CURRENT ASSETS			
Cash	\$795,030	\$324,498	\$456,494
Accounts receivable	\$71,140	\$28,388	\$10,116
Total current assets	\$874,411	\$352,886	\$466,610
OTHER ASSETS			
Security deposit - Lease	\$6,310	\$6,310	\$6,310
Investments	\$958,377	\$1,530,527	\$1,430,048
Prepaid expenses	\$8,241	\$14,488	\$13,252
Total other assets	\$964,687	\$1,551,326	\$1,449,610
Total assets	\$1,839,098	\$1,904,212	\$1,916,220
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable	\$8,182	\$762	\$7,757
Deferred revenue	\$295,199	\$327,705	\$478,277
Accrued expenses	\$19,739	\$500	
Accrued payroll liabilities		\$57,435	\$10,886
Total Liabilities	\$323,121	\$386,401	\$496,920
Unrestricted net assets	\$1,319,747	\$1,517,810	\$1,558,911
Net Income	\$196,230	\$1,833	(\$139,611)
Total liabilities and net assets	\$1,839,098	\$1,904,212	\$1,916,220

REPORT OF REFERENCE COMMITTEE – September 26, 2022

In 2022, The Reference Committee (RC) worked with the executive committee to update our role and duties within the organization. The RC will focus on three main areas:

- 1) receive motion concepts and advise motion makers on the business brought before the membership;
- 2) work with the parliamentarian to ensure the business brought is triaged through the proper channels, with the proper formatting and with adequate representative instruction before and during the annual meeting; and
- 3) design and carry out a periodic Motion Reconciliation process.

With regard to Role 1: The RC did not receive any on-time motions or proposed amendments to the bylaws from Member Institutions this year. We used this opportunity to work with our executive director and parliamentarian to review the existing ACAPT bylaws and standing rules as well as all the motions that have been adopted since 2012. That list of motions <https://acapt.org/about/governance/motions-results/motions> appears in chronological order and includes both amendments to the bylaws and standing rules as well as motions that direct ACAPT's advocacy positions and where we stand on certain issues relevant to academic physical therapy.

With regard to Role 2: During the review of the bylaws, the RC and the parliamentarian noted formatting, numbering and punctuation errors that should be corrected. Current bylaws and standing rules can be found at <https://acapt.org/about/governance>. The RC will offer the following motion to be considered at the business meeting: **“That the Secretary and the Reference Committee be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Member Representatives in connection with the bylaws and standing rules.”**

Finally, the RC has worked with the parliamentarian and executive committee to create two supportive pieces of infrastructure to support the annual meeting: 1) drafting of a Representative Manual to guide the representatives in their roles (click here to view the [ACAPT, REPRESENTATIVE MANUAL](#)); and 2) intentional scripting of the annual meeting in partnership of the parliamentarian to ensure that the proceedings are framed with instruction at key points and paused when necessary to guide all steps of the meeting.

With regard to Role 3: The RC and the parliamentarian reviewed the remaining motions. We have removed motions into archive that were accomplished with no further action, reporting or support required, were ultimately not adopted or that were referred to the Board or another work group. When a proposal to update or amend an earlier motion was approved, it appears in final form, retaining the same motion and title, with dates of amendments. ACAPT minutes of the meeting at which they were considered will contain the history and ultimate disposition of any motions proposed. The outcomes of this review are listed here: [MOTIONS REMOVED INTO ARCHIVE BY REFERENCE COMMITTEE AFTER REVIEW](#), September 24, 2022; and [LIST OF ACAPT MOTIONS IN EFFECT](#), September 24, 2022).

Taking these collective actions will help ACAPT Member Institutions be more prepared to readily engage in shaping the future of academic physical therapy. As always, the Reference Committee will be

available to help you shape your idea and format your motion to assure fair and open discussion and deliberation.

Heather Ross, PT, MPT, PhD; Brenau University; Chair

Vicki LaFay, PT, PhD, DPT; Clarkson University

R. Barry Dale, PT, PhD, MBA, ATC, CSCS; University of Tennessee Health Science Center

Peter Altenburger, PT, PhD; ACAPT Vice President (ex-officio)

Sandy Brooks; ACAPT Executive Director (staff liaison)