

Minutes of ACAPT Board Meeting Minutes, June 12 & 13, 2019 - 06/12/19

Date and time: 06/12/19 01:00 pm to: 06/13/19 09:30 am

Present: Sandy Brooks, Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Mary Blackinton, John Buford, Scott Ward, Scott Davis

CC: Mary Dockter, Peter Altenburger

Location: Hilton Chicago, IL

Topics

1. Wednesday, June 12, 1:00-5:00pm

Note lunch will be provided and available by 12:30pm. Please note that the lunch will only be made available for the board as we will be in executive session from the beginning of the meeting until 3pm. Guests are welcome to join us at 3pm but lunch will no longer be available. Thank you

Note The meeting started at 1.00pm

2. Executive Session

2-1. Establishing a Quorum

Note Quorum was established

2-2. Conflicts of Interest

Note No new conflict of interest was reported

2-3. Antitrust Compliance Guidelines

Note Board members are reminded to ensure Antitrust compliance.

2-4. Association Options Report

Note William Pawlucy and Stacey Barnes of Association Options LLC presented their report to the Board, including potential options for ACAPT management model, going forward.

The Board had brief preliminary discussions on the presentation. The Board will to continue to review the report, recommendations and management options presented. Further questions if any should be sent to Barb and Sandy, who will compile for further deliberation and clarity if necessary from William and Stacey.

3. Break

Note Barb Sanders welcomed guests

3-1. Decision Tree

Decision The Decision Tree previously approved by the Board was briefly revisited. Barb Sanders requested Mike Sheldon to serve as the custodian of the Board approved Decision tree, in order to keep the Board accountable to the Decision Tree. Mike accepted.

4. ELP Update

4-1. ELP meetings at NEXT

Note Nancy Reese gave a summary report on the work of the ELP to the Board. (Education Leadership Partnerships). All board members were encouraged to attend the ELP Outcomes Strategy Meeting townhall feedback on Friday, 8:00-9:30am, in the Hilton Chicago Continental Room C
Nancy reminded everyone that the ELP meeting will take place on Saturday, June 15, 2019 from 8am-1pm in the Hilton Chicago Continental A room.

4-2. 2020 ELP Budget considerations

Note Nancy Reese and Sandy Brooks gave a summary report of the budget contributions of ACAPT to ELP activities.

Board members discussed perceived benefits of ACAPT's participation in the ELP. Board members suggested that the partners (APTA, APTE, and ACAPT) can do a better job at communication, and also work on providing clarity of roles and who takes leadership on various issues of interest to the three organizations.

Nancy Reese reported ELP membership changes as an APTE member replaces another that stepped down. The APTA will announce a replacement member as one of their current representative rolls off.

5. Future Elections 3:30pm

Decision Diane Heislein, Denise Bender, and Mary Shall presented the nominating committee's recommendations for future elections. The Board discussed the committee's recommendation. Board members who have suggestions for the nominating committee can send it to them.

The committee requested the Board create a motion that empowers the Committee to further analyze nominations, and focus on the development of a slate of the best, most qualified candidates for each position available and moving away from the practice of automatically slating all who consent to serve. The Board moved, and approved a motion that guidelines and best practices will be made available to the nominating committee.

6. Leadership Development Oversight Committee Report

Note Janet Bezner presented the LDOC report to the Board. Main highlights of the report on the design of interactive compass that was developed to guide members towards leadership resources. The compass will be further developed and converted into an interactive app on the ACAPT website.

LDOC is also working on creating leadership badges as individual members are trained /educated on leadership through the resources to be identified. Significance of leadership badges earned, and integrity of competencies achieved is still being worked on by the LDOC.

The LDOC has created a timeline for their current members to roll off, through a term limits, and perhaps, sunset the LDOC or determine its future. The Board requested LDOC to bring a recommendation to the Board on the future of the LDOC.

7. National Interprofessional Education Consortium Update

Note Cheryl Resnik presented the NIPEC report to the Board. The NIPEC sent out surveys to both academic and clinical education faculty. The survey results are still being collated and analysed, and will be presented in the future. Some preliminary report might be available in time for the Open Forum presentation at ELC. Cheryl also presented a brief report on the Interprofessional Education Collaborative (IPEC). NIPEC's new logo was presented to the Board, which will be modified to engage ACAPT branding or logo or colors.

8. Adjourn

Note The meeting adjourned at 5.00 pm.

9. Thursday, June 13, 7:00-9:30am

Note The meeting was called to order at 7.07 am.

9-1. Establishing a quorum

Note Quorum established

9-2. Welcome and Introductions

Note Barb Sanders welcome Board members and guests to the meeting, and reminded all about the Decision Tree.

10. Consent Agenda

Decision Due to time constraint, the Board directed the Executive Committee of the Board to review and take action(s) where necessary on various items on the consent agenda.

10-1. Treasurer's Report

Note Due to time constraints, the Treasurer's report was not discussed. Board members can review the reports submitted by the Treasurer, and questions should be forwarded to Nancy Reese and Sandy Brooks.

10-2. ACAPT Staffing Update

Note Sandy Brooks reported that Jamil Tadlaoui has been hired to serve as the new ACAPT Events Coordinator and will begin work on June 17. Shalini Langley, the previous senior coordinator, accepted a new job and her last day was June 6. The senior coordinator position will be eliminated after her departure. Interviews for a marketing specialist will continue until the position is filled.

11. Approval Minutes from Previous Meeting

Decision The Board approved the minutes of previous meetings from (1) Board Retreat April 18-19, and monthly conference call of May 9, 2019.

12. Consortium for the Humanities, Ethics and Professionalism Report

Decision Jennifer Hastings discussed thoughts and perspectives based on the CHEP's reports to the Board. The Board discussed concerns of overlaps and apparent redundancy between ACAPT, APTE and APTA units. The Board requested that all CHEP work be migrated from current GoogleDrive repository to ACAPT's website, from where others can access it. The materials should also be branded as coming from an ACAPT consortium. The CHEP was encouraged to keep working on Ethics, Professionalism and Humanities, while the Board continue to work with APTE and other APTA components for collaborations on topics of similar interests.

13. Clinical Education Update

Decision Shawne Soper presented updates from the different clinical education post-summit panels including:

- Best practices on simulation education
- Awards panel working on recognizing (a) clinical sites and (b) individual clinical instructors. At this time they need a consultant to assist them in completing their charge.

---> The Board requested the Awards Panel to (1) share their work with the Board so that it can be reviewed to be sure it is in line with current criteria for excellence initiatives, (2) go ahead and initiate a RFP for a consultant to further assist the panel's work, and (3) the Board requested that ACAPT will have copyrights to the Panel's works when completed, including ownership of the processes.

The Board also discussed, and will determine the future structure of the different post-summit panels.

Note Donna Applebaum presented/discussed NCCE reports and updates including:

- the works of various task forces of the NCCE.
- Student competency assessment through the CPI is an area that ACAPT needs to urgently work on. The Board requested the CPI issue be brought up as a matter of urgency at the ELP meeting on Saturday, June 15, 2019.
- Clinical Education infrastructure to define roles and responsibilities, manage and improve communication on issues of national and regional importance in the clinical education space.
- Janice Howman was introduced to the Board as the next NCCE Chair. Janice will assume the position as Chair in October.

14. Clinical Reasoning and Curricular Assessment Consortium proposal

Decision Jim Farris presented proposal from the Clinical Reasoning and Curricular Assessment Consortium for a 4-day symposia, on behalf of the Chair, Chris Sebelski. The Board moved, and approved the meeting proposal and budget from the CRCA consortium with ACAPT staff oversight.

15. Student Honor Society

Note Due to time constraint, Student Honor Society discussion was tabled, and will be taken up at the next Board meeting.

16. Criteria for Excellence Update

Decision Nancy Reese presented an update on the activities and outcomes of the Criteria for Excellence meeting that held May 17-18, 2019.

The Board commended, and accepted the report, and charged the Board Task Force that organized the meeting to review the report, and bring back recommendations to the Board for further actions.

17. Student Mentorship Proposal

Decision The Board approved to move forward with the Student Mentoring Proposal.

18. House of Delegates Update

Note Mike Sheldon provided update to the Board on the June 2019 House of Delegates (HoD) meetings, and several motions approved by the HoD.

19. Upcoming Meetings

Note The Board meeting at ELC has been moved from 8am-5pm to the new time of 10am-5pm on Thursday. The executive committees of ACAPT and APTE will meet from 8:00-9:30am. Therefore, the Board will meet on Wednesday from 1.00 - 5.00 pm at ELC. Board member were requested to make adjustments to their travel plans to accommodate this change.

20. Future Deadlines

Note July 1 - agenda items due for ACAPT board call on July 11
June 15 - ELC registration opens
July 29 - agenda items due for ACAPT board call on Aug 8
Aug 1 - deadline for motion submissions for the board review on Aug 8

21. Notes

Note Sandy will be out of the office:
June 26-28: ASAE Executive Leadership Forum in Quebec
Oct 31-Nov 2: ACAPT booth at NSC in Albuquerque

22. Adjourn

Note The meeting adjourned at 9.28 am.

