American Physical Therapy Association

ACAPT Board Meeting

Minutes for February 3, 8:30AM-3:00PM (pacific), Venetian: Galileo 1004
Las Vegas, Nevada

1. Call the meeting to order. (Terry) 8:30 am PT
   Present:
   Terry Nordstrom, PT, EdD          President
   Barbara Sanders, PT, PhD          Vice President
   Barbara A. Tschoepe, PT, DPT, PhD Secretary
   Nancy B. Reese, PT, PhD, MHSA     Treasurer
   James R. Carey, PT, PhD          Director
   Susan S. Deusinger PT, PhD, FAPTA Director
   Stephanie Piper Kelly, PT, PhD    Director
   Rick Segal, PT, PhD FAPTA        Director
   Kathryn Zalewski, PT, PhD MPA    Director
   Zoher Kapasi, PT, PhD, MBA       Director-elect
   Michael Sheldon, PT, PhD         Director-elect
   Lisa McLaughlin                  APTA Staff
   Janet Bezner, PT, PhD            APTA Staff

   Guests:
   Shawne Soper, PT, DPT, MBA       APTA Board of Directors
   Mary Jane Harris, PT, MS, DSc    APTA Staff, Accreditation
   Carol Likens, PT, PhD, MBA       Nominating Committee
   Karen O’Loughlin, PT, DPT, MA    Nominating Committee
   Libby Ross, MA                    APTA Staff, Academic Services
   Jody Frost, PT, DPT, PhD         APTA Staff, Academic Services

2. Board Member Development. (Terry and Janet Bezner)
   Presentation and discussion on the role, function, and purpose of boards and the decision-making process for the ACAPT board, specifically.
   **Action:** Lisa to run a list of new University representatives, and then draft a welcome communication to them
   **Action:** ACAPT to submit a session idea for ELC to for orienting/mentoring new Program Directors
   **Action:** Lisa will research Board self-assessment resources and place on future agenda doc
   **Action:** ALL – devise a plan to reach out to the 19 programs that haven’t yet joined ACAPT
   **Action:** Barb S will restructure program liaison assignments for ACBoD. Each board member should have around 20.
   **Action:** Terry to reach out to original organizing committee of the Academic Council (Leslie, Diane, Tom, Dave) and ask how we’re doing; are we on the right track?
   **Action:** Terry to reach out to Zoher and Mike six months from now – what do you wish you knew when you first came on board?
   **Action:** Lisa to include discussion item for “how/when do we invite Deans” onto future topics list

   Terry led an initial discussion with the goal to focus on the ACAPT strategic plan at our June meeting. As an organization, we are at a transition point. There are new opportunities on the
horizon in education. The goal of ACAPT has been cultural transformation, and now we are setting priorities for education, moving culture from dialogue to action, promoting inclusion vs. exclusion, reaching out to internal and external groups to promote collaboration. Our strategic plan should reflect this.

Janet Bezner took group through a brief environmental scan to initiate this discussion.

**Action:** Lisa to add action item to June agenda to take a deeper look at strategic plan

**Action:** Lisa and Janet will meld environment scan into a draft model strategic plan for June meeting

**Action:** Lisa to look into recording the June meeting (Rick cannot be there)

4. **Passed:** 9-0 Approved minutes from January 21 meeting. (Terry) ATTACHMENT 2

5. Global communications: plans & strategies to our membership. (Lisa)

**Action:** Lisa to include consortium members on the list for weekly blasts

**Action:** Barb T (as Secretary), Zoher, and Rick to comprise a new a communication oversight board workgroup to develop guidelines and policies/processes to expand broader communications. This group will explore communication types/frequency/values of email blasts and website. Consider possible expert in the future to add to staff should effort exceed time and abilities of Lisa.

Blast of the Week communications seem to be well received. Future topics to consider:

- Add stakeholder participation/reports as part of consideration for Blast...
- Liaison/consortium reports can also be included
- Highlight ACAPT board members – here is what this board member is taking on/contributions to strategic direction
- Pull from Chronicle, nexus group from Minnesota... lots of other options.... Need to push us outside to explore options of communication.
- Liaisons can also approach sections and if/what we might want to communicate with them/both directions.

**Action:** Lisa to get the ball rolling on APTA Media Corps training for Terry and Barb T (President/Secretary).

6. **Program growth: work plan & timeline. (Rick)**

7. **Continued Business**

- **Passed 9-0** Move ACAPT draft bylaws forward for APTA Board review and approval ATTACHMENT 3
- **Passed 9-0** Move ACAPT draft articles of incorporation forward for APTA Board review and approval. ATTACHMENT 4
- **Passed 9-0** Move to approve revised 2014 budget. (Nancy) ATTACHMENT 5
- **Passed 9-0** Move to approve revised 2014 budget. (Nancy) ATTACHMENT 5
- **Action:** Terry to ask John Buford and Mark Reinking to serve on ACAPT Finance Committee with Nancy

**Action:** Lisa to request ACAPT board members be placed on section and CLM agenda for NEXT.

**Action:** Barb Sanders to serve as ACAPT Consultant to HOD.

- **ELC & Geneva Johnson Forum content. (Barb T and Kathy)**

**Action:** Kathy to request a block of time at ELC for new director/administrator preparation/orientation to ACAPT

**Action:** Barb T to work with PTLI board to finalize topic/plan for GRJ (idea is to relate it to ACAPT strategic priorities, e.g., Preparing DPTs who can be leaders in future health care environment, are we preparing our graduates for this expectation?).
• Virtual Student Recruitment Fair. (Libby Ross)
  Shared plans for potential virtual student recruitment fair, the vendor recommendation is Career Echo. The cost will be incurred by Universities who participate, cost unknown at this time and may be dependent on number of participants
  Passed 9-0 Move to support the concept of constructing an online, virtual student recruitment fair. A decision on direction will happen later.
• ACAPT Diversity TF student recruitment survey. (Libby Ross) ATTACHMENT 9
  Passed 9-0 Move to support ACAPT Diversity TF to use ACAPT survey to gain similar information from PTA programs.
• 2014 HOD motions were reviewed and will be presented by motion makers at tonight’s ACAPT member meeting.
ACAPT Board Meeting

Minutes for January 21, 2014, 11:00AM-1:00PM (eastern)

1. Call the meeting to order. (Terry) 11:00 ET
   Present:
   Terry Nordstrom, PT, EdD President
   Barbara A. Tschoepe, PT, DPT, PhD Secretary
   Nancy B. Reese, PT, PhD, MHSA Treasurer
   James R. Carey, PT, PhD Director
   Susan S. Deusinger PT, PhD, FAPTA Director
   Stephanie Piper Kelly, PT, PhD Director
   Rick Segal, PT, PhD FAPTA (1st hr) Director
   Kathryn Zalewski, PT, PhD MPA Director
   Lisa McLaughlin APTA Staff
   Shawne Soper, PT, DPT, MBA (1st hr) APTA Board of Directors

   Absent:
   Barbara Sanders, PT PhD, SCS, FAPTA Vice President

2. Passed: 8-0 Approved minutes of November 25 meeting. ATTACHMENT 1

3. Agenda modified for Rick Segal’s need to leave meeting at 12:00 pm

4. Program Growth motion review.
   Action: workgroup to share work done thus far at CSM business meeting including a work plan and timeline for this project, and present key concepts of a tentative future motion. Work plan will include: meet with the reference committee at CSM (with a clear objective of what we might see as a future motion), request time on CSM regional caucus meetings at CSM, participate in town halls, explore options for a professional community debate either at NEXT 2014, CSM 2015 or ELC 2014
   Action: Lisa to inquire what the Rothstein Roundtable topic is for NEXT 2014

5. Updates

   • Benchmark Task Force. ATTACHMENT 2
     Passed: 7-0 Approve $2000.00 for psychometric consultant to assist with Benchmark project.
     Passed: 7-0 Approve the full expense of database design per 2014 bid ($46,500) and pay full amount in 2014. This will entail a revised 2014 budget for approval at CSM board meeting.
     Action: Barb T/Lisa will confirm with Open Arc that the maintenance fee will not start until 2015 at the earliest.

   • Observation Hours Task Force. ATTACHMENT 3
     Action: Board requests that the task force revise their report to expand their summary and recommendations. Suggestions include adding information to help guide membership when evaluating their decision to request observation hours, either in the form of a statement, or as a set of questions. In report revision, the board suggests including ideas for how else member institutions might encourage prospects to learn about the field of PT other than through observation hours, and add resources to consider when making a decision.
• Identity Design Task Force.  
The charge of this task force, convened in early January of this year, is work closely with the ACAPT Board and members of OpenArc to create a new identity system that encapsulates the spirit, brand, and value of ACAPT. Members of this task force are Susie Deusinger, John Buford, MaryBeth Mandich, and Julia Chevan.  
Action: Lisa to talk with OpenArc about including task force members ideas/expectation, timelines, and their preparedness for group meetings.  
Action: Board will not fund OpenArc to Las Vegas, Lisa to communicate this decision to Nate at OpenArc. Encourage/welcome them to consider funding their staff to participate as a customer service opportunity for ACAPT.

• Journal Feasibility Task Force. ATTACHMENT 4  
Task force is scheduled to meet at CSM, and expect to present formal recommendation to ACAPT Board at June meeting.

• CE Summit. ATTACHMENT 5  
Action: Support group to hire an external consultant. Stephanie to work with the bid presented by external facilitator Marsha Rhea, and explore with her the potential areas for cost savings and bring back to CSM board meeting.

• IOM Global Forum. ATTACHMENT 6

6. ELC 2014 – Shaping the Future of Physical Therapy Education  
Action: Board members will come prepared to CSM Board meeting with ideas/discussion for ELC programing/time allocation requests and ideas of topics for 1st Annual Forum. Planning committee is considering this to be the keynote (8-10) unopposed and Board is inquiring about options to use full morning for the forum (8-11:30 with break at 10:00)

7. Classified ads on ACAPT site  
Passed 7-0 Offer job postings and vendor ads on website as a non-dues revenue source.  
Action: Terry to talk with Peggy Gleeson about this decision, as this will compete with the Education Section web site’s classifieds area.  
Action: Lisa to begin work with OpenArc for this option, and will explore guidelines from other sections so that ACAPT can define cost structures/policies. ACAPT treasurer to lead effort to develop polices for this non-dues revenue source.

8. Topics for February 3 ACAPT Board Meeting at CSM. ATTACHMENT 7  
Action: Add budget/ELC/GJ Forum topic discussions to CSM board meeting  
Action: Terry to pull together a draft outline for orientation of new board members and he will reach out to new board members (Zoher Kapasi and Mike Sheldon) to prepare them for CSM board meeting.  
Action: Nancy to be board buddy for Zoher, Stephanie to be board buddy for Mike.

9. Blast of the Week (BOTW) topics for February & March  
Week of February 10: CSM wrap  
Week of February 17: IOM Report shared by Holly Wise  
Following weeks TBD, but could include Reach 100 promotion, highlighting ACAPT Task Forces and Consortia.

Upcoming meetings:
February 3, 8:30 am – 3:00 pm, ACAPT Board Meeting, Las Vegas, NV  
February 3, 3:30 – 4:30 pm, ACAPT Member Reception, Las Vegas, NV  
February 3, 4:30 – 7:30 pm, ACAPT Member Meeting, Las Vegas, NV
Bylaws of American Council of Academic Physical Therapy

Article I. Relationship to American Physical Therapy Association
The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT, shall be a component of the American Physical Therapy Association, hereinafter referred to as the Association.

Article II: Purpose
The purposes of ACAPT are:

A. To develop, implement and assess new and innovative models for curricula, clinical education, teaching/learning, scholarship/research, mentoring, and leadership in physical therapy education;

B. To provide mechanisms for active and ongoing involvement of physical therapy educators and researchers to promote quality physical therapy education standards at the institutional and national levels;

C. To promote academic physical therapy education through collaboration with organizations and institutions that represent health professional education; and

D. To provide resources, mentorship and leadership to those seeking change and improvement in academic programs/departments/schools associated with physical therapy education.

Article III. Membership
Section 1: Categories and Qualification of Members
ACAPT shall have members, in the classes set forth below:

A) Institutional Members
1) Institutions of higher education located in the United States of America with a
physical therapist education program that is accredited by the Commission on
Accreditation in Physical Therapy Education (CAPTE)(hereinafter referred to as
Institutional Members).

2) Institutional Members shall be represented by one program director or one full-time
core faculty member (as defined by CAPTE) in the program designated by the
program director (hereinafter referred to as the Representative.)

2i) Institutional Members shall not be members of the Association and shall not be
required to pay dues to the Association.

2ii) Institutions with more than one separately accredited physical therapist education
program may have one Representative for each of those accredited physical
therapist education programs.

2iii) Each Representative from any Institutional Member must be a member in
good standing of the Association.

B) Individual Members

1) A current member of the Association who is a faculty member, including a clinical
faculty member, in the program at an Institutional Member may be an individual
member of ACAPT.

2) The Representative from the Institutional Member shall designate the faculty
members who are qualified individual members.

Section 2: Rights of Institutional Members and Individual Members

A) An Institutional Member, through its Representative(s), shall have the following rights:

1) To attend all meetings of the Institutional Members

2) To speak and debate
To make and second motions
To vote
To hold office
To serve as Chairs of committees

B) Individual Members shall have the following rights:
1) To attend all meetings of the Institutional Members
2) To speak and debate
3) To serve as Chairs of committees

Section 3: Application for and Admission to Membership
A) Institutional Membership: Payment of ACAPT dues by Institutional Members shall constitute application for and admission to membership.
B) Individual Membership: A faculty member who has been designated as a qualified individual member and who applies for membership shall be admitted to membership.

Section 4: Good Standing
A) Institutional Members are in good standing within the meaning of these Bylaws if they:
1) Make timely payments of all ACAPT dues
B) Individual Members:
1) An individual member is in good standing within the meaning of these Bylaws if the member is in good standing with the Association and is a faculty member, including clinical faculty member, in a program of an Institutional Member.

Section 5: Disciplinary Action
A) Institutional Members:
1) An Institutional Member whose dues have not been received by the due date shall be considered to be in arrears and its membership rights shall be suspended. If the dues are not received within thirty (30) calendar days after the due date, the membership shall be automatically revoked and the membership rights of the institution shall terminate.

2) If an Institutional Member no longer has a program accredited by CAPTE then the institution shall cease to be an Institutional Member of ACAPT and its membership rights shall terminate. If one of the separately accredited programs of an Institutional Member with more than one such program is no longer accredited by CAPTE then the Representative associated with that program shall cease to be a Representative and may not exercise any membership rights on behalf of the Institutional Member.

B) Individual Members:

1) Any individual member of ACAPT who is suspended by the Association shall automatically have his or her membership rights suspended in ACAPT.

2) Any individual member of ACAPT who is expelled from membership in the Association shall be automatically expelled from ACAPT membership.

Section 6: Reinstatement

A) Institutional Members

1) An Institutional Member whose membership has been revoked due to nonpayment of dues may be readmitted upon payment of dues.

2) An Institutional Member whose membership has terminated due to loss of accreditation may reapply for admission if “Accreditation” status is reinstated.

B) Individual Members
1) Any former individual member of ACAPT who is in good standing in the Association may be reinstated to ACAPT individual membership if that person meets the requirements for individual membership.

Article IV. Meetings and Authority of the Representatives

Section 1: Annual Meeting

A) An Annual Meeting of the Institutional Members shall be held for the purpose of conducting ACAPT’s business and other activities in accordance with the purposes of ACAPT. At the Annual Meeting, or at any special meeting, the Representatives shall have the power to:

1) Amend or repeal these Bylaws;

2) Amend, suspend, or rescind the Standing Rules;

3) Enact policies of ACAPT;

4) Approve all resolutions and opinions in the name of ACAPT.

The Annual Meeting shall be held on a day(s) in October determined by the Board of Directors or on such other day(s) as the Board may determine.

Section 2: Special Meeting(s)

The Board of Directors may call a special meeting of the Institutional Members, and the Board of Directors shall call a special meeting upon receipt of written petitions from Representatives representing at least 50% of the Institutional Members.

Section 3: Meeting Notice

Written notification of the time and place of a meeting shall be sent to all Institutional Member Representatives at least 30 days before the scheduled meeting.
Section 4: Quorum

A quorum shall consist of Representatives representing 50% of the total number of the Institutional Members in good standing.

Section 5: Minutes

All meeting minutes shall be (a) submitted to all members of ACAPT as well as the Association or (b) posted to the ACAPT website within 45 days of the date of the meeting.

Article V. Officers, Board of Directors, Executive Committee

Section 1: Composition

A) The Board of Directors of ACAPT shall consist of the President, Vice-President, Secretary, Treasurer, and five at large Directors.

B) The Executive Committee of ACAPT shall consist of the President, Vice-President, Secretary, Treasurer, and one of the at large Directors who shall be selected annually by the at large Directors.

Section 2: Qualifications

Only the Representatives of Institutional Members are eligible to serve on the Board of Directors.

Section 3: Officers

The officers of ACAPT shall consist of the President, Vice-President, Secretary, and Treasurer.

A) President
1) The President shall preside at all meetings of the Board of Directors and Executive Committee.

2) The President, or a person designated by the President, shall be the spokesperson for ACAPT.

3) The President shall submit an annual written report of the activities of ACAPT at the Annual Meeting.

B) Vice-President

1) The Vice President shall preside at all meetings of the Institutional Members.

2) The Vice-President shall assume the duties of the President if the President is absent or incapacitated.

3) In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired remainder of the term and the office of Vice-President shall be vacant.

C) Secretary

1) The Secretary shall be responsible for keeping and distributing the minutes of all meetings of the Representatives, the Executive Committee, and the Board of Directors.

2) The Secretary shall be responsible for all notices to members of ACAPT.

3) The Secretary shall maintain records of all official actions of the Representatives, the Board of Directors, and the Executive Committee.

D) Treasurer

1) The Treasurer shall be responsible for presenting the annual budget to the Board of Directors, maintaining complete and accurate financial records, and providing a written financial report at the Annual Meeting of ACAPT.

2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.
3) The Treasurer shall provide for an audit of the financial records of ACAPT at least annually.

4) The Treasurer shall provide required financial reports to the Association.

5) The Treasurer shall provide financial reports to the Board of Directions at least quarterly.

6) The Treasurer shall keep accurate records of all receipts and disbursements related to the workings of ACAPT.

**Section 4: Tenure**

A) Members of the Board of Directors shall assume office at the Annual Meeting of the Institutional Members in the year in which they are elected.

B) The members of the Board of Directors shall be divided into three classes, which shall be equal in size or as nearly equal as possible. Each class will include one-third or approximately one-third of the at large Directors, plus one or two officers. The President, Treasurer, and one at large Director shall belong to the first class. The Vice-President and two at large Directors shall belong to the second class, which shall be elected in the year following the first class. The Secretary and two at large Directors shall belong to the third class, which shall be elected in the year following the second class. The members of the third class shall be elected in years that are multiples of three.

C) The term of office of each member of the Board of Directors shall be for three years or until a successor is elected.

D) No person shall serve more than two complete consecutive terms on the Board of Directors.

E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of Directors within the first year of a 3-year term and at least two months before the Annual
Meeting, the Nominating Committee shall select a candidate(s) for election at the next Annual Meeting, and the person elected at that Meeting shall serve the remainder of the term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by appointing a person to serve for the remainder of the term.

Transitional Proviso,

The initial members of ACAPT’s board of directors shall be the individuals specified in its articles of incorporation. Each individual shall serve in the same capacity, as an officer or an at large director, as set forth in the articles of incorporation. Pursuant to § 13.1-857(B) of the Virginia Nonstock Corporation Act, the terms of the initial directors shall expire at the first Annual Meeting after adoption of these Bylaws.

In 2014 the Representatives shall elect successors to the President, the Secretary, and Directors #1 and #2. The successor President shall serve a three-year term, and the other successors shall serve a two-year term. The other initial members of the board shall continue to serve past the expiration of their term, pursuant to § 13.1-857(F) of the Virginia Nonstock Corporation Act, until their successors are elected and qualified.

In 2015 the Representatives shall elect successors to the Vice-President, Treasurer, and Directors #3, #4, and #5. The successor Vice-President and the successor Directors #3 and #4 shall serve a three-year term. The other successors shall serve a two-year term.

In 2016 the Representatives shall elect successors to the Secretary and Directors #1 and #2, all of whom were elected in 2014 for two-year terms. The successors elected in 2016 shall serve a three-year term.

In 2017 the Representatives shall elect successors to the President, who was elected in 2014 for a three-year term, the Treasurer, who was elected in 2015 for a two-year term, and Director #5, who was elected in 2015 for a two-year term. The successors elected in 2017 shall serve a three-year term.

In 2018 the Representatives shall elect successors to the Vice-President and Directors #3 and #4, all of whom were elected in 2015 for a three-year term. The successors elected in 2018 shall serve a three-year term.

Section 5: Duties

A) The Board of Directors shall:
1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board of Directors may make and enforce such policy on behalf of ACAPT as is not inconsistent with the mandates and policies determined by ACAPT.

2) Foster the growth and development of ACAPT.

3) Direct all business and financial affairs of ACAPT, including approving an annual budget.

4) Be responsible for creation, appointment, purposes and activities of such committees as it deems necessary.

5) Be responsible for the creation of and facilitation of activities of consortia as it deems necessary.

6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.

7) Be responsible for development and maintenance of procedural documents related to these Bylaws.

8) Review and revise existing ACAPT policies, except these Bylaws, for consistency of intent and language with such policies as may be adopted from time to time by ACAPT.

B) Executive Committee

The Executive Committee may act in lieu of the Board of Directors between meetings of the Board of Directors.

Section 6: Conduct of Business

A) Board of Directors

The Board of Directors shall meet not less than twice a year. Seventy-five percent (75%) of the members of the Board shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of a majority of the members of the Board.
B) Executive Committee

The Executive Committee shall meet not less than twice a year and shall exercise the power of the Board of Directors between its meetings. Eighty percent (80%) of the Executive Committee members shall constitute a quorum.

Article VI. Committees

The following will be Standing Committees of ACAPT:

Section 1: Finance Committee

A) The Finance Committee shall consist of the Treasurer and at least two other members appointed by the ACAPT Board of Directors. The members appointed by the ACAPT Board of Directors shall serve a term of 3 years. Each year at least 1 member shall be elected as Treasurer or appointed by the Board of Directors.

B) The Finance Committee shall advise the Board of Directors on matters pertaining to ACAPT’s financial needs, growth, and stability based on periodic review of income, expenditures, and investments.

C) The Finance Committee shall present an annual budget to the Board of Directors.

D) The Finance Committee shall be the point of contact and meet at least annually with ACAPT’s independent auditors to discuss the annual audit. The Finance Committee shall advise the Board of Directors of any irregularities or material findings that arise from the independent audit or other sources.

Section 2: Nominating Committee

A) The Nominating Committee, elected by the ACAPT Representatives, shall consist of three Representatives who have given their consent to serve if elected.
B) Members shall serve a three year term or until their successors are elected. The term of
one member shall expire each year. No member shall be elected to successive complete
terms.

C) Members of the Nominating Committee shall assume office at the Annual Meeting of the
Institutional Members in the year in which they are elected.

D) The Chair shall be elected annually by the Nominating Committee.

E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of
Directors until the next Annual Meeting of ACAPT, when an election will be held to fill
the unexpired portion of the term.

F) The Nominating Committee shall, in addition to the duties otherwise directed by the
Institutional Members:

1) Provide a slate of at least two candidates for each position from those consenting to
serve. This slate of candidates shall be published and made available to Institutional
Members as soon as available, but no later than two months before the Annual
Meeting.

2) Foster activities that maintain and promote a pool of qualified nominees.

Transitional Proviso,
The initial members of the Nominating Committee shall be the three individuals
serving as members of the Nominating Committee of the Academic Council of the
APTA at the time of the adoption of these Bylaws. The current Chair shall be
Member #1, the next most senior member shall be Member #2, and the junior member
shall be Member #3.

In 2014 the Representatives shall elect successors to Members #1 and #2. The
successor Member #1 shall serve a two-year term, and the successor Member #2 shall
serve a three-year term.

In 2015 the Representatives shall elect a successor to Member #3. The successor shall
serve a three-year term.

In 2016 the Representatives shall elect a successor to Member #1. The successor shall
serve a three-year term.
Section 3: Reference Committee

A) The Reference Committee shall consist of three Representatives appointed by the Board of Directors and the Vice-President, who shall serve as an *ex officio* member of the Reference Committee.

B) Each member other than the Vice-President shall serve a three year term with at least one member appointed each year.

Article VII: Elections and Voting

The Representatives shall elect the members of the Board of Directors and the members of the Nominating Committee. Elections shall be conducted online or in such other manner as the Board of Directors may provide. Elections shall be conducted each year in advance of the Annual Meeting, during August or at such other time as the Board of Directors may provide.

Article VIII: Finance

Section 1: Fiscal Year

The fiscal year of ACAPT shall be January 1 through December 31.

Section 2: Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of ACAPT’s Board of Directors. Neither the Board of Directors nor the Executive Committee shall commit ACAPT to any financial obligations in excess of its current financial resources.

Section 3: Dues

A) The dues shall be as follows:
1) Institutional Members

   i) Dues shall not exceed $2,500 per separately accredited program per year and shall
   be determined by the ACAPT Board of Directors.

2) Individual Members

   i) There will not be dues for individual members.

B) Dues shall be for 12 months of membership.

C) Dues changes shall be approved by the ACAPT Board of Directors.

D) ACAPT may impose assessments in order to preserve the fiscal solvency of ACAPT.

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Section 4: Audits and Financial Reports

ACAPT shall submit its annual financial statements, tax returns, and audit report to the
Association when and as directed by the Association.

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Article IX. Consortia

A) The Institutional Members may establish consortia as prescribed in the Standing Rules.

B) Consortia are comprised of individual members who are affiliated with Institutional
   Members or with an Institutional Member’s Representative.

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Article X. Dissolution

A) The Institutional Members, through their Representatives, shall be entitled to vote on any
   proposal to dissolve ACAPT, which may be dissolved in accordance with § 13.1-902 of
   the Virginia Nonstock Corporation Act.

B) All property and records of whatsoever nature in the possession of ACAPT shall be
   distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation
Act, and thereafter after payment of all bona fide debts, the remaining property and records shall be turned over to the Association.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* govern ACAPT in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Standing Rules of ACAPT, and any special rules of order adopted by ACAPT.

Article XII. Amendments

A) The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a quorum present by two-thirds of those present and voting.

B) Notification of a proposed amendment shall be given to the Institutional Members at least 30 days prior to the Annual Meeting and in compliance with ACAPT’s revision process.

Article XIII. Association as Higher Authority

In addition to these Bylaws, ACAPT is governed by the Association’s Bylaws and standing rules, and by the Association’s House of Delegates and Board of Director policies.
ARTICLES OF INCORPORATION
VIRGINIA NONSTOCK CORPORATION

The undersigned, pursuant to Chapter 10 of Title 13.1 of the Code of Virginia, states as follows:

ARTICLE I

The name of the Corporation is the following:
AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ARTICLE II

The Corporation shall not be authorized to issue shares of stock.

The Corporation shall be a membership corporation and shall have one or more classes of members with such designations, qualifications, voting rights, and other rights as set forth in the Bylaws.

One class of members shall be educational institutions that operate physical therapist programs in the United States accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The members of this class shall have the authority to elect all the members of the board of directors. In the election of directors every member with the right to vote shall be entitled to one vote for as many persons as there are directors to be elected unless the Bylaws provide that certain members may have more than one vote.

The members of the class having the right to elect the board of directors shall have the right to vote on amendments to these Articles.

ARTICLE III

The number of members of the board of directors shall be fixed by the Bylaws.

The manner of their election and appointment shall be as set forth in the Bylaws.

The members of the board of directors shall be divided into groups, and their terms shall be staggered as provided in the Bylaws.
ARTICLE IV

The name of the Corporation’s initial registered agent is RESAGENT, Inc., a corporation authorized to transact business in Virginia.

ARTICLE V

The place in this state where the principal or registered office of the Corporation is to be located in the County of Fairfax and the street address is 3190 Fairview Park Drive, Suite 300, Falls Church, Virginia 22042.

ARTICLE VI

(A) This Corporation is organized, and shall be operated and administered, as a nonprofit, tax-exempt organization qualifying under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the “Code,” with each reference to a section of the Code to include the corresponding provisions of any future federal internal revenue laws), with the following purposes:

i. To develop, implement and assess new and innovative models for curricula, clinical education, teaching/learning, scholarship/research, mentoring, and leadership in physical therapy education;

ii. To provide mechanisms for active and ongoing involvement of physical therapy educators and researchers to promote quality physical therapy education standards at the institutional and national levels;

iii. To promote academic physical therapy education through collaboration with organizations and institutions that represent health professional education; and

iv. To provide resources, mentorship and leadership to those seeking change and improvement in academic programs/departments/schools associated with physical therapy education.

(B) In furtherance of its purposes, the Corporation shall have all the general powers enumerated in § 13.1-826 and § 13.1-827 of the Virginia Nonstock Corporation Act, as now in effect or as may hereafter be amended, together with the power to solicit grants and contributions for such purposes. The foregoing purposes shall, except when otherwise expressed, be in no way limited or restricted by reference to or interference from the terms of any amendment thereto and shall each be regarded as independent and construed as powers as well as objects and purposes.
ARTICLE VII

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article VI hereof.

ARTICLE VIII

The process for dissolution of the Corporation and the rights and obligations upon dissolution are provided for in the Bylaws of the Corporation.

ARTICLE IX

The names and addresses of the persons who are the members of the Corporation’s board of directors are:

Terrence M Nordstrom, PT, EdD
President
Samuel Merritt University
450 30th Street
Department of Physical Therapy
Oakland, CA 94609

Barbara Sanders, PT, PhD, SCS, FAPTA
Vice President
Texas State University – San Marcos
601 University Drive
San Marcos, TX 78666

Barbara A Tschoepe, PT, PhD
Secretary
Regis University
3333 Regis Boulevard, #G-4
Denver, CO 80221

Nancy B Reese, PT, PhD, MHSA
Treasurer
ARTICLE X
Incorporator(s): In witness whereof, I have hereunto subscribed my name this _____ day of February, 2014.

Steven P. Benson 3190 Fairview Park Drive, Suite 300
(Printed)

(Falls Church, Virginia 22042)
(Signature)
(Address)
Additions / Corrections to 2014 Budget:
ACAPT BOD Meeting
February 3, 2014

Additions to Budget:

From November 2013 Conference Call:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IOM Dues</td>
<td>$15,000</td>
</tr>
<tr>
<td>I neglected to include in original budget</td>
<td></td>
</tr>
<tr>
<td>IOM Travel x 1 person</td>
<td>$3,000</td>
</tr>
<tr>
<td>Adding 1 person to IOM Meeting</td>
<td></td>
</tr>
<tr>
<td>IOM Travel x 1 person</td>
<td>$3,000</td>
</tr>
<tr>
<td>Adding 1 person to IOM Meeting</td>
<td></td>
</tr>
<tr>
<td>PIPTE Travel x 1 additional meeting</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Benchmarking Task Force / Revisions to Website:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Arc Benchmark Addition</td>
<td>$15,500</td>
</tr>
<tr>
<td>Original projections were that this project would extend into 2015, thus only $31,000 of the $46,500 total would be required in 2014. The project completion deadline has been moved to reflect completion of the entire project in 2014, thus requiring the addition of $15,500 to the 2014 budget.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychometrician</td>
<td>$2,000</td>
</tr>
<tr>
<td>For validation of Benchmarking survey</td>
<td></td>
</tr>
</tbody>
</table>

Budget Adjustments:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Education Summit</td>
<td>$24,580</td>
</tr>
<tr>
<td>Added housing and per diem for steering committee; travel, housing and per diem for facilitator; fees for facilitator; decreased number of webinars and face-to-face meetings for steering committee. See budget for detail</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>625</td>
<td>Audiovisuals</td>
</tr>
<tr>
<td>630</td>
<td>Travel - Staff</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel - BOD</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel - NC</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel - Finance Comm</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel - Newsletter Editor</td>
</tr>
<tr>
<td>635</td>
<td>Meeting Services - BOD Mtg</td>
</tr>
<tr>
<td>635</td>
<td>Meeting Services - Committees/TFs</td>
</tr>
<tr>
<td>635</td>
<td>Meeting Services - Membership Mtg</td>
</tr>
<tr>
<td>636</td>
<td>Honoraria</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel (BOD)</td>
</tr>
<tr>
<td>440</td>
<td>INCOME: Sponsorship</td>
</tr>
<tr>
<td>451</td>
<td>INCOME: Registration</td>
</tr>
<tr>
<td>614</td>
<td>Supplies</td>
</tr>
<tr>
<td>616</td>
<td>Postage/Shipping</td>
</tr>
<tr>
<td>620</td>
<td>Printing</td>
</tr>
<tr>
<td>625</td>
<td>Audiovisuals</td>
</tr>
<tr>
<td>630</td>
<td>Staff Travel</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel (Speakers)</td>
</tr>
<tr>
<td>635</td>
<td>Meeting Services</td>
</tr>
<tr>
<td>635</td>
<td>Meeting Services - Committees/TFs</td>
</tr>
<tr>
<td>636</td>
<td>Honoraria</td>
</tr>
<tr>
<td>631</td>
<td>Member Travel (BOD)</td>
</tr>
<tr>
<td>440</td>
<td>Income: Sponsorship</td>
</tr>
</tbody>
</table>

**a** CSM: Members meeting and travel* for: ACAPT board meeting [14p (up to 5 new directors transitioning onto board) x 3d x 1m]; Nominating Committee Meeting [4p (up to 1 new member transitioning onto NC) x 1d x 1m]; Finance Committee Meeting [2 p x 1d x 1m]; Newsletter editor travel [1p x 1d x 1m].

**b** PT2014: House of Delegates and board meeting: ACAPT Board member travel [9p x 3d x 1m]; ACAPT Delegate to HOD (1 p x 3d X 1m); Note: Awards / Grants includes $2,000 for ACAPT table at the Foundation dinner.

**c** Website maintenance and expansion: Includes monthly website hosting, on-going monitoring, maintenance, and support ($3,000 per year); website management services ($20,500 per year); expansion of website to include database capabilities (including web-based portal for data entry and data mining and reporting capabilities - two of three payments of $15,500 due in 2014 for total projected cost of $31,000); travel for staff and TF members to OpenArc as needed; and an allowance for miscellaneous expenses.

**d** ACAPT Annual Conference - based on collaborating with the Education Section - 50:50 split of budget. Includes ACAPT Board member travel [9p x 4d x 1 m] and speaker travel (5p x 1d x 1m). Remaining expenses and revenue are based on 2012 data (attendance approx. 424) with a 3% inflation factor on expenses and no increase in registration fees or sponsorship income. An honorarium rate of $500 per speaker for 5 speakers is included.

**e** Pre-Summit Activities: Includes projected cost of special JPTE issue for publication of white papers; 20 webinars ($0.04/min/phone line x 50 callers x 90 minutes for each); face-to-face meetings with consortia (meeting services and travel)

**f** Clinical Education Summit: Based on expenses for 2012 ELC with 3% inflation factor included then
<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>614</td>
<td>$4,030.00</td>
<td></td>
</tr>
<tr>
<td>Postage / Shipping</td>
<td>616</td>
<td>$1,690.00</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>620</td>
<td>$327.00</td>
<td></td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>625</td>
<td>$13,390.00</td>
<td></td>
</tr>
<tr>
<td>Staff Travel</td>
<td>630</td>
<td>$1,760.00</td>
<td></td>
</tr>
<tr>
<td>Member Travel</td>
<td>631</td>
<td>$27,200.00</td>
<td></td>
</tr>
<tr>
<td>Non-member Travel</td>
<td>632</td>
<td>$13,200.00</td>
<td></td>
</tr>
<tr>
<td>Meeting Services</td>
<td>635</td>
<td>$120,210.00</td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td>636</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Webinars</td>
<td>625</td>
<td>$1,080.00</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>Travel to meetings of related organizations, such as FSBPT, CAPTE, etc.</td>
<td>631</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Consortia</td>
<td>635</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Dues Income (160 member programs x $2,500). Estimate based on 144 programs</td>
<td>411</td>
<td>$(400,000.00)</td>
<td>$(400,000.00)</td>
</tr>
<tr>
<td>Management Services: Based on upper end of estimate provided by APTA</td>
<td>611</td>
<td>$200.00</td>
<td>$95,700.00</td>
</tr>
<tr>
<td>telephone, copying, printing, postage, and CPA services (for annual audit)</td>
<td>614</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>that would fall outside activities contained elsewhere in the 2014 budget</td>
<td>615</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>616</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>620</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>640</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>640</td>
<td>$90,000.00</td>
<td></td>
</tr>
<tr>
<td>Legal Services: Includes attorney fees and costs of incorporation (all</td>
<td>639</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>estimates)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finance: Includes income on checking and investments (Estimated $300,000 in checking at 1% and $200,000 in investments at 2.5%)</td>
<td>421</td>
<td>Interest: Checking</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>421</td>
<td>Interest: Investments</td>
<td>($4,500.00)</td>
</tr>
<tr>
<td>699</td>
<td>BOD Contingency Fund: Includes funds for opportunities and expenses not anticipated or foreseen at the time of budget construction</td>
<td>Miscellaneous Expenses</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>IOM Global Forum: Dues at $15,000 per year for three years; travel to meetings: 2p x 2d x 2m</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Note: Travel figured at $400 airfare, $200 housing/day and $100 meals / day per person per</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net Revenue for 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACAPT Diversity Task Force Questionnaire

**Purpose:** To identify current physical therapist (PT) education, practices and leaders in under-represented minority (URM) student recruitment and retention efforts.

**Under-represented Minority (URM) Definition:** Underrepresented in physical therapy means those racial and ethnic populations that are underrepresented in the PT profession relative to their numbers in the general population, as well as individuals from geographically underrepresented areas, lower economic strata, and educationally disadvantaged backgrounds.

* Indicates required field

**CONTACT INFORMATION**

1. Institution*
2. College or School
3. Name of Person Completing Form
4. Email Address
5. Phone Number
6. **Release Statement:** The questionnaire results will be used to inform the work of the ACAPT Diversity Task Force. Aggregate results will be included in a final report of the task force. Select institutional initiatives may be highlighted in the final report as innovative or successful models. Institution-specific comments will only be included in the final report if the institution grants the task force permission to include them. **Check the box if you give the task force permission to contact your program about institution-specific initiatives or comments.** Check all that apply:
   - Public institution
   - Private institution
   - Proprietary institution
   - Historically Black College or University (HBCU)
   - Hispanic Serving Institution (HSI)

**PROGRAM INFORMATION**

The ACAPT Diversity Task Force is collecting data regarding URMs that differs from the data captured by CAPTE in the AAR report. The task force will not refer to CAPTE data, which is why we are requesting it here. If the program does not currently track whether DPT applicants or students are from geographically underrepresented areas, a lower economic strata, or educationally disadvantaged backgrounds, then use racial and ethnicity data only to populate the table below.

1.

<table>
<thead>
<tr>
<th>Total Number of Applicants (including URM)</th>
<th># for Most Recent DPT Class in 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Applicants Offered Admission (including URM)</td>
<td></td>
</tr>
<tr>
<td>Total Number of Enrolled Students (including URM)</td>
<td></td>
</tr>
<tr>
<td>Total Number of URM Applicants</td>
<td></td>
</tr>
<tr>
<td>Total Number of URM Applicants Offered Admission</td>
<td></td>
</tr>
<tr>
<td>Total Number of URM Enrolled Students</td>
<td></td>
</tr>
</tbody>
</table>

- Check box if program only used race and ethnicity data to determine the number of URM applicants (and not other URM criteria).
- Check box if program only used race and ethnicity data to determine the number of URM enrolled students (and not other URM criteria).
2. Does the number of URM applicants to the DPT program represent the typical number of URM applicants over the past 5 years?

3. Does the current number of URM students enrolled in the DPT program represent the typical number of URM students enrolled over the past 5 years?

4. What are the **most important factors** in the increase, decrease, or steady number of URM applicants to the DPT program over the past 5 years?

5. Are there multi-cultural or diversity initiatives intended to enhance URM student recruitment and retention at the following institutional levels? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
<tr>
<th>DPT Program</th>
<th>Department</th>
<th>College or School</th>
<th>Institution</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   • If YES, describe the initiative(s):

6. Where does a **mission** that includes the recruitment, retention, and/or graduation of URM students (or minority students, as defined by the institution) reside? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
<tr>
<th>DPT Program</th>
<th>Department</th>
<th>College or School</th>
<th>Institution</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Is there a specific institutional **recruiter** for graduate and professional programs, including the DPT program?

**OUTREACH**

8. Does the DPT program engage in URM student outreach **beyond** traditional college and high school fairs?
   • If YES, describe

9. If YES, where does the program conduct its URM student outreach efforts? Check all that apply. (Conditionally required item)
   - Elementary Schools
   - Middle Schools
   - High Schools
   - Community Colleges
   - Undergraduate (4-year) Colleges and Universities
   - Places of Worship
   - Community Centers
   - Meetings or Other Organizations
   - Targeted Distribution Lists (e.g., McNair Scholarship awardees)
   - Rural or Underserved Areas
   - Other (describe):
10. Does the DPT program offer mentoring or support programs intended to enhance the academic skills of URM pre-PT students? If YES, check all places where program is offered:
   - Elementary school
   - Middle School
   - High School
   - Community College
   - 4-year College or University (undergraduate)
   - Rural or Underserved Areas
   - Other (describe):

11. Does the institution or DPT program offer summer enrichment camps or similar programs for pre-PT students? Check all levels that apply.

<table>
<thead>
<tr>
<th>Level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>□</td>
</tr>
<tr>
<td>High School</td>
<td>□</td>
</tr>
<tr>
<td>College (undergraduate)</td>
<td>□</td>
</tr>
<tr>
<td>Other</td>
<td>□</td>
</tr>
</tbody>
</table>

- If YES, describe or provide a link to the program description:

12. Does the program currently use recruitment materials or resources that specifically target prospective URM students into the DPT program?

- If YES, describe or provide a link to the materials (or email materials to libbyross@apta.org):

**STUDENT RECRUITMENT**

13. How do the DPT URM student recruitment resources compare to the URM student recruitment resources in other parts of the institution? If the DPT program is the only program within the department or the college/school, then select “Not Applicable”.

<table>
<thead>
<tr>
<th>Level</th>
<th>Check box</th>
</tr>
</thead>
</table>
| Department          | o Same 
                     |  o Higher
                     |  o Lower
                     |  o Not Applicable
                     |  o Unknown           |
| College or School   | o Same
                     |  o Higher
                     |  o Lower
                     |  o Not Applicable
                     |  o Unknown           |
| Institution         | o Same
                     |  o Higher
                     |  o Lower
                     |  o Not Applicable
                     |  o Unknown           |

14. Does the DPT program involve the following individuals in pre-PT URM student recruitment efforts? Check all that apply. Categories are mutually exclusive.

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current URM Physical Therapist Students</td>
<td>□</td>
</tr>
<tr>
<td>URM Graduates of PT Education Program</td>
<td>□</td>
</tr>
</tbody>
</table>
15. Does the DPT program use **social media** as part of its URM student recruitment efforts?
   - If YES, how?

16. Describe the URM student recruitment initiative or outreach strategy that has been **most effective** for the DPT program.

17. Does the DPT program send a representative to **out-of-state locations** or events to specifically target prospective URM students?

**DPT ADMISSIONS**

18. What **non-cognitive** (non-academic) factors or criteria does the program evaluate?

19. Has or will the DPT program modified its recruitment or admissions policies and procedures in response to any **anti-affirmative action** legislation or court rulings?
   - If YES, describe:

20. Does the DPT program capture data in the admissions process about **socio-economic status**? *(PTCAS does not currently capture this information on the application, but is exploring new item for 2015-16 admissions cycle)*.

21. Does the DPT program (or institution) have **articulation agreements** with Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), community colleges, or other institutions that are specifically intended to increase the number of URM students in the DPT program?
   - If YES, describe:

**FINANCIAL AID AND PLANNING**

The questions below relative to student financial need were included because the URM definition includes individuals from financially disadvantaged backgrounds.

22. Does the DPT program or institution support **scholarships or awards** that support URM DPT students?
   - If YES, describe:

23. Does the DPT program or institution provide **financial planning workshops** that support current or prospective URM DPT students?
   - If YES, describe:

**RETENTION**

24. Who provides **cultural sensitivity training** to faculty and staff? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.
ATTACHMENT 9

- Please describe:

25. Who provides **cultural support services** to promote the retention of URM DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
<tr>
<th>DPT Program</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>☐</td>
</tr>
<tr>
<td>College or School</td>
<td>☐</td>
</tr>
<tr>
<td>Institution</td>
<td>☐</td>
</tr>
<tr>
<td>None</td>
<td>☐</td>
</tr>
</tbody>
</table>

- Please describe:

26. Who provides **academic support services** to promote the retention of URM PT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
<tr>
<th>DPT Program</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>☐</td>
</tr>
<tr>
<td>College or School</td>
<td>☐</td>
</tr>
<tr>
<td>Institution</td>
<td>☐</td>
</tr>
<tr>
<td>None</td>
<td>☐</td>
</tr>
</tbody>
</table>

27. Who supports or organizes **student groups** for URM DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
<tr>
<th>DPT Program</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>☐</td>
</tr>
<tr>
<td>College or School</td>
<td>☐</td>
</tr>
<tr>
<td>Institution</td>
<td>☐</td>
</tr>
<tr>
<td>None</td>
<td>☐</td>
</tr>
</tbody>
</table>

- Please describe:

28. Who attempts to involve or orient **families** of URM (or all) DPT students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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- Please describe:

29. Who **surveys** URM DPT students about their level of comfort in or satisfaction with the program’s environment? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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CAREER PLANNING

30. Does the DPT program have a goal, process, or resources in place to encourage URM DPT students to pursue a career as a PT faculty member?
   • If YES, describe:

31. Does the DPT program have a goal, process, or resources in place to encourage URM DPT students to pursue a residency, specialty, fellowship, or advanced degree after graduating from the entry-level program?
   • If YES, describe:

BARRIERS

32. What are the biggest barriers to successfully recruiting URM students into the DPT program?

33. What are the biggest barriers to successfully retaining URM students in the DPT program?

NATIONAL EFFORTS

34. What can ACAPT or APTA or do to help encourage more URM students to pursue a physical therapist career?

35. What can ACAPT or APTA do to help DPT education programs enhance their local URM student recruitment or retention efforts?
ACAPT APTA Diversity Task Force Questionnaire

Physical Therapist Assistant Programs

Purpose: To identify current physical therapist (PT) and physical therapist assistant (PTA) education, practices and leaders in under-represented minority (URM) student recruitment and retention efforts.

Under-represented Minority (URM) Definition: Underrepresented in physical therapy means those racial and ethnic populations that are underrepresented in the physical therapy profession relative to their numbers in the general population, as well as individuals from geographically underrepresented areas, lower economic strata, and educationally disadvantaged backgrounds.

* Indicates required field

CONTACT INFORMATION

1. Institution*
2. College or School
3. Name of Person Completing Form
4. Email Address
5. Phone Number

6. Release Statement: The questionnaire results will be used to inform the work of the ACAPT Diversity Task ForceAPTA in its minority student recruitment and retention efforts. Aggregate results will also be shared with the American Council of Academic Physical Therapy (ACAPT) and may be included in a final report of the task force. Select institutional initiatives may be highlighted in the final report as innovative or successful models. Institution-specific comments will only be included in the final report if the institution grants the task force permission to include them. Check the box if you give the task force permission to contact your program about institution-specific initiatives or comments.

7. Check all that apply:
   - Public institution
   - Private institution
   - Proprietary institution
   - Historically Black College or University (HBCU)
   - Hispanic Serving Institution (HSI)

PROGRAM INFORMATION

The ACAPT Diversity Task ForceAPTA is collecting data regarding URMs that differs from the data captured by CAPTE in the AAR report. The task force will not refer to CAPTE data will not be referenced, which is why we are requesting it here. If the program does not currently track whether DPT PTA applicants or students are from geographically underrepresented areas, a lower economic strata, or educationally disadvantaged backgrounds, then use racial and ethnicity data only to populate the table below.

1. 2013

<table>
<thead>
<tr>
<th>Total Number of Applicants (including URM)</th>
<th># for Most Recent PTA Class in 2013</th>
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<tbody>
<tr>
<td>Total Number of Applicants Offered Admission (including URM)</td>
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</tr>
<tr>
<td>Total Number of Enrolled Students (including URM)</td>
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<td>Total Number of URM Applicants</td>
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<td></td>
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<tr>
<td>Total Number of URM Enrolled Students</td>
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</tbody>
</table>
ATTACHMENT 9

Check box if program only used race and ethnicity data to determine the number of URM applicants (and not other URM criteria).

Check box if program only used race and ethnicity data to determine the number of URM enrolled students (and not other URM criteria).

2. Does the number of URM applicants to the DPT PTA program represent the typical number of URM applicants over the past 5 years?

3. Does the current number of URM students enrolled in the DPT PTA program represent the typical number of URM students enrolled over the past 5 years?

4. What are the most important factors in the increase, decrease, or steady number of URM applicants to the DPT PTA program over the past 5 years?

5. Are there multi-cultural or diversity initiatives intended to enhance URM student recruitment and retention at the following institutional levels? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

<table>
<thead>
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<td>None</td>
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</table>

If YES, describe the initiative(s):

6. Where does a mission that includes the recruitment, retention, and/or graduation of URM students (or minority students, as defined by the institution) reside? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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7. Is there a specific institutional recruiter for graduate and professional healthcare programs, including the DPT PTA program?

OUTREACH

8. Does the DPT PTA program engage in URM student outreach beyond traditional college and high school fairs?

   - If YES, describe

9. If YES, where does the program conduct its URM student outreach efforts? Check all that apply.

   (Conditionally required item)

   - Elementary Schools
   - Middle Schools
   - High Schools
   - Community Colleges
10. Does the DPT PTA program offer mentoring or support programs intended to enhance the academic skills of URM pre-PTA students? If YES, check all places where program is offered:
- Elementary school
- Middle School
- High School
- Community College
- 4-year College or University (undergraduate)
- Rural or Underserved Areas
- Other (describe):

11. Does the institution or DPT program offer summer enrichment camps or similar programs for pre-PTA students? Check all levels that apply.
- Middle School
- High School
- College (undergraduate)
- Other

If YES, describe or provide a link to the program description:

12. Does the program currently use recruitment materials or resources that specifically target prospective URM students into the DPT PTA program?
- If YES, describe or provide a link to the materials (or email materials to libbyross@apta.org).

STUDENT RECRUITMENT
13. How do the DPT URM student recruitment resources compare to the URM student recruitment resources in other parts of the institution? If the DPT program is the only program within the department or the college/school, then select “Not Applicable”.

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14.12. Does the DPT PTA program involve the following individuals in pre-PTA URM student recruitment efforts? Check all that apply. Categories are mutually exclusive.

- [ ] Current URM Physical Therapist Assistant Students
- [ ] URM Graduates of PTA Education Program
- [ ] URM Faculty at PTA Education Program
- [ ] Other URM Physical Therapists Assistants (not graduates of program)
- [ ] URM Clinical Educators

15.13. Does the DPT PTA program use social media as part of its URM student recruitment efforts?

- [ ] If YES, how?

16.14. Describe the URM student recruitment initiative or outreach strategy that has been most effective for the DPT PTA program.

17. Does the DPT program send a representative to out-of-state locations or events to specifically target prospective URM students?

DPT ADMISSIONS

18. What non-cognitive (non-academic) factors or criteria does the program evaluate?

19.15. Has or will the DPT PTA program modified its recruitment or admissions policies and procedures in response to any anti-affirmative action legislation or court rulings?

- [ ] If YES, describe:

20.16. Does the DPT PTA program capture data in the admissions process about socio-economic status?

- [ ] If YES, describe:

21. Does the DPT program (or institution) have articulation agreements with Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), community colleges, or other institutions that are specifically intended to increase the number of URM students in the DPT program?

- [ ] If YES, describe:

FINANCIAL AID AND PLANNING

The questions below relative to student financial need were included because the URM definition includes individuals from financially disadvantaged backgrounds.

22.17. Does the DPT PTA program or institution support scholarships or awards that support URM DPT PTA students?

- [ ] If YES, describe:

23.18. Does the DPT PTA program or institution provide financial planning workshops that support current or prospective URM PTADET students?
ATTACHMENT 9

• If YES, describe:

RETENTION

24.19 Who provides cultural sensitivity training to faculty and staff? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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• Please describe:

25.20 Who provides cultural support services to promote the retention of URM DPT-PTA students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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• Please describe:

26.21 Who provides academic support services to promote the retention of URM PTA students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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27.22 Who supports or organizes student groups for URM DPT-PTA students? Check all that apply. If the DPT program is the only program within the department or the college/school, then select only the DPT program.

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CAREER PLANNING

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31.25. Does the DPT PTA program have a goal, process, or resources in place to encourage URM DPT PTA students to pursue a residency, specialty fellowship, or advanced degree/ongoing education and training after graduating from the entry-level program? If YES, describe.

BARRIERS

32.26. What are the biggest barriers to successfully recruiting URM students into the DPT PTA program?

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NATIONAL EFFORTS

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*Modified from ACAPT Diversity Task Force Questionnaire with thanks.*