



ACADEMY OF
PHYSICAL THERAPY EDUCATION

2019 Annual Report

Academy of Physical Therapy Education



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About

The Academy of Physical Therapy Education, one of the oldest of the American Physical Therapy Association, is dedicated to the development of each new generation of physical therapy practitioners, a dynamic cadre of academic educators, and a store of knowledge useful to consumers for enhancing their own musculoskeletal health.

Mission

Advancing PTs and PTAs as educators through professional development and research.

Vision

All PTs and PTAs affirm and advance their role as an educator.

Brand

Every PT and PTA is an educator.



Strategic Goals 2019-2021

RESOURCES

- **Educational Partners:** Develop collaborative educational opportunities with other entities² (i.e. APTA, ACAPT, AOTA, etc.)
- **Tech-Driven Resources:** Utilize technology (including web-based applications and social media) to engage members and deliver resources that promote effective teaching, learning, and scholarship.
- **Journal:** Position JOPTe as the journal of choice for best practice in PT/PTA education.
- **Professional Development:** Expand contemporary professional development opportunities (instructional tools, conferences and workshops).

RESEARCH

- **Research Support:** Prepare educational researchers through initiatives such as GAMER, MERC, research grants, PODS, Adopt-a Doc and arising opportunities.
- **Publishing:** Raise the quality of published manuscripts in JOPTe to qualify for indexing in Medline.
- **Promote Opportunities:** Improve visibility of opportunities for educational research grants to increase the number of competitive applications.
- **Funding Sources:** Identify sustainable sources of research funding.
- **Recognizing Excellence:** Recognize excellence through the awards program

ADVOCACY

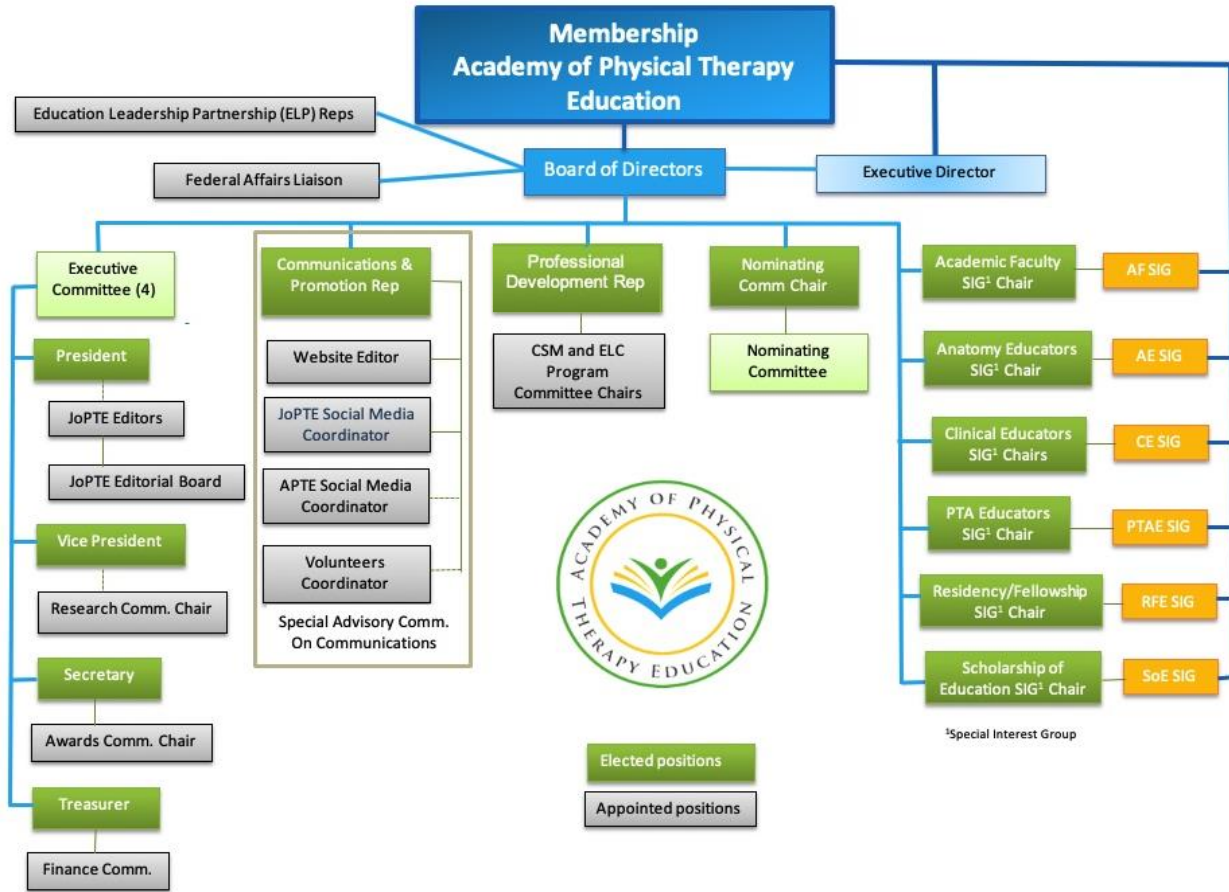
- **Champion:** Champion the interests of the Academy and its members to APTA and other organizations.
- **Partnership:** Advance APTE's role within the Education Leadership Partnership, strengthening collaboration and communication to facilitate achievement of APTE's goals.
- **Clinicians as Educators:** Build a culture where clinicians identify themselves as patient/family educators.
- **Representation:** Identify and respond to key legislative and regulatory issues affecting physical therapist and physical therapist assistant education.

STRENGTH

- **Membership:** Increase membership in the Academy and SIGs to reflect the diversity of the profession.
- **Community:** Promote inclusive relationships among members, partners, and stakeholders.
- **Technology & Communication:** Optimize communication among members utilizing contemporary technologies.
- **Value:** Promote the value of and return on investment for membership in APTE.
- **Governance:** Provide responsive, transparent governance and stewardship of resources.
- **Management:** Ensure effective and efficient organizational management.



Organizational Chart





Board of Directors

Thank you to our leaders whose terms of service concluded in 2019:

Sara F. Maher, PT, DScPT, OMPT | Secretary
Alecia Thiele, PT, DPT, MEd, ATC | Treasurer
Alice Salzman, PT, EdD | Representative at Large for Professional Development
Jennifer Mai, PT, DPT, PhD, NCS | Academic Faculty SIG Chair and ELP Representative
Jay Lamble, PT, DPT, MS, NSC, OCS | Clinical Education SIG Co-Chair
Kathrine Giffin, PTA, MS, Ed | PTA Educators SIG Chair
Lisa L. Dutton, PT, PhD | Scholarship of Education SIG Chair
Jennifer Ellison, PT, PhD | Nominating Committee Chair
Megan Danzl, PT, DPT, PhD, NCS | Awards Committee Chair
Kathleen A. Rockefeller, PT, MPH, ScD | Research Committee Chair
Daniel E. Erb, PT, PhD | Website Editor

Thank you to our leaders serving July 2019 – June 2020:

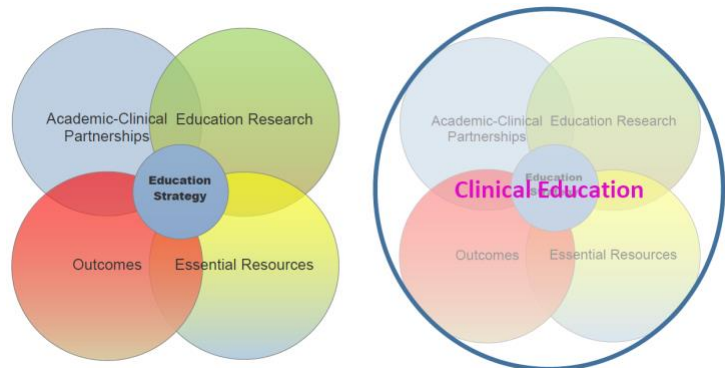
Pamela K. Levangie, PT, DPT, DSc, FAPTA | President
Corrie Odom, PT, DPT, MS | Vice President
Lori Bordenave, PT, DPT, PhD | Secretary
Chalee Engelhard, PT, EdD | Treasurer
Tamara Gravano, PT, DPT, EdD | Professional Development Representative-at-Large
Kai Kennedy, PT, DPT | Promotion & Communications Representative -at-Large
Kimeran Evans, PT, DPT | Academic Faculty SIG Chair
Karen Bock, PT | Clinical Education SIG Co-Chair
Carol Lynn Beckel, PT, PhD | Clinical Education SIG Co-Chair
Jennifer Jewell, PT, DPT | PTA Educators SIG Co-Chair
Sara Virella Kraft, PT, DPT | Residency/Fellowship of Education SIG Chair
Sarah Gilliland, PT, DPT, PhD | Scholarship of Education SIG Chair
Donna Skelly, PT, PhD | Anatomy Educators SIG Chair
Dana McCarty, PT, DPT | Nominating Committee Chair
Lynn Fitzgerald, PT, DPT, Med | Awards Committee Chair
Skye Donovan, PT, PhD | CSM Committee Chair
Rebecca (Becky) McKnight | CSM Committee Vice-Chair
Danille Parker, PT, DPT | ELC Committee Co-Chair
Cynthia Utley, PT, DPT | ELC Committee Co-Chair
Daniel Erb, PT, PhD | Web Site Editor
Kim Novak | Social Media Coordinator
Kathleen Rockefeller, PT | Research Committee Chair
Kevin Brueilly, PT, PhD, MPT | JoPTE Co-Editor
Susan Wainwright, PT, PhD | JoPTE Co-Editor
Kyle Covington, PT, DPT, PhD | APTA Board Liaison
Mary Dockter | ACAPT Board Liaison

Education Leadership Partnership Report

Chair/Lead: Laurie Kontney, Chalee Engelhard, Carol Beckel

1. Completed Action Items in 2019:

- The Partnership authorized a Student Debt Task Force. The composition of the task force was approved. Initial efforts are focused on determining how best to obtain useful information from programs on program costs and student debt burden.
- A PTA representative (Kathy Giffin) was added to the non-voting members of the Partnership.
- **GAMER** (Grantmanship and Mentorship in Education Research), a Partnership initiative, enrolled its second cohort of participants. Outcomes are being developed and assessed to evaluate cost-effectiveness. Important outcome include success in funding and publishing.
- MERC (Medical Education Research Certificate) pre-conference courses supported by the Partnership continue to be offered at CSM and ELC. Outcomes are being developed and assessed to evaluate cost-effectiveness.
- As part of the Partnership's charge to develop a long-term strategic plan for physical therapy education, the Outcomes Strategy Meeting (April) and the Essential Resources Strategy Meeting (November) were completed, leaving only the Academic-Clinical Partnerships Meeting to be held in April 2020.
 - The Partnership's discussion of how recommendations of the 5 strategy meetings will be consolidated, vetting and disseminated is ongoing, still seeking greater clarity. A target for at least an initial 'culminating' strategy meeting is proposed for October 2020.
 - The Outcomes Strategy Group recommended setting up a reactor panel to provide feedback to specific questions that arose around Domains of Competence and Entrustable Professional Activities (EPAs) Panel Groups.
- Diversity, Equity and Inclusion: The Partnership passed the motion that: "The partners of the Education Leadership Partnership support attempts to work collaboratively on efforts specific to education that seek to increase diversity, equity, and inclusion to better serve the profession and society."
- The Partnership's Education Research Network breakfasts continues to draw substantial participation at CSM and ELC. The [Education Research Network Mentorship Program](#) is also available to support individuals interested in education research.
- The Partnership had its first rotation of partner voting representatives in June 2019. Newly appointed members are Anthony DiFilippo (APTA), John Buford (ACAPT) and Chalee





Engelhard (APTE). Carol Beckel (APTE) also joined to complete the 2-year term of Sandy Quillen.

- The rotation appears to have triggered more engaged and provocative discussions on Partnership issues and how decision-making takes place.
- A Communications Team was formed to develop collaborative messaging from the Partners to their stakeholders, including responsibility for the Partnership’s 2020 Annual Report. With some modifications this year, the team now includes Lois Douthitt (APTA Member Communications), Eleanor Trice (ACAPT Marketing Specialist) and Pam Levangie (APTE).
- Budget: The Academy budgeted \$90,652.00 for Partnership-related expenses (33% of Partnership costs, shared with APTA and ACAPT) and projected \$15,500 in Partnership-related activities income.
- The 2020 Annual Report is targeted for approval at the Partnership’s first post-CSM meeting, with subsequent dissemination through each partner’s communications networks.
 - The annual report will include more detail than available in this summary.

2. Outstanding Items for action in 2020:

- All Partnership activities are ongoing. However, the goal would be to have at least a completed draft of the Education Strategy Plan by the end of 2020.

3. Resources or actions anticipated to require BOD approval in 2020:

- No additional approvals anticipated at this time.

Education Leadership Partnership Members

Voting Membership:

- ACAPT representatives:
 - Zoher Kapasi, PT, MSPT, MBA, PhD
 - Nancy Reese, PT, PhD, MHSA
 - John Buford, PT, PhD
- APTA representatives:
 - Susan Appling, PT, DPT, PhD
 - Anthony DiFilippo, PT, DPT, Med
 - Bob Rowe, PT, DPT, DMT, MHS
- APTE representatives:
 - Laurie Kontney, PT, DPT, MS
 - Carol Beckel, PT, PhD
 - Chalee Engelhard, PT, EdD, MBA

- ABPTS:
 - Marie Johanson, PT, PhD
 - Derek Stepp
- CAPTE representatives:
 - Sandra Wise, PhD
 - Pam Ritzline, PT, EdD
- Clinical community representatives:
 - Christopher Meachem, PT, DPT (VA)
 - Traci Norris, PT, DPT (AACPT)
 - Susan Ropp, PT, DPT (Health Sys Council)
 - Leigh Langerwerf, PT, DPT (PPS)
- FSBPT:
 - Nancy Kirsch, PT, DPT, PhD
 - Richard Woolf, PT, DPT

Nonvoting membership:

- ABPTRFE:
 - Noel Goodstadt, PT, DPT
 - Kendra Harrington, PT, DPT

PTA Education: Kathy Giffin, PTA, MEd



Bylaws Revisions

Revision Synopsis

Proposed amendments #1-7 will be voted on during the APTE annual business meeting February 14, 2020. In addition to this synopsis, members should read the support statements for each of the proposed amendments.

#1. Board of Directors Composition

- This amendment "right sizes" the Board of Directors maintaining its 13 voting members and eliminating non-voting members.
- Best practices indicate that governance can be effectively administered and prudent decision making conducted with a board size of 11-15 people.
- Appointed leaders who have been non-voting Board members will maintain active two-way communication with the Board through an assigned Board liaison.
- This change will facilitate more efficient communication and decision-making, reduce the time-commitment burden on appointed leaders and significantly reduce the Academy's expenditure on travel reimbursement.

#2 Volunteers Coordinator

- The Volunteers Coordinator will function in a capacity similar to a Nominating Chair but for recruiting for volunteers as opposed to elected positions.

#3 Communications Committee

- A Communications Committee will pull together the elected and appointed positions with different communications responsibilities into a cohesive planning and decision-making unit.

#4 Alignment

- This amendment aligns current language in Bylaws with Bylaws changes, if amendments 1, 2 and 3 are adopted.

#5 Board Liaisons

- If the proposed downsizing of the Board of Directors is adopted, each member of the Board would have responsibility for communication with the leaders of one component as described in support statement, thus holding both the Board liaison and the component leader accountable for active communication.

#6 At-Large Representatives - Name Change

- This amendment changes the name of these two elected positions to "Director". This title identifies what have emerged over time as specific (rather than general) roles they serve as a members of the Board of Directors.

#7 Annual Review of Accounts

- This amendment aligns bylaws with generally accepted accounting principles and the internal revenue service.



Revision Detail

For all:

Required for Adoption: Previous Notice, 2/3 Vote

Component Contact: Corrie Odom

Phone: 919-423-3223

E-mail: corrie.odom@duke.edu

Date: January 2020

PROPOSED BYLAW AMENDMENT #1

PROPOSED CHANGE

Article VII. Officers, Board of Directors, Executive Committee

Section 4: Board of Directors

A. Composition

The Board of Directors shall be comprised of the Executive Committee (see Section 5a), At-Large Representatives, Chairs of Special Interest Groups with 1 vote per SIG, and the Chair of the Nominating Committee, and appointed Committee Chairs.

1. Voting Members: The officers of the Academy, At-Large Representatives, the Chair of each Special Interest Group (1 vote per each SIG), and Chair of the Nominating Committee shall constitute the voting membership of the Board of Directors.
2. Non-voting members: The Special appointed Committee Chairs shall constitute the non-voting membership of the BOD.

B. Duties and Responsibilities

1. Direct all business and financial affairs for and on behalf of the Academy. The Board of Directors shall not commit the Academy to any financial obligations in excess of current financial resources.
2. Foster the growth and development of the Academy for the benefit of the Association.
3. Keep an accurate record of the members of the Academy.
4. Carry out mandates and policies of the Academy membership as determined at the annual meeting and make and enforce such policy on behalf of the Academy as is consistent with the mandates and policies of Academy membership.
5. Maintain active communication with their assigned Academy committee or component leader (See Section VIII) to assure that the Board is aware of the interests of those groups in Board decision-making.

C. Meetings

1. Regular Meetings: The Board of Directors shall meet not less than two times a year, in conjunction with Association and/or Academy meetings and called by the President with notice provided to the Board by the Executive Director.
2. Special Meetings: The President can call a special meeting of the Board of Directors and must call a special meeting on written request of eight members of the Board of Directors.
3. Notice Requirements: Written notice of all meetings of the Board of Directors and Executive Committee shall be provided by the Executive Director and transmitted



electronically, and mailed, per request, to all members not later than ten days before the date fixed for the meeting. Quorum: Seven voting members carrying 7 votes, including two officers members of the Executive Committee, shall constitute a quorum.

4. Voting: When a decision is needed between meetings of the Board of Directors voting may be conducted by telephone or an electronic medium, and mailed, per request.

Support Statement:

Best Practice: In materials posted on his website (<http://www.rchcae.com>), Bob Harris references the national support organization, BoardSource (<https://boardsource.org>), that identifies the average board size is 16 members, with a median of 15. A 2010 survey found that organizations with budgets of \$10 million or more have an average of 18. Those with less than \$1 million typically have 14. For strategic discussions, 11 to 15 people allows for prudent decision making (i).

In a posting by Diligent Insights on Best Practices (ii): Board Size and Corporate Governance, a study published in the Wall Street Journal by “GMI Ratings, a governance research firm, showed that smaller boards were more active, more collaborative and made decisions faster. Smaller boards also trended toward having informal meetings and fewer committees than larger boards.”

Communication and Board Responsibilities: A smaller Board can be efficiently be oriented and held accountable. The disadvantage that there are fewer representative voices at the table can be offset by structured communication with those components no longer represented at the table.

The accompanying addition to Board responsibilities (Section IV, B5) would (in the Policies and Procedures) assign each Board member to a component group. Ideally, the Board member would solicit input from their assigned component before Board meetings and send a supplement to the Board minutes that would address the Board’s discussions on issues of concern to their component. This strategy is targeted at keeping the Board efficient while not losing the richness that the non-voting Board members brought to our discussion.

Additionally, per our discussion of the Board evaluation at CSM 2019, Board members might feel less intimidated to speak up and express critical opinions in a small group. As always, APTE members – including our non-Board component leaders – could choose to be guests on Board calls or onsite meetings at their discretion other than when the Board goes into Executive Session.

Process: If approved by the Board, the proposed Bylaw change will be presented to the APTE membership at least 30 days prior to the CSM Annual Business Meeting, ideally after review of the APTA Parliamentary. If supported by the membership at the Annual Business Meeting, the Bylaw change will be presented to the APTA Board for final approval. The proposed changes to the Board could take place effective immediately upon final approval.

Fiscal Impact:



In the 2019 budget, \$130,353 (20.3% of the total budget excluding our \$500K endowment contribution) was allocated for Governance – the largest portion of which is travel support. Our only greater expense is for ELC which is associated with a more than offsetting revenue. There is not revenue associated with Governance.

If this Bylaw change is adopted in its current form, Board members (voters) would all still attend the ELC Board Meeting. However, CSM Program Co-Chairs, Research Chair, JoPTE Editors, Awards Chair, Website Editor, and Social Media Coordinator would not attend the ELC Board Meeting. They would be reimbursed for attendance for days when APTE business was conducted per the new Bylaws on reimbursement. This change could save as much as an estimated \$11,880 for this meeting alone.

At CSM, heretofore non-voting Board members would not attend the Board Meeting but would attend and be reimbursed for APTE's Annual Business Meeting (as other APTE business as needed). This would save room/board costs for days between the Board and Business Meetings that were covered in 2019.

i Harris, Bob. [Board Size Matters](#). April 2019. Accessed 4/26/2019.

ii Price, Nicholas J. Diligent Insights. [Best Practices: Board Size and Corporate Governance](#). Accessed 4/26/2019.

PROPOSED BYLAW AMENDMENT #2

PROPOSED ADDITION:

Article VIII. Committees

Section 3: Special Committees, Coordinators, and *Journal of Physical Therapy Education* Board

G. Volunteers Coordinator

1. Description

- a. The Volunteers Coordinator has responsibility for outreach to and potential development of Academy members to serve in positions appointed by the President and approved by the Board.
- b. The Volunteers Coordinator is appointed by the President, with Board approval, for a three-year term. Reappointment is at the discretion of the President.

2. Duties and Responsibilities:

- a. Coordinates calls for volunteers for open positions with Awards Committee and Nominating Committee.
- b. Works with the Conference Program Committees to recruit session moderators for ELC.
- c. Works with the Executive Director to assure that the volunteer portal of the website accurately reflects open positions for appointment, based on a calendar of annual appointment times and current appointment terms.
- d. Works with the At-Large Representative for Communications and Promotion (membership recruitment) and the Nominating Committee (elected position recruitment) on strategies to broaden member participation in appointed positions.
- e. Works with the Executive Director to track and monitor volunteers relative to diverse, equitable and inclusive representation across our membership profile.
- f. Responds to members seeking Academy involvement in the general interest area of the volunteer portal of the website or through other modes of communication.

Support Statement:

The At-Large Representative for Communications and Promotion has a focus on member recruitment and the Nominating Committee has a focus on elected position recruitment. The Volunteers Coordinator would focus on member participation in appointed positions which are frequently a stepping stone to elected leadership positions. As a member of the Communications Committee, the Volunteers Coordinator could assure that the interests of our current and future volunteers are represented in the Academy's communication plans and strategies.

FISCAL IMPACT:

None.

PROPOSED BYLAW AMENDMENT #3

PROPOSED ADDITION AND CHANGES

Article VIII. Committees

Section III: Communications Committee

A. Composition

The Communications Committee shall consist of the At-Large Representative for Communications and Promotion who shall serve as Chair, the Website Editor, the Social Media Coordinator, and the Volunteers Coordinator. The JoPTE Social Media Coordinator shall sit on the Committee as the liaison to the JoPTE Editorial Board.

B. Duties and Responsibilities:

1. Develop an annual communications plan that supports the Academy's mission and its current strategic plan for submission to the Board for discussion for the final Board call of the calendar year.
[editorial only: Because the Communications Committee has some turn-over each year, this allows the Committee to be working on the previous year's plan for the first 4-5 months while they get to know each other, then revise or reconfigure as needed]
2. Coordinate efforts across the respective roles of the Committee members to achieve efficient, consistent and engaging messaging to facilitate recruitment and emphasize the value of Academy membership.
3. Make recommendations to the Academy Board on strategic or tactical initiatives that will facilitate stronger communications with one or more internal or external stakeholder groups.
4. Meet periodically to share planned and ongoing activities and initiatives.
5. Work with the Nominations, Awards and Research Committee Chairs to support their calls for nominations and proposals across media platforms.

Support Statement:

The At-Large Representative for Communications and Promotion, the Website Editor, and the Social Media Coordinator currently function in a somewhat autonomous manner without a formal mechanism for information exchange. This may result in potentially conflicting or needlessly redundant information that is not directly toward commonly identified goals. Various Academy media should be purposefully aligned for maximum cost-effectiveness, with current media including but not limited to the Academy's presence at conferences (e.g., booth, brochures, branded tokens), website, social media presence, biweekly eblasts, special announcements, and calls for volunteers and nominations.

CURRENT BYLAW:

NA

FISCAL IMPACT:

None

PROPOSED BYLAW AMENDMENT #4

[Contingent on passing Bylaws Amendments #1, #2 and #3]

PROPOSED CHANGES

Article VII. Section 1: Officers: Rights, Duties, and Responsibilities

- E. At-Large Representatives
 - 1. The At-Large Representative shall provide for broad based input into the decision-making process of the Board of Directors.
 - 2. The At-Large Representative shall assist with dissemination of information to the membership
 - 3. The At-Large Representative shall accept specific duties and responsibilities as delegated by the Board of Directors related to one of the following areas:
 - a. Communications and Promotion, **servicing as Chair of the Communications Committee with responsibility for:** public relations, membership promotion and development, and communications., membership awards and publications
 - b. Professional Development: Educational programming for the **Academy, including servicing as a member of the CSM and ELC Program Committees.**
 - 4. Each At-Large Representative shall be responsible for semi-annual reports to the Board of Directors, Executive Committee and the Academy membership.

Article VIII. Section 3: Special Committees, Coordinators, and *Journal of Physical Therapy Education Board*

- A. Website Editor
 - 1. Description
 - a. The Website Editor is responsible for serving as liaison between Academy members, officers, Executive Director, and the host server coordinator for the Academy of Physical Therapy Education, Inc., and website, available via: www.aptaeducation.org.
 - b. The Website Editor is appointed by the President, with Board approval, for a three-year term. Reappointment is at the discretion of the President.
 - 2. Duties and Responsibilities
 - a. Educates Academy officers on uses and limitations of the Academy website
 - b. Advises Academy officers on website content and design changes
 - c. Reviews, edits and oversees the uploading of content for website viewing
 - d. Works with Website host in expediting information for the Academy website
 - e. Collaborates with the Executive Director in updating website information including, but not limited to articles, links and news
 - f. Attends the Academy's Board of Directors meetings and annual business meetings of the Academy held during CSM.
 - g. Submits timely reports to the Board of Directors on website access and issues related to functionality
 - h. Works with the Executive Director to prepare budget requests to the Treasurer for all website related expenses
 - i. **Serves as a member of the Communications Committee.**



F. Social Media **Coordinator**

1. Description

- a. The Social Media Coordinator works to increase online presence of the Academy using social media strategies.

2. Duties and Responsibilities

- a. Establishes a consistent and engaging social media presence for the Academy.
- b. Tracks and monitors use of social media related to the Academy.
- c. Coordinate with At-Large Representative: Communication and Promotion on public relations activities that will benefit members and promote member recruitment. Serves as a member of the Communications Committee.
- d. Attends CSM and ELC to promote Academy-related conference activities and advises all individuals to whom social media postings have been delegated.
- e. Assures compliance with APTA Standards of Conduct in the use of social media.

H. Volunteers Coordinator

3. Description

- c. The Volunteers Coordinator has responsibility for outreach to and potential development of Academy members to serve in positions appointed by the President and approved by the Board.
- d. The Volunteers Coordinator is appointed by the President, with Board approval, for a three-year term. Reappointment is at the discretion of the President.

4. Duties and Responsibilities:

- g. **Serves as a member of the Communications Committee.**
- h. Coordinates calls for volunteers with Awards Committee and Nominating Committee.
- i. Works with the ELC Program Committee to recruit session moderators for ELC.
- j. Works with the Executive Director to assure that the volunteer portal of the website accurately reflects open positions for appointment, based on a calendar of annual appointment times and current appointment terms.
- k. Works with the At-Large Representative for Communications and Promotion (membership recruitment) and the Nominating Committee (elected position recruitment) on strategies to broaden member participation in appointed positions.
- l. Works with the Executive Director to track and monitor volunteers relative to diverse, equitable and inclusive representation across our membership profile.
- m. Responds to members seeking Academy involvement in the general interest area of the volunteer portal of the website or through other modes of communication.

Support Statement:

Align current language with changes, if approved, in Bylaws Changes #1, #2 and #3)

FISCAL IMPACT:

None

PROPOSED BYLAW AMENDMENT #5

PROPOSED CHANGE

Article VII. Officers, Board of Directors, Executive Committee Section 1: Officers: Rights, Duties, and Responsibilities

A. President

5. The President shall preside at all meetings of the Academy, Board of Directors and Executive Committee and shall be an ex-officio member of all committees except the Nominating Committee.
6. The president shall create and appoint all special advisory committees necessary to accomplish the functions of the Academy.
7. The President shall be responsible for relations with groups or individuals external to the Academy, within or outside of the Association (e.g. Association Headquarters, other Sections, chapters, educational associations, etc.).
8. The president shall submit an annual written report of the activities of the Academy to the Association.
9. The President shall serve as the Academy Representative to the House of Delegates of the Association. The President shall not also serve as a Chapter Delegate.
10. The President shall serve as the liaison for the Editorial Board of the Journal of Physical Therapy Education at meetings of the Board of Directors.

B. Vice President

1. The Vice President shall assume the duties of the President if the President is absent or incapacitated.
2. The Vice President shall assume assignments as delegated by the President, the Executive Committee, or the Board of Directors.
3. The Vice President shall be responsible for the Bylaws, and carry out the following duties
 - a. Prepare proposed Bylaws amendments at the request of the Board of Directors or members of the Academy for consideration at the annual business meeting
 - b. Arrange for publication of proposed bylaw amendments in a timely fashion prior to anticipated action
 - c. Make recommendations for the Special Interest Groups regarding bylaws matters.
4. The Vice President shall serve as the liaison for the Research Committee at meetings of the Board of Directors.

C. Secretary

1. The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all Academy, Board of Directors, and Executive Committee meetings.
2. The Secretary shall be responsible for all notices to members of the Academy.
3. The Secretary shall complete and submit appropriate reports to Association Headquarters, to include minutes of Academy meetings, election results, updated roster, and program summaries within 45 days after Academy business meetings, as per Article VI, Meetings, Section 5.
4. The Secretary shall maintain records of all official actions of the Academy Board of Directors and Executive Committee.
5. Serve as a member of the Awards Committee and as the liaison for the Awards



Committee at meetings of the Board of Directors.

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 reporting in writing the financial status of the Academy to the Academy members.
2. There will be a financial review completed annually by the Finance Committee. The Finance Committee shall submit a report of findings to the President.
3. Every three years, the Treasurer will submit finances to an external auditing agency or group determined by the Board of Directors for formal audit.
4. The Treasurer shall be responsible for sending a copy of the audits to the Association Headquarters, if required.
5. The Treasurer reports quarterly to the Academy President and semi-annually to the Board of Directions and the Executive Committee.
6. The Treasurer shall receive and disperse all money including the *Journal of Physical Therapy Education*, Academy of Physical Therapy Education, Inc., Website and all Special Interest Groups.
7. The Treasurer shall keep accurate records of all receipts and disbursements related to the Academy and Special Interest Groups.
8. Serve as Chair of the Finance Committee and as liaison to such other committees as directed by the Board of Directors.
9. The Treasurer shall serve as the liaison for the Finance Committee at meetings of the Board of Directors.

Support Statement:

These changes would assure that the interests of the components of the Academy are represented on the voting Board as it is currently constituted or represented in both discussion and decision-making if the Board is downsized as proposed. Each member of the Board would have responsibility for one component; SIG chairs would represent their SIGs and the other elected leaders would have responsibility either for a standing committee or for the Editorial Board of JoPTE.

To facilitate compliance with Board liaison communication responsibilities, proposed changes to the Position Descriptions (Academy Policies and Procedures Manual) for Board members who are liaisons to a committee or to the JoPTE Board would include:

#X: Serves as the liaison for the [Name of Component] at meetings of the Board of Directors. As liaison the [liaison officer] shall:

- A. Communicate with the [Name of Component] chair 1 month before an Academy Board meeting to be updated on [Name of Component] activities and to determine if a written report (short report or annual report) from the [Name of Component] is warranted.
- B. Be responsible for conveying to the [Name of Component] chair in a timely manner any discussions taking place at an Academy Board Meeting that have the potential to affect the function or deliberations of the [Name of Component] that are not reflected in the meeting minutes.



Further, compliance of component chairs with their responsibilities for communication with Board liaisons, the following would be added to sections on committee chair (and Editors-in-Chief) responsibilities:

Section C: Responsibilities and Reporting [#3 in JoPTE Description].

#X: Serves as the interface with the Academy's Board liaison [liaison officer] to the [Name of Component].

A. Provide updates upon request to the Academy's Board liaison on [Name of Component's] activities and identifies any need for Academy Board action on [Name of Component's] activities.

#X: Has responsibility for reviewing all newly posted Board minutes to determine what might affect the [Name of Component's] functions or deliberations.

FISCAL IMPACT:

None. Mechanisms for no-cost communication between Board liaisons and their components are already available and in place.

PROPOSED BYLAW AMENDMENT #6

PROPOSED CHANGE

E. Director for Communications and Promotion

1. The Director for Communication and Promotion shall lead member recruitment and retention activities, develop of public relations materials, and coordinate all outward facing Academy communications including social media activities.
2. The Director for Communication and Promotion shall serve as a member of the Academy's Board of Directors.
3. The Director for Communications and Promotion shall have responsibility for member recruitment and promotion activities at conferences where the Board of Directors chooses to have the Academy represented.
4. The Director for Communications and Promotion shall work with the Executive Director to facilitate efficient and effective messaging in all outward facing communications regardless of medium.
5. *The Director for Communications and Promotion shall serve as Chair of the Communications Committee and as the liaison for the Communications Committee at meetings of the Board or Directors.**
6. The Director for Communications and Promotion shall accept other duties and responsibilities as delegated by the Academy Board.
7. The Director for Communications and Promotion shall submit semi-annual reports to the Board of Directors, Executive Committee and Academy membership.

F. Director for Professional Development

1. The Director for Professional Development shall develop goals and objectives as well as implement strategies for ongoing professional development of Academy members.
2. The Director for Professional Development shall work with the Academy's Conference Program Committees at least annually to coordinate Academy programming at conferences and existing Academy workshops and shall serve as the liaison for the CSM and ELC Program Committees at meetings of the Board of Directors.
3. The Director for Professional Development shall lead concept development for new professional development initiatives that will best serve the needs of Academy members.
4. The Director for Professional Development shall periodically assess Academy professional development activities and recommend to the Board any changes needed to reflect contemporary physical therapy educational practices.
5. The Director for Professional Development shall accept other duties and responsibilities as delegated by the Academy Board.
6. The Director for Professional Development shall submit semi-annual reports to the Board of Directors, Executive Committee and Academy membership.

*Assuming the addition of a standing Communications Committee to the Bylaw is approved.

Support Statement:

The current language implies that the At-Large Representatives are elected for the purpose of



providing broad-based input into Board decision-making and that their specific duties are secondary. As those positions have evolved, their functions now are very geared toward their specific responsibilities. However, those responsibilities are incompletely specified. The Bylaws give little guidance to a potential candidate as to what the At-Large Delegate responsibilities are. The proposed name change is specific to the responsibilities of their position and indicates their role as a member of the Board of *Directors*. The added detail to the responsibilities of each position will assist potential candidates, the Board and membership to better understand the functions of their respective positions as well as associated expectations.

FISCAL IMPACT:

There is no anticipated impact.

CURRENT BYLAW:

E. At-Large Representatives

1. The At-Large Representative shall provide for broad based input into the decision-making process of the Board of Directors.
2. The At-Large Representative shall assist with dissemination of information to the membership.
3. The At-Large Representative shall accept specific duties and responsibilities as delegated by the Board of Directors related to one of the following areas:
 - a. Communications and Promotion: public relations, membership promotion and development, communication, membership awards and publications
 - b. Professional Development: Educational programming for the Academy
4. Each At-Large Representative shall be responsible for semi-annual reports to the Board of Directors, Executive Committee and the Academy membership.



PROPOSED BYLAW AMENDMENT #7

PROPOSED BYLAW:

Article VII. Section 1

D. Treasurer

2. There will be a review annually completed by the Finance Committee. The Finance Committee shall submit a report of findings to the President.

CURRENT BYLAW:

Article VII. Section 1

D. Treasurer

2. The Treasurer shall have the accounts audited annually, by at least two non-APTE individuals with appropriate expertise, appointed by the Executive Committee.

Support Statement:

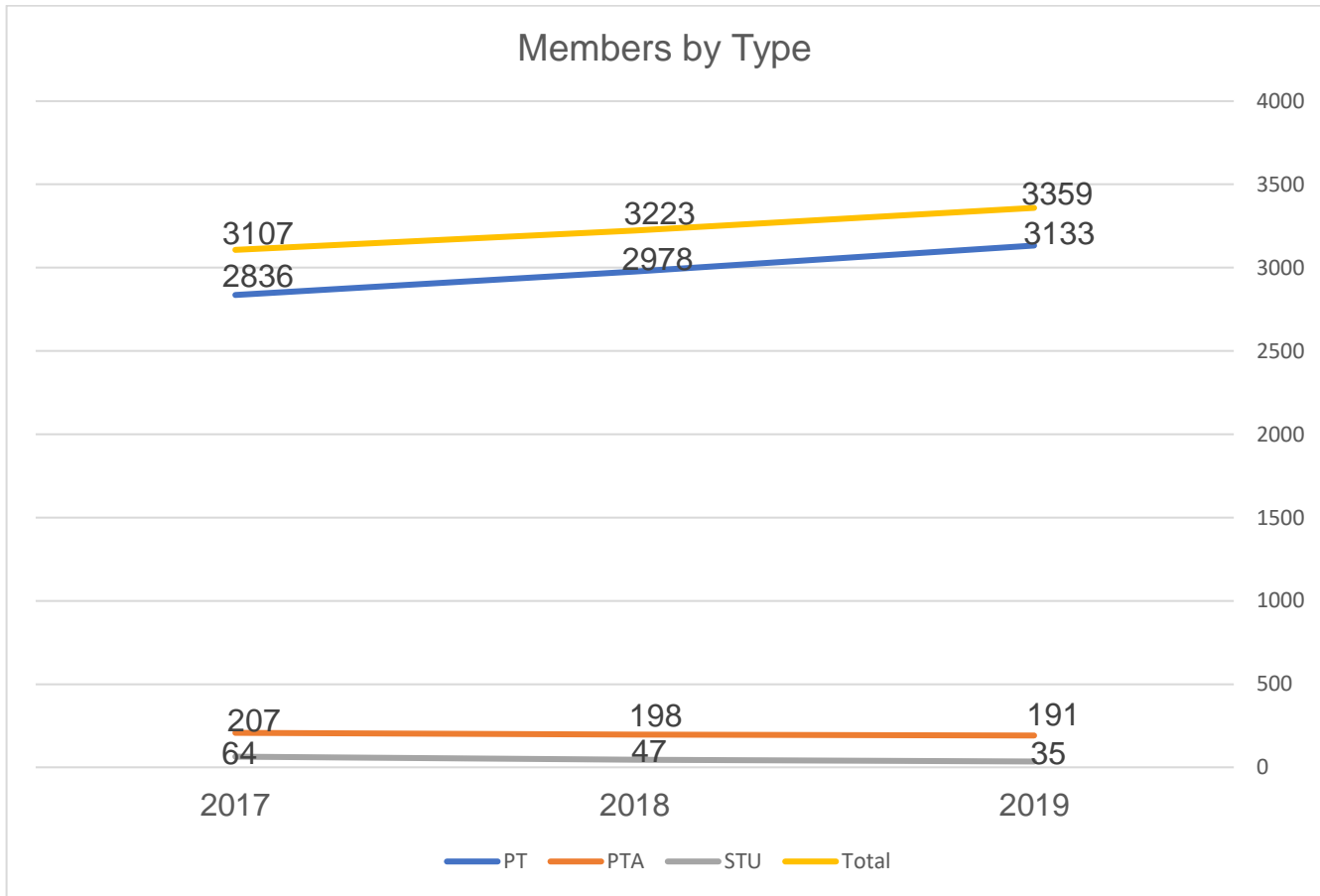
The current language references an audit, which is referenced elsewhere in Bylaws and conducted every three years. It is understood the intent to be an annual review (distinct from an audit, per Generally Accepted Accounting Principles and the IRS). As such it would be prudent to have the individuals most intimately familiar with the finances – the Finance Committee – to conduct such a review. In order to avoid any perceptions of possible impropriety such a report will be submitted to the President, not the Treasurer.

FISCAL IMPACT:

There is no anticipated impact.



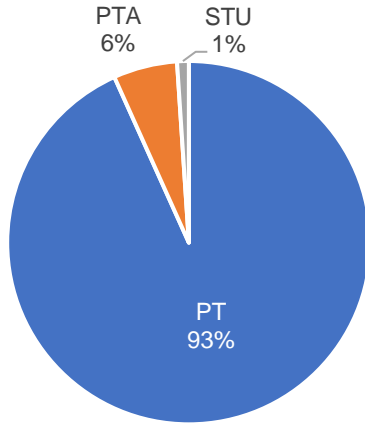
2019 Year End Membership



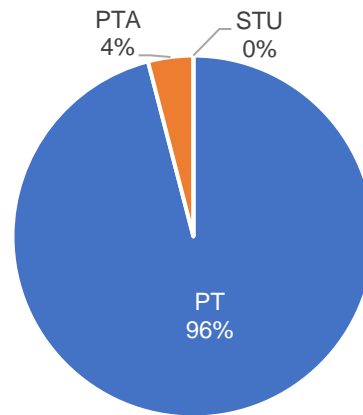
- PT and total Academy membership have grown steadily over this period, while PTA and Student membership has declined. Net change from 2017 to 2019:
 - Total: 8% growth
 - PT: 10% growth
 - PTA: 8% loss
 - Student: 45% loss



2019 - Academy Members



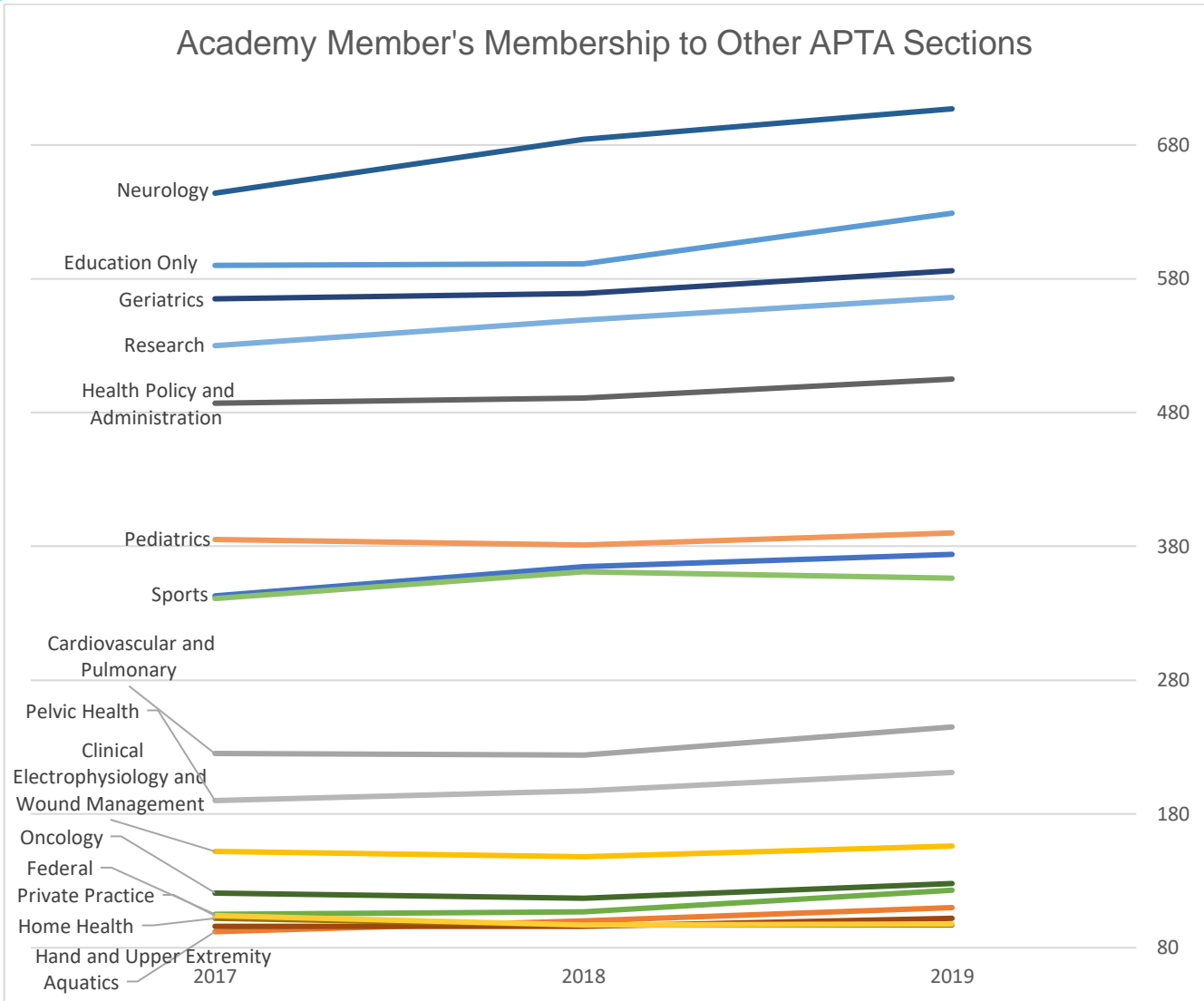
2019 - Academy Leadership



- Academy leadership is approximately reflective of Academy membership with respect to member type.
- Leadership is weighted slightly more towards PTs than PTAs as compared to membership.
- Additionally, while 1% of Academy members are students, there are currently no students serving in an APTE leadership position.
- APTA reports that 63% of APTA total membership are physical therapists, 7% are physical therapist assistants, and 30% are physical therapist or physical therapist assistant students.



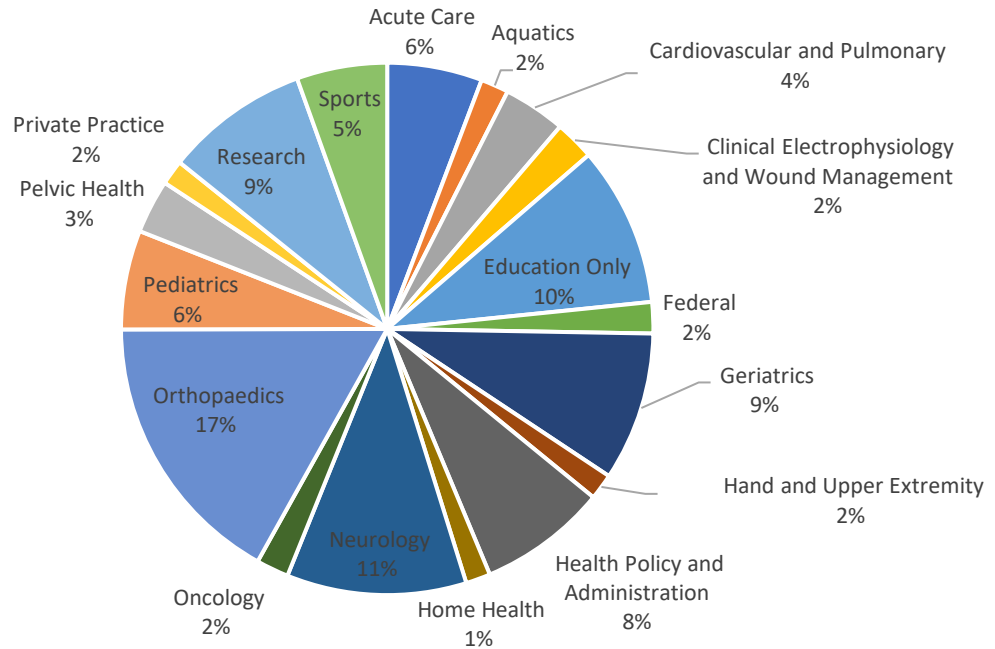
Academy Member's Membership to Other APTA Sections



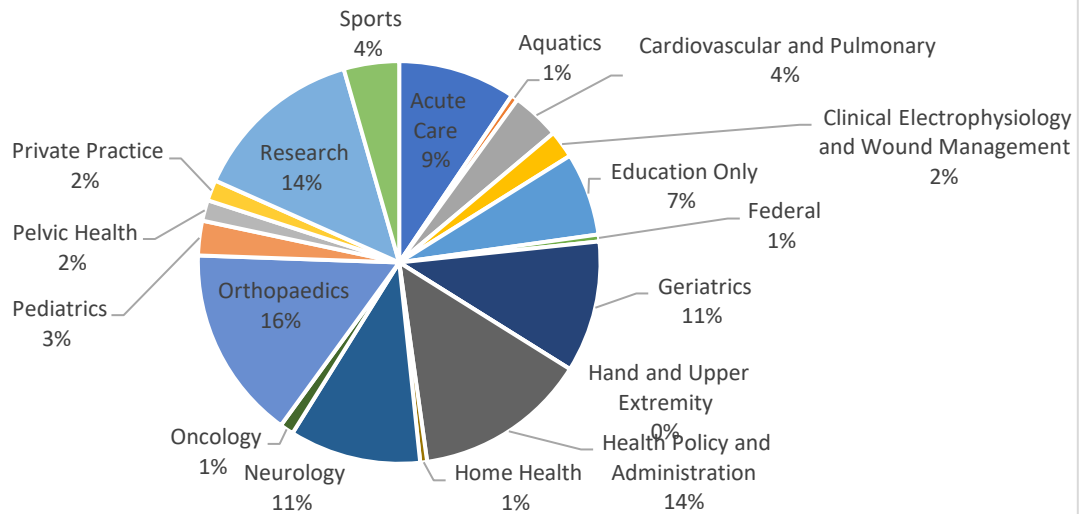
- Members reported under “Education” are individuals whose only Section membership is the Academy. This number has grown 7% since year-end 2017.
- Orthopedics (not represented via the graph) is the other APTA section with the highest amount of overlap, with shared membership in excess of 1,000 and year on year growth.
- Sections which have seen a growth in shared interest since 2017 of 5% or more:
 - Aquatics (20%)
 - Federal (17%)
 - Pelvic Health (11%)
 - Neurology (10%)
 - Acute Care, Cardiovascular and Pulmonary, Orthopedics (9%)
 - Research (7%)
 - Hand and Upper Extremity, Oncology (6%)
- Sections which have seen a decrease in shared interest since 2017 of 5% or more:
 - Private Practice (6%)
 - Home Health (5%)



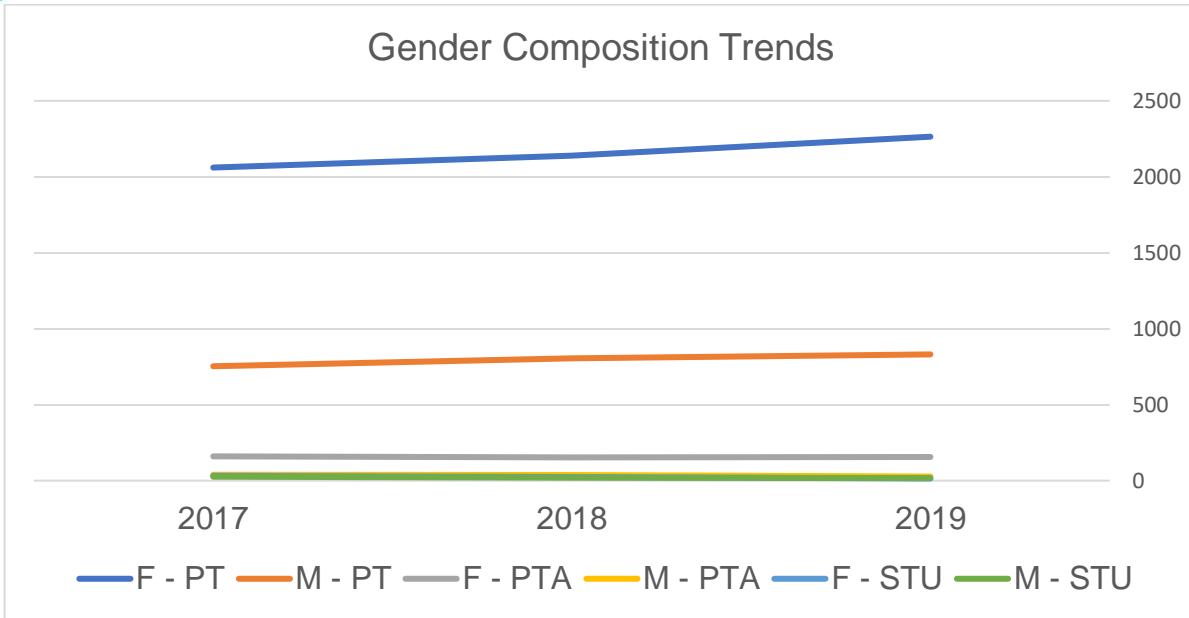
2019 Academy Members' Other Section Membership



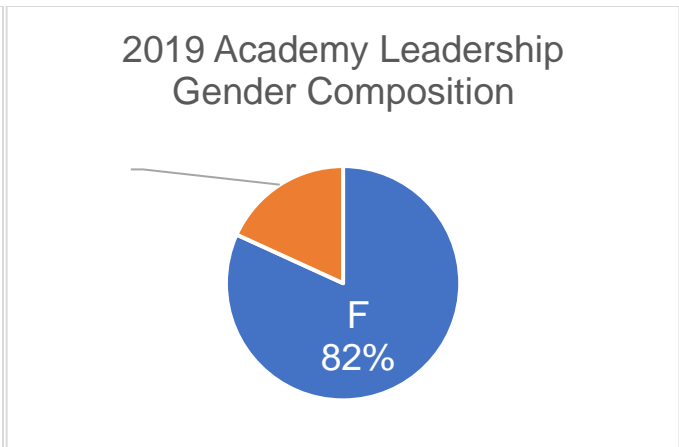
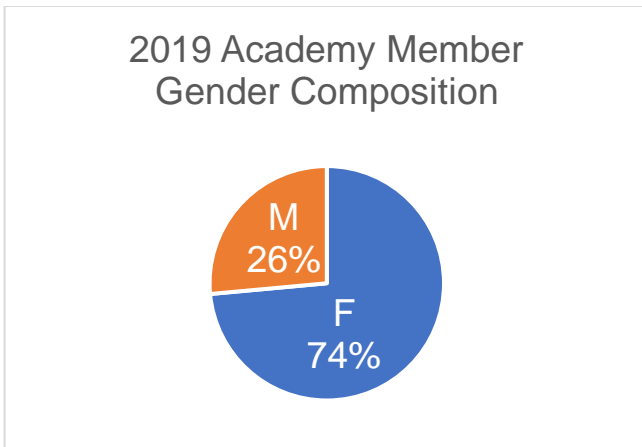
2019 Academy Leadership Other Section Membership



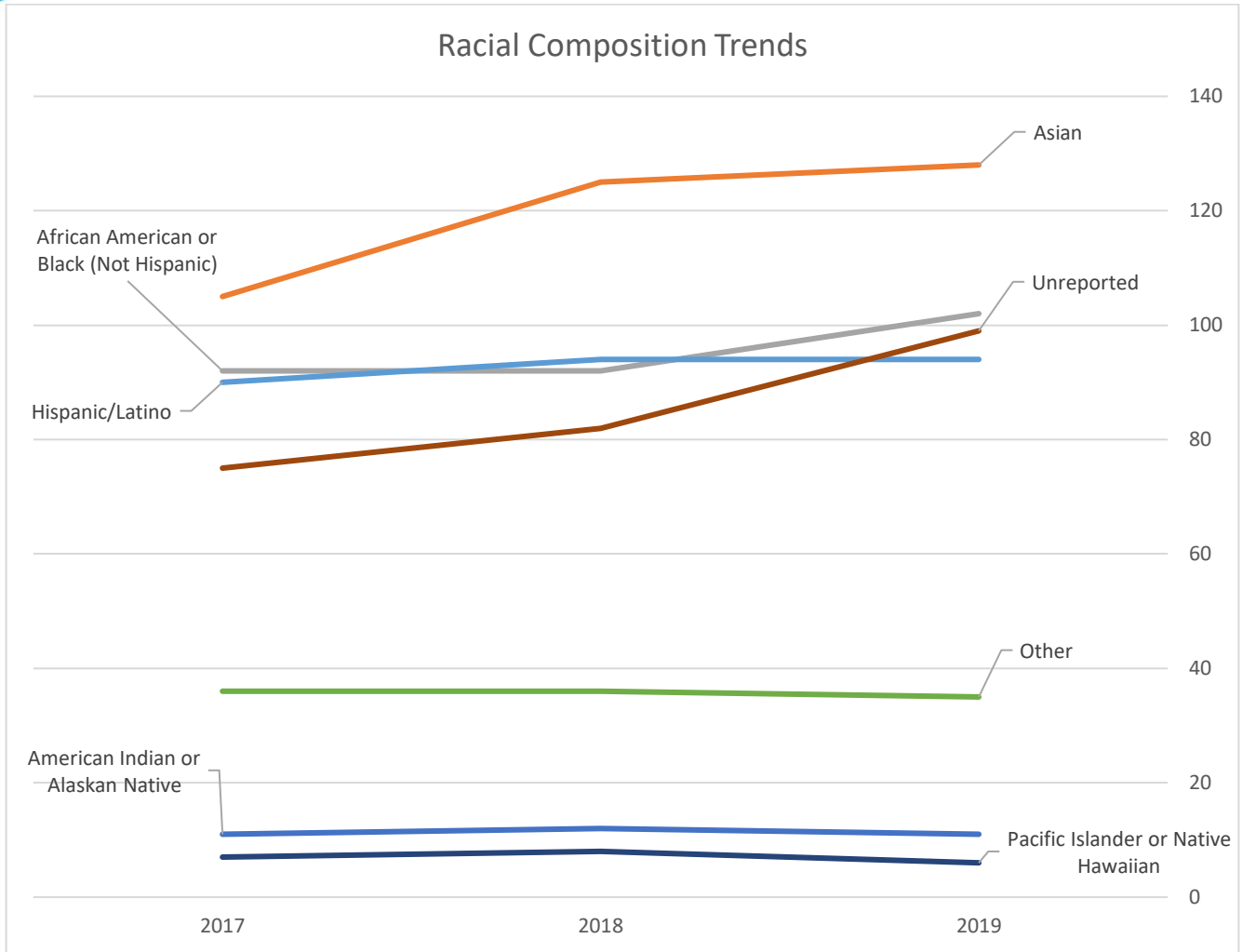
- Academy leadership is approximately representative of Academy membership in terms of Shared membership with other APTA Sections. The only significant (greater than 3%) deviations include:
 - Pediatrics, which is underrepresented in Academy Leadership
 - Health Policy and Administration, which is overrepresented in Academy Leadership



- Female PTs comprise the largest portion of the membership, at 67%. Male PTs comprise 25% of the membership.
- Students have declined year on year in both genders.
- The number of individuals not reporting a gender (at present, only Male and Female are offered as options) has grown during the reporting period. These are primarily in the PT category.
- The number of female PTAs saw a decline from 2017 to 2018 but stabilized in 2019.
- The number of male PTAs have seen year on year decline.
- Note: the term “gender” is the identifying terminology used by APTA.



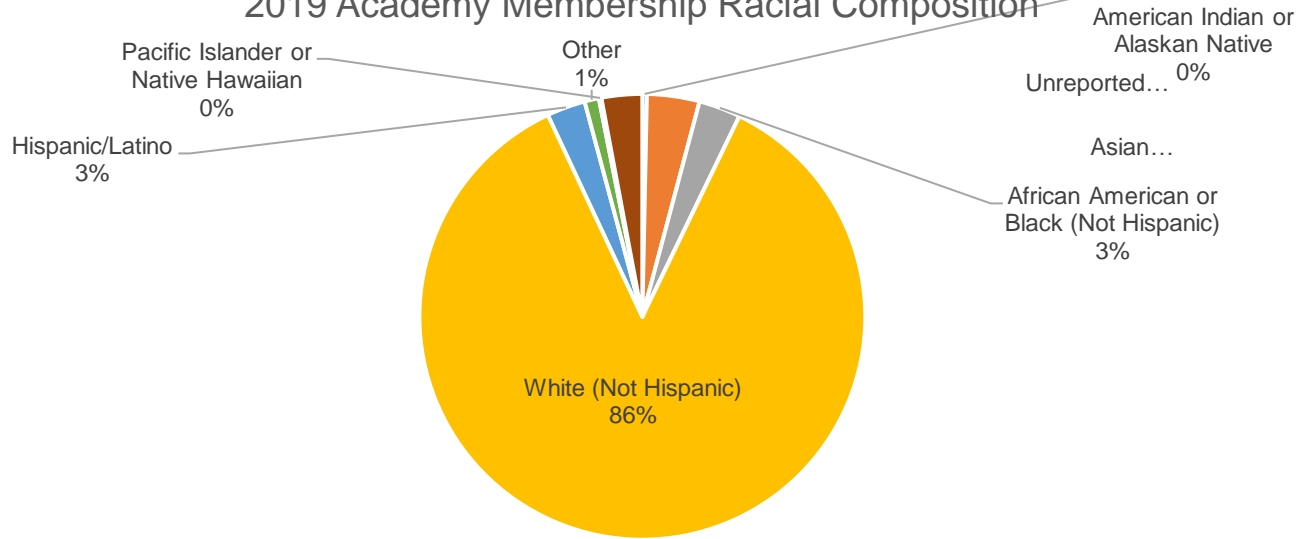
- Academy leadership is skewed more heavily female than male than is the Academy membership by 8%.



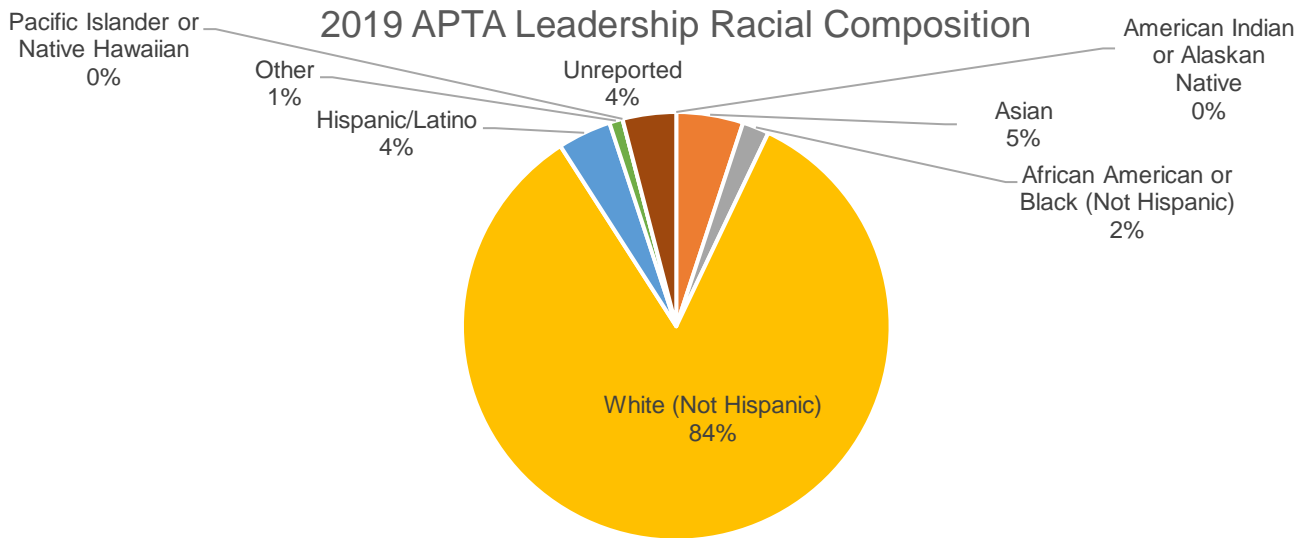
- The largest proportion of membership self-identifies as white (non-Hispanic)(not included above).
- There has been little deviation in most categories, however we have seen a significant growth in the number of Asian and African American or Black (Not Hispanic) members, as well as growth in the number of individuals choosing not to report.



2019 Academy Membership Racial Composition



2019 APTA Leadership Racial Composition



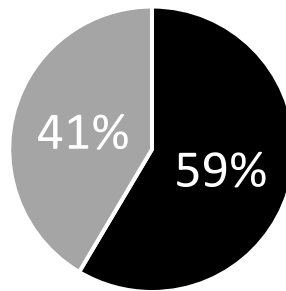
- Academy leadership is approximately representative of Academy membership in this area, with no significant deviations.



2019 Year End Financial Performance

Overall 2019 was a successful year that performed better than budgeted. The significant note for the year was that APTE made an endowment contribution of \$500,000 to FTPE's Education Endowment. Please see the President's report for additional details.

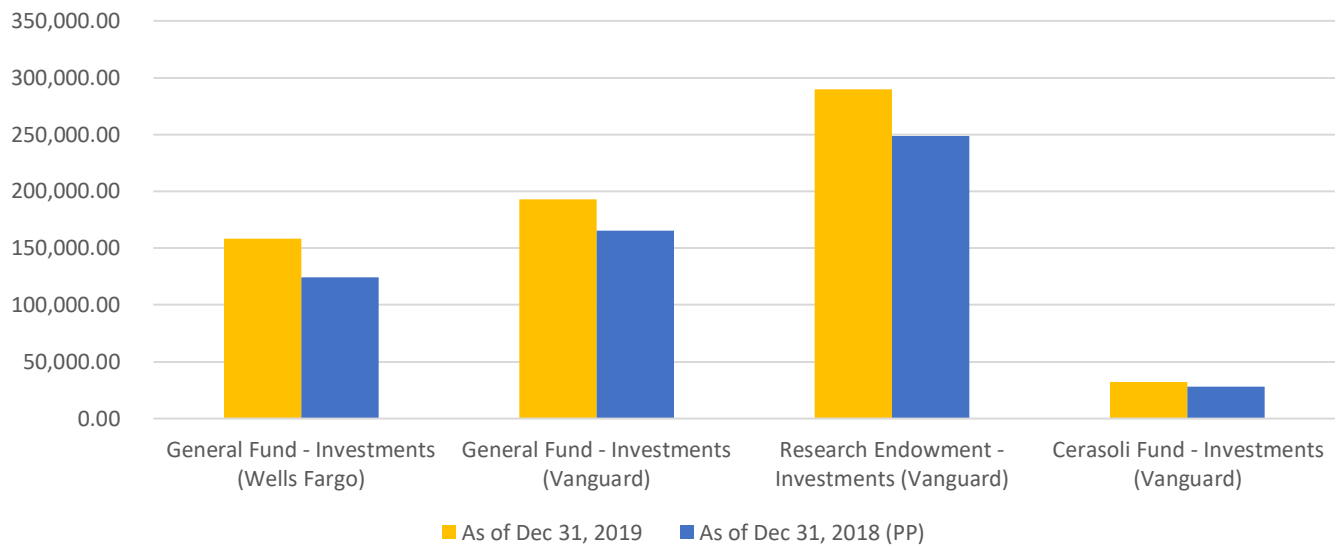
Composition of Assets - As of Dec 31, 2019



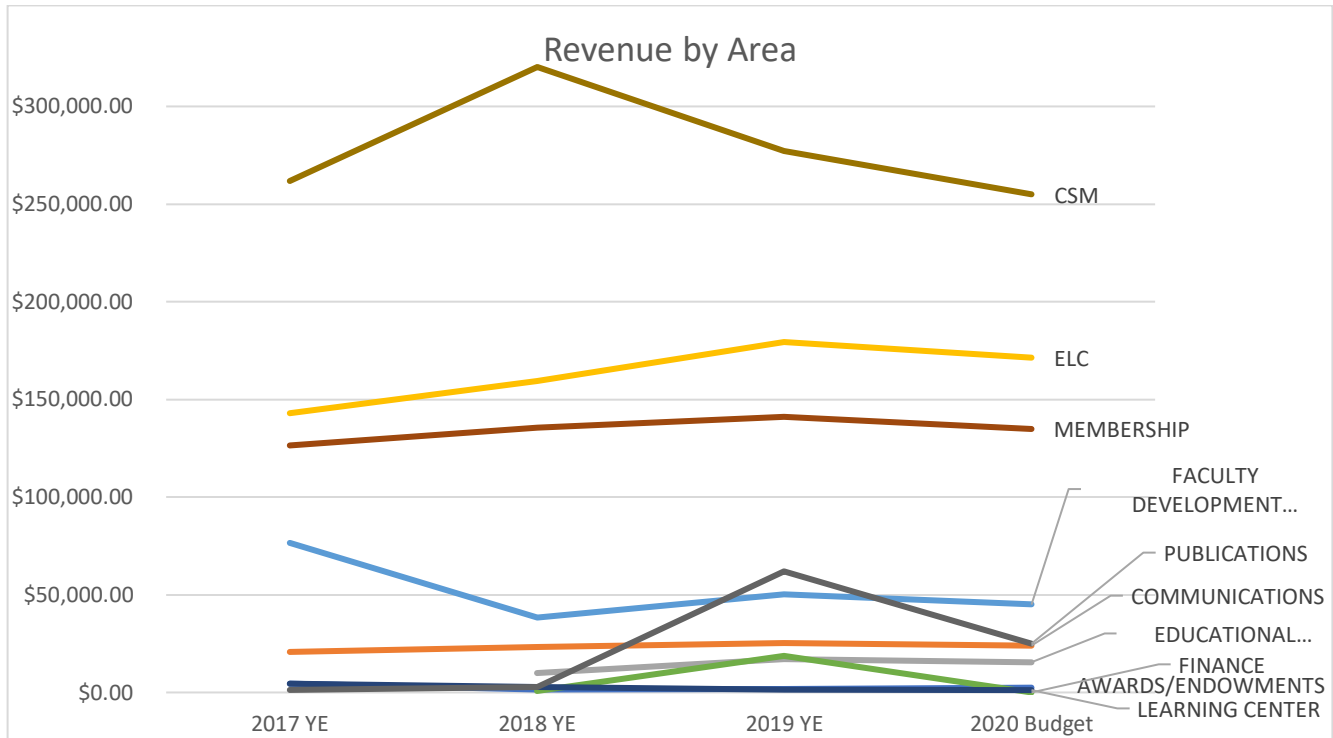
■ Cash ■ Investments

- As of 2019 year end, roughly 59% of assets were in cash and 41% in investments.

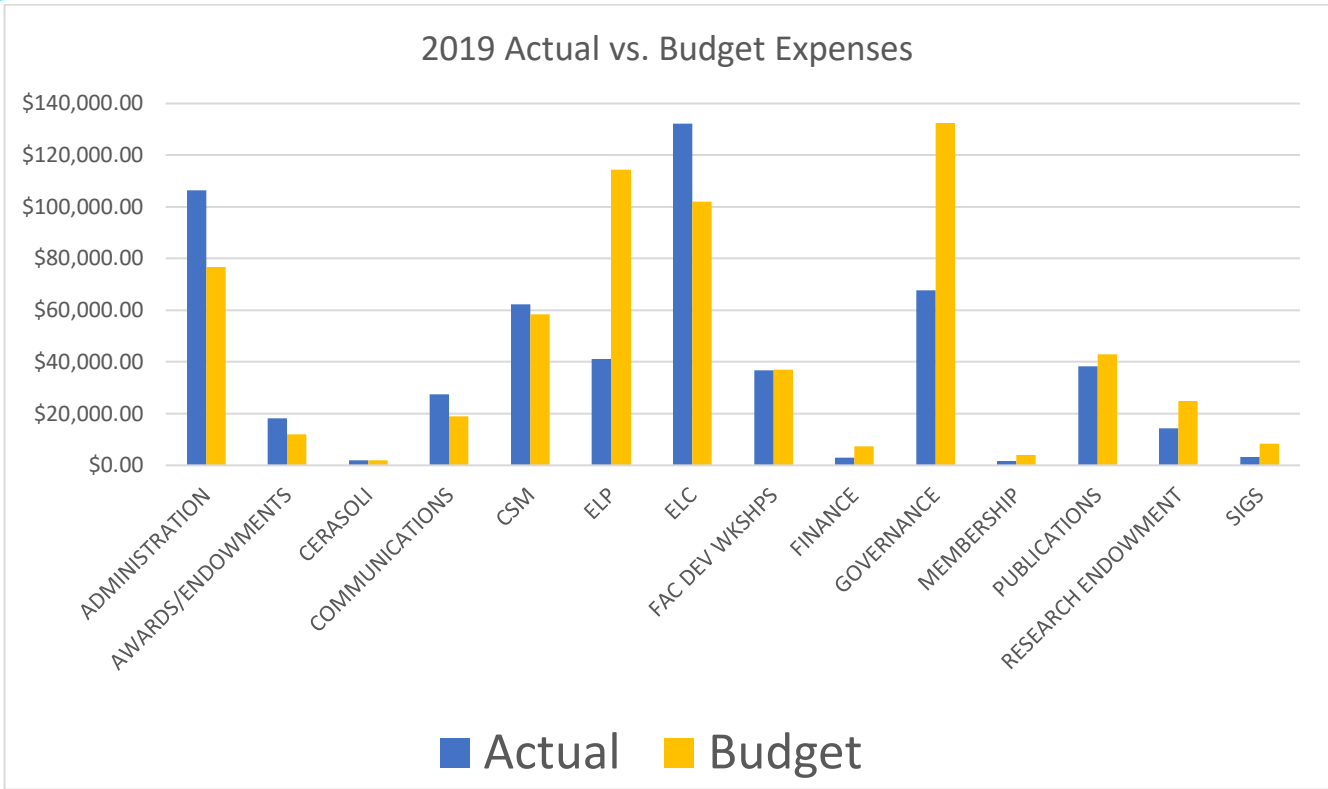
Allocation of Assets



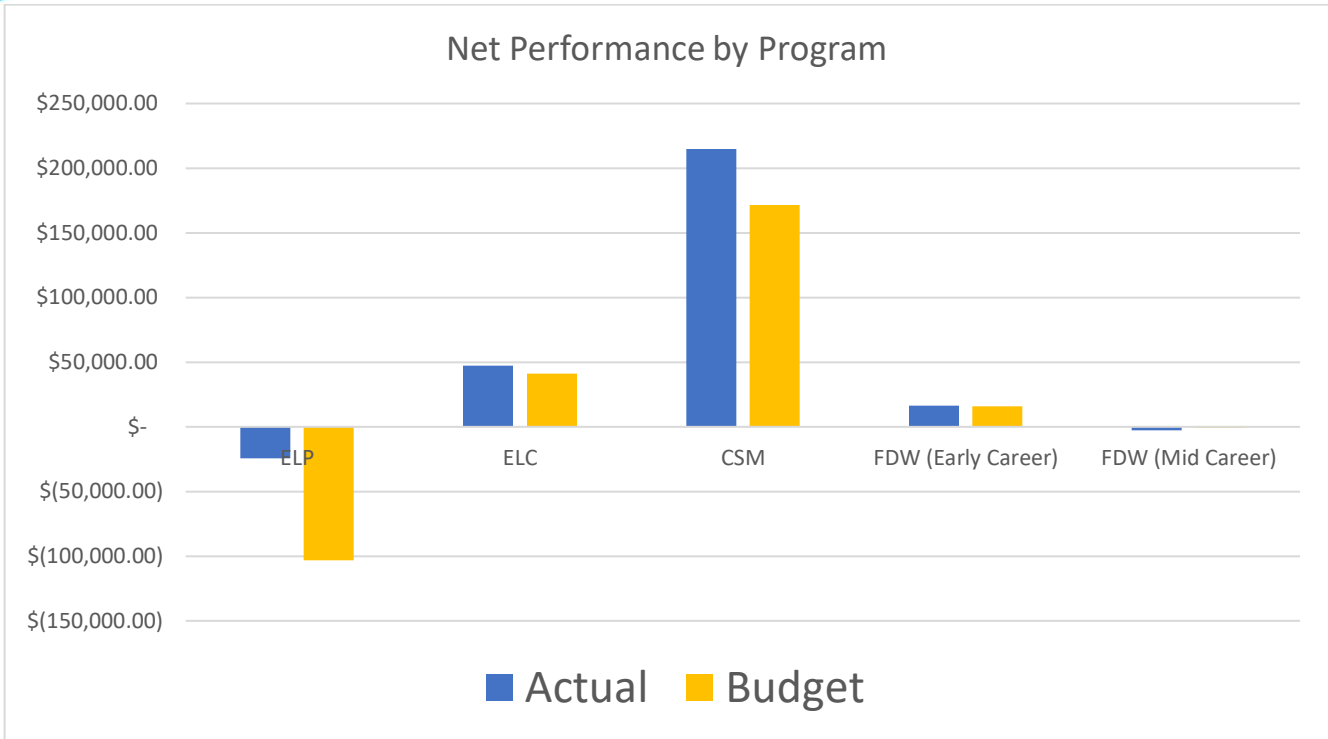
- With the specific allocation as noted above, investments performed quite well in 2019.



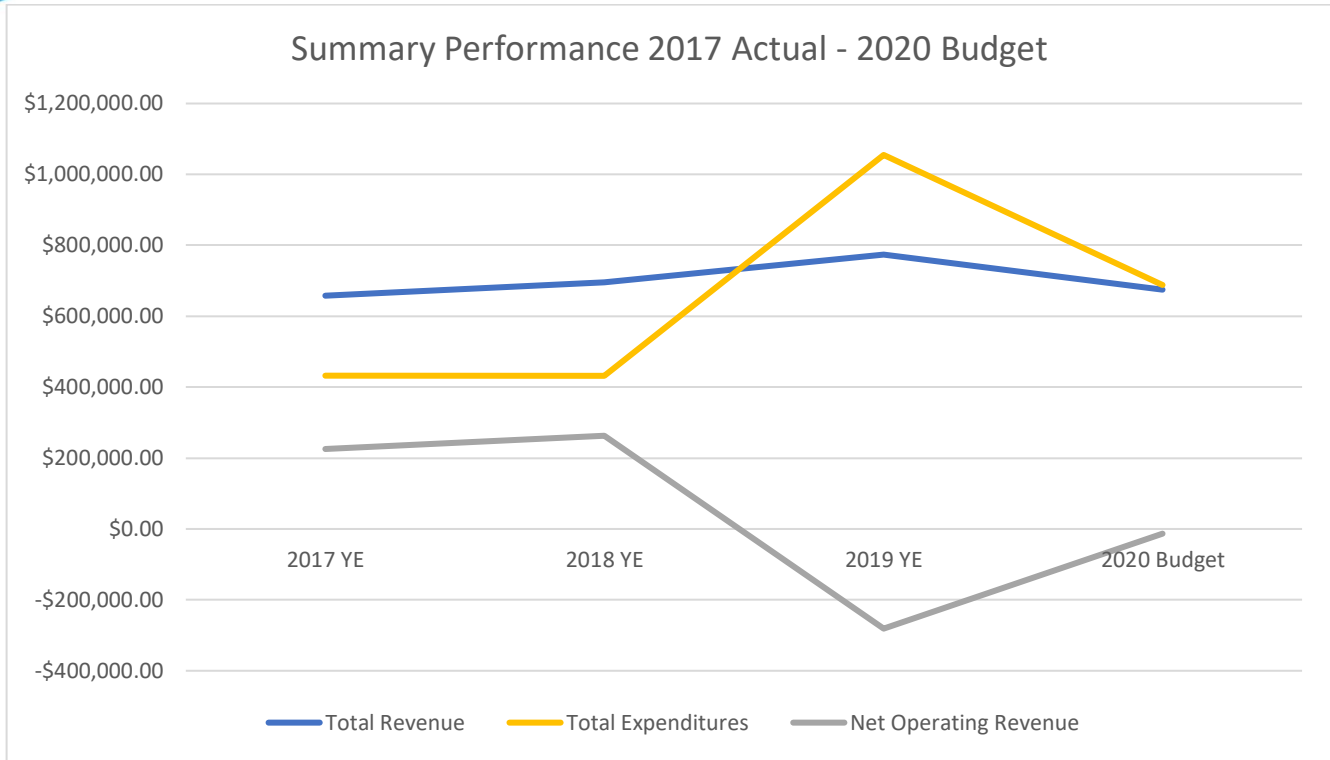
- Most areas of operations saw better than budgeted performance, and many saw an increase from 2018.
- “Publications” is inclusive of JoPTE royalties. These are being reported differently effective in 2020, so 2019 is inclusive of two years of royalties. Although it appears that revenue is decreasing from 2019 to 2020, this is simply a change in reporting periodicity. 2018 was the first year of a new publisher agreement resulting in greater royalties to the Academy.
- CSM revenue had increased significantly in 2018 but dropped in 2019 to more typical levels and is projected to return closer to 2017 levels in 2020.
- ELC is budgeted more conservatively than 2019 performance as budgeting is completed prior to 2019 performance metrics being completed. This was done intentionally with an intent to budget conservatively until a three-year trend is established.



- Expenses had many categories which fared better than budget.
- Of note, administration expenses increased due to the change in management away from APTA.



- Our highest performing programs are CSM and ELC, with the Early-Career Faculty Development Workshop also being net revenue positive.
- ELP is budgeted with intentional loss as investment in a cooperative effort furthering PT and PTA education.
- Mid-Career Faculty Development Workshop in its initial outing performed at a net loss in 2019. Mid-Career Faculty Development is anticipated to see an increase in registration that would allow it to at least break even.



- Overall, total revenue was over budget by 28% and expenses were under budget by 8%.
- The net operating revenue for the year was a loss of approximately \$288,000, however this was a planned loss due to the Foundation Endowment and independent of that contribution the operational performance resulted in a net revenue for the year of approximately \$212,000.



Officer & Director Reports

President Report

Chair/Lead: Pamela Levangie

1. Completed Action Items in 2019:

- **New Administrative Management Service (AMS)[Goal 4]**
 - The Special Advisory Committee charged with the search received 7 proposals, interviewed 5 AMSs, and recommended Nardone Consulting Services (NCG) out of Atlanta, GA. The Board approved that recommendation.
 - Thanks go to the Special Committee members who supported the President: Corrie Odom (VP), Peggy Gleason (past president) and David Morrisette (past VP).
 - In June 2019, APTE began the transition from APTA to NCG management, with thanks to our former Executive Director, Julia Rice, for her support.
 - Sarah Berke was appointed by NCG as APTE's Executive Director, with Sherry Battle supporting her work as Association Manager.
 - Many thanks to Sarah and Sherry who persisted and excelled during a complicated transition. They are highly valued members of your APTE leadership team.
- **Strategic Planning 2019-2021 [Goals 1-4]**
 - Aply led by Bob Harris, CAE, the voting members of the APTE Board met in March and generated 4 strategic goals with supporting strategies, subsequently approved by the full Board and posted on the [APTE Website](#).
 - At ELC '19, the Board generated tactics and prioritized those tactics based both on impact and resource considerations. Individuals were identified to 'champion' each tactic.
- **Education Research Funding [Goal 2]**
 - The \$500,000 donation to FPTR's Education Endowment (approved in 2018) was used to support a permanently restricted fund fixed at \$500,000, with ~\$210,000 in temporarily restricted funds from which scholarships and grants will be funded.
 - The Endowment will fund one PODS I scholarship every other year for an individual seeking a doctorate related to education research, alternating with a \$40,000 grant for education research.
 - A PODS II scholarship, funded in part by the Academy's endowment, was awarded in 2019 to Tara Dickson, PT, DPT.
 - A new Physical Therapy Education Research Grant, funded by the Academy's endowment, will be posted on the FPTR website in April 2020.
 - Two education research grants and 5 adopt-a-doc awards were funded in 2019 by the Academy for a total of ~\$31,650 in education research support.
- **Right-sizing the Board: [Goal 4]**
 - In line with best practices, the full Board supported a Bylaw amendment to reduce the Board from 23 members (14 voting and 9 non-voting) to 14 voting members - to be voted on by the membership at the upcoming annual business meeting.

- To ensure no loss of voice for non-voting Board members and to facilitate communication, each voting member of the Board is assigned to serve as liaison to an Academy committee or the JoPTE Editorial Board.
- Board liaison assignments are posted on the Academy website ([About Us: Leadership](#)).
- **Volunteers Coordinator:** This new position was created to facilitate outreach to and potential development of Academy members to serve in various volunteer roles. [Goals 3 & 4]
 - A proposal to include this position in the Bylaws was approved by the Board and will be voted on by the membership at the upcoming annual business meeting.
- **The Special Advisory Committee on Communications** was formed and approved by the Board. [Goals 1,3 & 4]
 - The Committee includes (1) At-large Representative for Communication and Promotion (Committee Chair); (2) Website Editor; (3) Social Media Coordinator; (4) Volunteers Coordinator; and (5) JoPTE's Social Media Coordinator for the Editorial Board.
 - A proposal to make add a Communications Committee to the standing committees in our Bylaws was approved by the Board and will be voted on by the membership at the upcoming annual business meeting.
- **JoPTE Co-Editor:** The contract for the current Co-Editors of JoPTE ends in June 2020. [Goals 1 & 2]
 - The Executive Committee issued an open [Request for Proposals](#) (RFPs) for an Editor or Co-Editors, with the current Co-Editors invited to submit. Submitted proposals will be reviewed, with selection targeted for February 2020.
- **New Academy Name and Logo** [Goal 3]



- The Board approved the Academy's participation in APTA's "Unified Brand" initiative, moving the Academy name and logo to APTA-leading alignment.
 - This decision required modification of our current logo to one color and an adjustment to our name.
 - The formal change will take place mid-year after all affected assets are prepared.
- **Academy/ACAPT Board Liaison Initiative** [Goals 1 & 3]
 - The Academy and ACAPT approved appointments from their respective boards of an Academy liaison and an ACAPT liaison who will attend ACAPT and Academy board meetings, respectively. The goal is to strengthen communication and collaboration between the groups to better serve our constituents.
- **Centennial Ambassadors:** [Goal 3]
 - The President is serving as the Academy's Centennial Ambassador to provide input and feedback on APTA's centennial celebration events for 2021.
 - Updates to activities over the next year will be posted to www.centennial.apta.org
- **2019 Appointments:** For a complete listing of all appointed and elected members, see [About Us: Leadership](#) on our website. [Goal 4]



- Education Leadership Partnership (ELP), Academy representative:
 - Dr. Carol Beckel, PT, PhD. DCE, St. Louis University, St. Louis, MO; Academic Co-Chair of CESIG (filling the remaining 2 years of Dr. Sandy Quillen).
- Volunteers Coordinator:
 - Angela Strickland, PT, DPT. PTA Program Director, New River Community and Technical College, Beaver, WV.
- Social Media Coordinator and Vice-Coordinator:
 - Kim Novak, PT, DPT, EdD. PTA Program Director, Concorde Career College, Kansas City, MO.
 - Heather Mack, PT, DPT. ADCE, St. Francis University, Loretto, PA.
- Website Editor in training:
 - Deanna Dye, PT, PhD. DPT Program Director, University of Idaho, Pocatello, ID.
- Federal Affairs Liaison:
 - Rhea Cohn, PT, DPT, New York.
- Education Leadership Institute (ELI) Work Group representative:
 - Jennifer Blanchette, PT, DPT. PTA Program Director, Kankakee Community College, Kankakee, IL.
- Chair of SoE SIG:
 - Sarah Gilliland, PT, DPT, PhD. West Coast University, Los Angeles, CA (filling remaining term of Lisa Dutton)
- Liaison to APTA's Population Health Workgroup:
 - Rebecca Rebitski, PT, DPT, MEd. University of Cincinnati, Cincinnati, OH.
- Board Liaison to ACAPT:
 - Lori Bordenave, PT, DPT, PhD. AT Still University, Mesa, AZ; Academy Secretary.
- Co-Chair, CSM Program Committee:
 - Rebecca McKnight, PT, MS. Forsyth, MO.
- New Committee member appointments:
 - Morris "Rick" Beato, PT, DPT. Residency Director, University of Central Florida, Orlando, FL. Awards Committee.
 - Mari Knettle, PT, DPT, PhD. Director, Center for Health Sciences Education, Cleveland Clinic, Cleveland, OH. Awards Committee.
 - Brendon Larsen, PTA, BS. RehabVisions, Prosser, WA. Finance Committee.
 - Carolyn Utsey, PT, PhD. University of Texas Medical Branch, Galveston, TX. Finance Committee.

2. Outstanding Items for action in 2020:

- JoPTE Co-editors 360° Evaluation
- Selection of new JoPTE Editor(s)
- Appointment of Planning Task Force for 2021 PTA Education Summit
- Appointment of Task Force to explore professional development interests of clinician-educators
- JoPTE Advisory Board formulation and meeting strategies
- Strategic Plan for communications

- Strategic Plan for professional development activities, ideally in collaboration with ACAPT.
- Develop an online 'tutorial' that can be used as orientation for new volunteers or elected officers. Might do double-duty for new members.
 - A series of short (3-5 minutes) videos on relevant topics.

3. Resources or actions anticipated to require BOD approval in 2020:

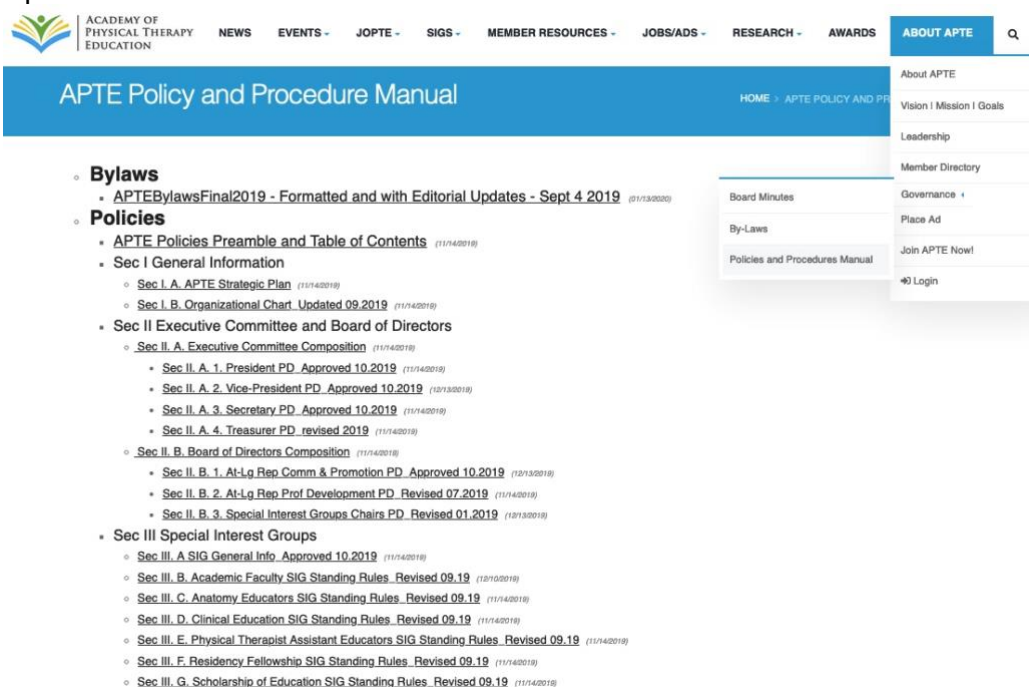
- Funding in 2021 Budget for ongoing strategic initiatives (see Item 2)

Vice President Report

Chair/Lead: Corrie Odom

1. Completed Action Items in 2019:

- Academy Bylaws Review [Goal 4]
 - 14 amendments presented and passed by members during annual business meeting on January 25, 2019. Reviewed by APTA parliamentarian and approved by APTA Board of Directors, April 2019.
 - Revised SIG Standing Rules to conform with Academy Bylaws. (April-May)
 - 7 proposed bylaw amendments reviewed by Academy Board of Directors, by APTA parliamentarian (December 2019) and prepared for electronic notification (January 2020) to Academy members for consideration during annual business meeting, February 14, 2020.
- Academy Policy & Procedure Manual [Goal 4]
 - Revised, reorganized, and reformatted all documents (February - December)
 - Updated website links



The screenshot shows the APTA website's navigation menu and a sidebar with the following items:

- NEWS
- EVENTS
- JOPTe
- SIGS
- MEMBER RESOURCES
- JOBS/ADS
- RESEARCH
- AWARDS
- ABOUT APTE

The main content area is titled "APTE Policy and Procedure Manual" and includes a search bar. The sidebar contains the following items:

- About APTE
- Vision | Mission | Goals
- Leadership
- Member Directory
- Board Minutes
- Governance
- Place Ad
- By-Laws
- Join APTE Now!
- Policies and Procedures Manual
- Login

The main content area lists the following sections:

- **Bylaws**
 - [APTE Bylaws Final 2019 - Formatted and with Editorial Updates - Sept 4 2019](#) (11/13/2020)
- **Policies**
 - [APTE Policies Preamble and Table of Contents](#) (11/14/2019)
 - **Sec I General Information**
 - [Sec I. A. APTE Strategic Plan](#) (11/14/2019)
 - [Sec I. B. Organizational Chart Updated 09 2019](#) (11/14/2019)
 - **Sec II Executive Committee and Board of Directors**
 - [Sec II. A. Executive Committee Composition](#) (11/14/2019)
 - [Sec II. A. 1. President PD Approved 10 2019](#) (11/14/2019)
 - [Sec II. A. 2. Vice-President PD Approved 10 2019](#) (12/13/2019)
 - [Sec II. A. 3. Secretary PD Approved 10 2019](#) (11/14/2019)
 - [Sec II. A. 4. Treasurer PD revised 2019](#) (11/14/2019)
 - [Sec II. B. Board of Directors Composition](#) (11/14/2019)
 - [Sec II. B. 1. At-Lg Rep Comm & Promotion PD Approved 10 2019](#) (12/13/2019)
 - [Sec II. B. 2. At-Lg Rep Prof Development PD Revised 07 2019](#) (11/14/2019)
 - [Sec II. B. 3. Special Interest Groups Chairs PD Revised 01 2019](#) (11/13/2019)
 - **Sec III Special Interest Groups**
 - [Sec III. A. SIG General Info Approved 10 2019](#) (11/14/2019)
 - [Sec III. B. Academic Faculty SIG Standing Rules Revised 09 19](#) (12/10/2019)
 - [Sec III. C. Anatomy Educators SIG Standing Rules Revised 09 19](#) (11/14/2019)
 - [Sec III. D. Clinical Education SIG Standing Rules Revised 09 19](#) (11/14/2019)
 - [Sec III. E. Physical Therapist Assistant Educators SIG Standing Rules Revised 09 19](#) (11/14/2019)
 - [Sec III. F. Residency Fellowship SIG Standing Rules Revised 09 19](#) (11/14/2019)
 - [Sec III. G. Scholarship of Education SIG Standing Rules Revised 09 19](#) (11/14/2019)

- Policies and Procedures Change Synopsis:



Policies and procedures are intended to specify operating parameters of the Academy and demonstrate alignment with existing bylaws. Review of the Academy's policy and procedure manual, initiated in 2018, concluded in December 2019 with the Board of Directors approving revisions and reorganization of the policies and procedures documents. Members may access the Academy's Policy and Procedures Manual using the link below.

Changes to the policies and procedures were to update language, reduce redundancy and, make the various sections parallel with each other in format. When members approve changes to the Bylaws, revisions to relevant policies and/or procedures will be made by the Board of Directors.

<https://aptaeducation.org/policies-and-procedures/>

- APTE Special Advisory Committee on Administrative Management Services (February - June): served as a member of the committee that recommended a new management service to the Academy Board. [Goal 4]
- Academy delegate to 2019 APTA's House of Delegates

2. Outstanding Items for action in 2020:

- Bylaws revision pending action taken by members in February.
 - Relevant policy updates as needed.

3. Resources or actions anticipated to require BOD approval in 2020:

- Consideration of motions for 2020 APTA House of Delegates.

Treasurer Report

Chair/Lead: Chalee Engelhard

1. Completed Action Items in 2019:

- Worked with previous Treasurer to insure smooth transition of position [Goal 4]
- Finance Committee populated and now have staggered terms in place for continuity of work [Goal 4]
- Successful transition from APTA system to QuickBooks for accounting [Goal 4]
- Experienced delayed financials for a part of the year, due to accounting transition, but are now current [Goal 4]
- Despite the accounting transition, APTE has been able to follow the budget timeline as outlined in the bylaws: [Goals 1,2,3,4]
 - September/October: Budget materials sent to Officers, SIG, Committee, and Program Chairpersons.
 - October/November: Goals of the Academy for the next fiscal year discussed/ determined, budget materials returned to the Finance Committee. SIGs should get extraneous budget requests to the Treasurer by November 1st
 - December: Budget is finalized.
 - January/February: Conference Budgets discussed/adopted by Board of Directors and presented to members during annual business meeting.



- As a result of working with Finance Committee and APTE Executive Director, the team developed, edited, reviewed, proposed and received BOD approval for budget for 2020 [Goal 1,2,3,4]
- In consultation with APTE Executive Director, managed, monitored, and reviewed monthly financial reports [Goal 1,4]
- Consistently consulted with APTE President, Executive Committee, Finance Committee, and APTE Executive Director regarding budget questions and/or requests as indicated [Goal 1,2,3,4]

2. Outstanding Items for action in 2020:

- Work with APTE Executive Director to:
 - Facilitate the ability to note annual trends in financial data with transition to QuickBooks [Goals 1,2,3,4]
 - Develop a cash management policy [Goals 4]
- Review changes/revisions for 2019 approved budget, as indicated [Goal 1,2,3,4]

3. Resources or actions anticipated to require BOD approval in 2020:

- Potential consideration for cash management policy revisions [Goal 4]

Professional Development Representative-at-Large Report

Chair/Lead: Tamara Gravano

1. Completed Action Items in 2019:

- New Faculty Development Workshop held in Chicago July 11-14, 2019. Number of participants were 25 at DCE workshop, plus 75 at New Faculty Development Workshop.
- Conducted a debriefing meeting with all instructors via Zoom to review SWOC and plan future course offerings.
 - Mid-Career Faculty Workshop held in Chicago at Northwestern Univ on Aug 1-3. This year's focus was on Clinical Decision making and 29 attended. Completed debriefing meeting with all instructors via Zoom to review the SWOC of the Mid-Career Faculty Workshop. This was the first offering of the course in 20 years. There was one offered in 1999, but none of the current faculty were involved. Most faculty are willing to continue to stay involved for future courses. [Goal 1]
 - Finalized dates for the 2020 workshops at Northwestern University and began advertising at ELC via a flyer at the booth. The New Faculty Development Workshop will be July 16-19, 2020, and the Mid-Career Faculty Workshop is July 31-Aug 2, 2020. Planning for both Registrations to open by CSM. [Goal 1]

2. Outstanding Items for action in 2020:

- Working with Daniel Dale, Chair of the Student Leadership Development group for ACAPT, to develop a taskforce to investigate ways to develop a New Faculty Development track for CIs and clinicians wishing to enter the academy, and another for students who wish to prepare to enter the academy. Could be offered virtually, as a separate course (students), added as an optional workshop (for CIS) to the New Faculty Development Workshop, or maybe piloted as presentation content at CSM 2021 (in two 2 hour blocks). [Goal 1]



- In December 2019, I sent proposed course agendas and schedules to faculty for both courses, asking for input on teaching assignments. Plan to finalize teaching assignments before CSM.

3. Resources or actions anticipated to require BOD approval in 2020:

- None.

Promotion & Communication Representative-at-Large Report

Chair/Lead: Kai Kennedy

1. Completed Action Items in 2019:

- Increased overall academy membership to 3369 total as of November 30, 2019. [Goal 4]
- As compared to one year ago, SIG memberships continue to grow in newer SIGs, but have fallen in more established SIGS [Goal 4]. SIG totals, as of January 6, 2020 are as follows:
 - **Academic Faculty:** 1122 (down slightly from 1135)
 - **Anatomy Educators:** 174 (up from 131)
 - **Clinical Educators:** 877 (down from 1061)
 - **Physical Therapist Assistant Educators:** 391 (down from 558)
 - **Residency and Fellowship Education:** 264 (up from 227)
 - **Scholarship of Education:** 356 (up from 235)
- Under the charge of the Executive Committee, a Special Advisory Committee on Communications was established, comprised of the Representative at Large for Promotions and Communications, the Website Editor, the Social Media Coordinator, the Social Media Coordinator for JOPTe, and the newly established Volunteers Coordinator. [Goal 4]
 - The Communications Committee developed a set of recommendations and a work plan to structure the flow of information from the Board to members and other key stakeholders. [Attached]

2. Outstanding Items for action in 2020:

- The Communications Committee will continue to crystalize as a body and will implement the Communication Plan in step-wise fashion with input on prioritization from the Executive Committee.

3. Resources or actions anticipated to require BOD approval in 2020:

- None anticipated.



Special Interest Group (SIG) Reports

Academic Faculty SIG Report

Chair/Lead: Kimeran Evans

1. Completed Action Items in 2019:

- Successful transition of SIG Leadership (Chair) from Jennifer Mai to Kimeran Evans **[Academy Goal 4]**
- Concurrent round table discussion format implemented at AF SIG Annual Meeting ELC 2019 and will be continued at CSM 2020 with topics to meet SIG objectives A and B. Topics include new faculty development, scholarship of education, and development of student professionalism. **[Academy Goals 1 and 3]**

2. Outstanding Items for action in 2020:

- Fill AF SIG leadership candidate slate with qualified and exceptional candidates for 2020 election cycle **[Academy Goal 4]**
- Working with the Academy and Academy's Communication Committee, improve two-way communication with AF SIG members to meet SIG objectives A, D and E. **[Academy Goals 1 and 3]**

3. Resources or actions anticipated to require BOD approval in 2020:

- These are only potential/proposed at this time pending degree of Standing Rules changes and recommendations of Communication Committee:
 - Updates to AF SIG Standing Rules (pending type and amount)
 - Communication methods and venues for AF SIG leadership and members

Anatomy Educators SIG Report

Chair/Lead: Donna Skelly

1. Completed Action Items in 2019:

- Anatomy presentation on clay modeling for the pelvic floor developed by Beth Moody Jones and Stephanie Muth accepted for CSM 2020 [Goal 1]
- List of anatomic state boards and donation programs added to SIG website [Goal 1]
- List of post-professional anatomy opportunities developed by Matthew Condo, Carla Enriquez, and Marsha Rutland and added to the SIG website [Goal 1]
- Worked with office staff to provide Academy Partners with reminders for annual dues [Goal 4]
- Assisted researchers from New Zealand in recruiting AESIG members to participate in an international Delphi study related to core content for PT anatomy education [Goal 2]
- Two grant submissions to AAA, "Establishing Core Content for Anatomy Education Excellence in Physical Therapist Programs" (not funded). Currently monitoring the Delphi from New Zealand to avoid duplication of efforts.
- Monitored H.R. 1835 the Consensual Donation and Research Integrity Act of 2019, introduced in March. [Goal 3]



- Initiated Discussion Forums on the APTE website. There have been 8 topic areas with 16 comments and 209 views. [Goal 4]

2. Outstanding Items for action in 2020:

- Continue to monitor H.R. 1835 the Consensual Donation and Research Integrity Act of 2019. [Goal 3]
- Continue to develop a more robust discussion forum on the APTE website. [Goal 4]
- Continue to explore development of core content in anatomy education [Goal 1]

3. Resources or actions anticipated to require BOD approval in 2020:

- None at present

Clinical Education SIG Report

Chair/Lead: Carol Beckel (Academic Co-Chair) and Karen Bock (Clinical Co-Chair)

1. Completed Action Items in 2019:

- Conference calls with CESIG board and chairs to plan for ELC CESIG Open Forum. orientation of new Board members, elections and agenda for CSM 2020. [goal 4]
- Dissemination of storage procedures for data at Liaison International and academic institutions responsibility for data at ELC CESIG Open Forum. [goal 1, 3, 4]
- Survey about CPI completed among APTE members and clinicians completed, data guiding future discussions. [goal 1, 3, 4]

2. Outstanding Items for action in 2020:

- Engagement with NCCE on development of recognition of sites of excellence in clinical education. [goal 1, 3, 4]
- Engagement with APTA and Liaison International on improvements in CPI and CSIF for users. [goal 3 & 4]
 - Which may include creation of working group for CESIG leadership, CESIG members, APTA and Liaison International
- Continue to facilitate, through engagement with Academic Co-Chair role in ELP committee and Clinical Co-Chair role in EPA working group, communication to members about the role of clinical education and changes in development of new outcome measurements. [goal 1, 2, 3, 4]

3. Resources or actions anticipated to require BOD approval in 2020:

- Possible addition of board member to CESIG board for membership on the working group/committee with Liaison International. [goal 1, 3, 4]

Physical Therapy Assistant Educators SIG Report

Chair/Lead: Jennifer Jewell

1. Completed Action Items in 2019:

- Attended Spring 2019 and Fall 2019 CAPTE meeting to provide PTA Education updates [Goal 1,3]



- Promoted participation in CAPTE call for comments on proposed changes to the Standards and Elements. [Goal 1,3]
 - Hosted PTAE SIG business meeting at CSM 2019 [Goal 3,4]
 - Facilitated appointment of new PTA Educator representatives [Goal 1,3]
 - Barbara Behrens, PTA MS – CSM & ELC Planning committee
 - Becky McKnight, PT, DPT – ELP Outcomes Subgroup
 - Brad Thuringer, PTA – ELP Student Debt Subgroup
 - Kathrine A. Giffin, PTA, MS Ed – Representative to ELP
 - Jennifer Jewell, PT, DPT – Liaison International & CPI Web
 - Involvement in ongoing discussions regarding PTA CPI [Goal 1,3]
 - Participated in planning and execution of meeting with Liaison International in Boston on June 5-7 along with leadership from CE SIG, NCCE and APTA regarding PTA CPI and CSIF
 - Participated in ongoing joint meetings with APTA staff, clinical education technology work group, NCCE, CE SIG
 - Finalized CE Terminology document inclusive of PTA clinical education terminology, accepted by BOD and published to APTE website [Goals 2,4]
 - Promoted participation of PTA education programs in letter campaign regarding proposed PTA modifier and reimbursement changes [Goal 3]
 - PTA Education Trends Task Force report completed and accepted by BOD for dissemination following CSM 2020 [Goals 1,2, 3]
 - Monthly meetings held with PTAE SIG leadership group established August 2019 with invited guest Kathy Giffin as immediate past chair and ELP rep [Goal 4]
 - Hosted PTAE SIG membership meeting at ELC 2019 [Goal 3, 4]
 - Hosted 50th Anniversary celebration for PTA and PTA Educators at ELC 2019 included networking reception and social media contest [Goal 3]
2. Outstanding Items for action in 2020:
- PTA Education Trends Task Force presentation of findings at CSM 2020 via education session and poster presentation. Publication of results pending [Goal 2,3]
 - Assist in planning the PTA Education Summit [Goals 1,2,3,4]
 - Appoint CPI/CSIF Advisory Board representative [Goal 1,3,4]
 - Review and provide suggested updates to PTAE SIG Rules of Order [Goal 1,2,3,4]
3. Resources or actions anticipated to require BOD approval in 2020:
- PTA Education Summit planning
 - Update PTAE SIG Rules of Order

Residency & Fellowship SIG Report

Chair/Lead: Sara Kraft

1. Completed Action Items in 2019:

- RFESIG has completed its first podcast published on navigating the ABPTRFE annual report. We have our second podcast planned and hope to have it published in the first quarter of the new year



- We had our first Mentoring session at ELC for new residency fellowship directors and it was well received. We have our second mentoring session scheduled for CSM just before our annual meeting

2. Outstanding Items for action in 2020:

- Ongoing mentoring meetings
- Ongoing Podcasts to increase communication
- Ongoing refining, retooling and adding to the think tank compendium

3. Resources or actions anticipated to require BOD approval in 2020:

- Regular budget

Scholarship of Education SIG Report

Chair/Lead: Sarah Gilliland, PT, DPT, PhD

1. Completed Action Items in 2019:

- Well attended meeting at CSM 2019 discussing development of research agendas and time/project management for education research
- Regular Zoom meetings held (March, May, September) focused on discussing chapters of the book, *Educating Physical Therapists*. Allowing members to connect and continue education research discussions outside of in-person meetings
- Representing APTE and participating in work of the Education Research Network planning group (a collaborative effort of ACAPT, APTE, and APTA)
- Sarah Gilliland (previously vice-chair) stepped up as chair for the SIG in September to replace Lisa Dutton who had to resign from the chair position
- Continuing bi-monthly Zoom sessions for book club discussion of “Educating Physical Therapists” with the authors. Over 20 attendees on the September 25 call. The final call/discussion for the book is planned for January 17, 2020. (goal 2)
- Well-attended meeting at ELC (over 35 attendees). The meeting included presentations from other APTA components (SIGs, Consortia, ELP) relevant to educational research. Presenters shared resources with the SIG members to further support their development in educational research. (goals 1-2)
- Meeting for CSM 2020 planned with collaborations from Clinical Reasoning Consortia and Education and Pedagogy Consortia

2. Outstanding Items for action in 2020:

- None

3. Resources or actions anticipated to require BOD approval in 2020:

- None



Committee Reports

Awards Committee Chair Report

Chair/Lead: Lynn Fitzgerald

1. Completed Action Items in 2019:

- New award created in 2019; Distinguished Educator in Physical Therapy Assistant Education Award (Goal 3)
- Language changed for the Leadership in Education Award to remove “highest honor” in order to make each APTE award meritorious and in high esteem, not just the Leadership award. (3)
- Proposal to make expectations consistent for Awards ceremony at CSM to better recognize awardees
- Description of awards was reviewed and updated on the website and a historical list of past awardees was added (Goal 4)
- Edits to Award Rubrics were done for APTE Policy and Procedure Update
- Call for nominations for 2020 awards went out in September, nominations reviewed and award decisions were made in December (Goal 3)

2. Outstanding Items for action in 2020:

- Make language more consistent across awards for both the website and the applications
- Create an awards committee document regarding expectations for the awards ceremony at CSM

3. Resources or actions anticipated to require BOD approval in 2020:

None

Special Advisory Committee on Communications

Background

At the APTE business meeting January 25th, 2019 in Washington, DC, the APTE Membership voted to expand the role of the Member-at-Large for Section Promotion position to include coordination of section communications. In this new role, the Member-at-Large for Section Promotion and Communication would chair a committee, inclusive of the Website Editor, Social Media Coordinator, Volunteers Coordinator, and JOPTe Social Media Coordinator (ex-officio). The Communications Committee was charged on September 25, 2019 as follows:

Charges

1. Develop a communications plan, implementation strategies and associated costs for 2019-2020 that support the [Academy's mission and strategic plan](#) for submission to the Executive Committee on or before October 16, 2019.
 - The plan should include (but is not limited to) recommended mechanisms to coordinate efforts across the respective roles of the Committee members to achieve efficient, consistent and engaging messaging to facilitate recruitment and emphasize the value of Academy membership.



2. Upon submission and approval of the plan, meet periodically to assess implementation as well as to share activities and initiatives across their respective roles.
3. Work with the Nominations, Awards and Research Committee Chairs to support their calls for nominations and proposals across media platforms.

Communication Goals 2019-2020

The APTE Communications Committee will coordinate APTE's communications to its membership body and external stakeholders by:

1. Facilitating clear and timely communication of APTE business and member opportunities to APTE members.
2. Facilitating dissemination of relevant content to external stakeholders, including partner organizations, potential members, members of the public, and other relevant stakeholders.
3. Developing and disseminating messaging to actively engage members and potential members.

Strategies

Goal 1: Facilitating clear and timely communication of APTE business and member opportunities to APTE members. (Resources C, Research C, Advocacy A)

- a) Develop a communications flow strategy to outline the appropriate channels of communication between members, committees, the board, and executive leadership. (Strength C/E/F)
- b) Develop an annual communications timeline inclusive of APTE business meetings, APTE-sponsored conferences and professional development opportunities, calls for nominations for and winners of elected positions within APTE, calls for nominations/applications for and winners of APTE awards, and other perennial announcements. (Research A/C, Resource C, Strength C/E/F)
- c) Develop general strategy for engaging members and potential members around membership status. (Resource C, Strength A/B/C)

Goal 2: Facilitating dissemination of relevant content to external stakeholders, including partner organizations, potential members, members of the public, and other relevant stakeholders.

(Resources B, Advocacy A/B/C/D, Strength B)

- a) Develop a pilot strategy for marketing, including marketing goals, target audiences, proposed media outlets, proposed promotional items, costs and timeline. (Resources B, Research C)

Goal 3: Developing and disseminating messaging to actively engage members and potential members. (Advocacy A/C, Strength B/C/D)

- a) Determine priorities and strategies for episodic and non-essential communications, considering holiday messaging, social media engagement (connections and follows, reposts, etc.), member highlights, and special recognitions. (Resources C, Advocacy A/C, Strength B/C/D)
- b) Develop and integrate communications roles for each Communications Committee member, inclusive of responsibilities toward annual communications timeline, monitoring of member dialogue on APTE platforms (eg. Listserv), and bi-directional communications via public platforms (ie. social media). (Resources C, Strength C/E/F)



CSM Program Committee Chair Report

Chair/Lead: Skye Donovan & Becky McKnight

1. Completed Action Items in 2019:
 - Education sessions planned for Denver CSM 2020
 - Collaboration of efforts of SPCs and ELC Co-Chairs to reduce redundant programming
 - On boarding of new SPC Co-Chair
2. Outstanding Items for action in 2020:
 - Reinvigorate Cerasoli lectureship (Goal 1 & 2)
 - Defining role of SIGs CSM liaisons (Goal 4)
 - Aligning CSM content with APTE & SIG strategic initiatives (Goal 1 & 2)
 - Academy specific centennial events as part of CSM 2021 (Goal 4)
3. Resources or actions anticipated to require BOD approval in 2020:
 - N/A

ELC Program Committee Chair Report

Chair/Lead: Co-Chairs – Danille Parker & Cindy Utley

1. **Completed Action Items in 2019:**
 - ELC 2019, Setting Sail: Discovering a New World of Opportunities
 - Total registration reached 1,035 (962 in 2018). The number of Clinicians attended were 158 (105 in 2018). Excellent feedback was received regarding the conference and programming. Profitable year with net profit revenue. [Goals 1,3]
 - Confex was used for online submissions platform and scheduling program for ELC. Will continue to use for 2020. [Goal 4]
 - In an effort to go paperless, an ELC website was developed to communicate the conference schedule and information to members. [Goal 4]
 - The Academy of Physical Therapy Education (APTE) and the American Council of Academic Physical Therapy (ACAPT) awarded sponsorships to 40 clinical educators and/or clinical administrators to attend ELC 2019. [Goals 1,3]
 - Tremendous support was provided by 65 members who volunteered to assist with the registration table and moderate educational and platform sessions.
 - APTE/ACAPT ELC committee is hard at work to progress planning for 2020. [Goals 1,2,3]
 - ELC 2020 Conference is scheduled for October 13 – 19 2020 at the Wisconsin Center in Milwaukee, WI.
2. **Outstanding Items for action in 2020:**
 - Meetings progressing for the RFP process for ELC 2021-2022.
3. **Resources or actions anticipated to require BOD approval in 2020:**
 - None



Nominating Committee Chair Report

Chair/Lead: Dana McCarty

1. Completed Action Items in 2019:

- Updated Candidate Bio forms for 2020 elections
- Hosted 2 Zoom meetings with all nominating committee chairs for APTE SIGs and BOD – one prior to ELC and one in early December.
- Worked with SIGs and other BOD Nom Com members to recruit candidates for open positions.

2. Outstanding Items for action in 2020:

- Solidify candidate slate prior to CSM – for BOD, there are 2 outstanding candidates considering VP run.
- Accept and record new nominations for candidacy from floor at CSM APTE Board Meeting. Dana to turn in candidate information to Sherry and Sarah by 2/14/20
- Open voting – 3/1
- Voting closes – 4/1
- Early April – verify votes, notify Nom Com Chairs, notify candidates

3. Resources or actions anticipated to require BOD approval in 2020:

- Would like to request a new process for Nom Com BOD receiving email addresses for all APTE Nom Com SIG members. Due to website not being up to date over summer and incorrect email addresses, this led to some omissions of APTE members from email communication.

Research Committee Chair Report

Chair/Lead: Kathleen Rockefeller, PT, ScD, MPH

1. Completed Action Items in 2019:

- Reviewed over 300 platform/poster abstracts for CSM 2020. Abstracts were reviewed by members of the Research Committee as well as others who responded to a call for assistance as well as some who had reviewed for ELC.
 - Many thanks to everyone for these efforts, to those who reviewed and those who submitted. [goal 2]
- Reviewed and scored 7 strong applications for the Research Grant. (Compared to 10 received last year). Once again, it was encouraging to see the quality, scope, and relevance of the applications.
 - Two grants were selected for funding in 2020: [goal 2]
 - Dr. Chalee Engelhard (PI) and colleagues for “Assessing Director of Clinical Education roles/responsibilities task fit impact: A Delphi study” \$9,187.75
 - Drs. Matthew Briggs and Raine Osborne (Co-PIs) for “Defining excellence in residency education: The next step in demonstrating value” \$15,990.00

2. Outstanding Items for action in 2020:



- Transition membership of Research Committee for alignment with revised policies and procedures.

3. Resources or actions anticipated to require BOD approval in 2020:

- Assistance/advice with transitions mentioned in #2.

Web Site Editor Report

Chair/Lead: Daniel Erb

1. Completed Action Items in 2019:

- The Website continues to be maintained and changes made to make it more efficient and meet the needs of the APTE membership and board of directors.
- The Executive Committee and Sarah Berke evaluated software modules for improving board efficiency and function on the Website while maintaining privacy and security. The “Leadership Panel” module was selected from CaduceusWebs for this purpose. The APTE Board will be introduced to this module, Website Portal, at the 2020 CSM Board of Directors Meeting.
- Corrie Odom, PT, DPT, Vice President, APTE and Executive Director, Sarah Berke, CAE led the charge in updating, editing, and organizing the Policies and Procedures Manual (PnP) on the Website. The PnP has never looked so good!
- Deanna Dye, PT, PhD, was selected as the Web Site Editor-In-Training and will become the Website Editor in June, 2020. She is being oriented to the position by the current Website Editor, Daniel Erb, PT, PhD.
- The Website Editor now directly reports to Kai Kennedy, PT, PhD, Representative-At-Large, Academy Promotion, and Chair Communications Committee.
- The Chair of Social Media now directly reports to Kai Kennedy, PT, PhD, Representative-At-Large, Academy Promotion, and Chair Communications Committee. The Social Media Report will be filed separately from the Website Report.

2. Outstanding Items for action in 2020:

- None at this time.

3. Resources or actions anticipated to require BOD approval in 2020:

- Maintenance contract for the Website. This already automatically included in the APTE budget.



JoPTE Report

Chair/Lead: Kevin Brueilly PT, PhD & Susan Wainwright PT, PhD

1. Completed Action Items in 2019:

- Thirty-nine manuscripts (exclusive of editorials (4), letters to the editor (1) and an erratum (1)) were published in the 4 issues published in 2019. *[goal 1]*
- Progress has been made to position JOPTe for a subsequent submission to Medline. *[goal 3]*
 - Greater than 50% of published manuscript are original research reports.
 - The acceptance rate for 2019 = 39%, which is a decrease from acceptance rate of 44% last year.
- From 2018 to 2019, we saw a slight decrease in submissions from 110 to 103. Overall there has been a 40% increase in submissions over the past 5 years, and 85% increase over the past 10 years. *[goal 1]*
- Awards: 2019 Journal of Physical Therapy Education Award Winners *[goal 3]*
 - The Stanford Award for 2019 is given to:

Becker, Betsy J. DPT, PhD; Sayles, Harlan MS; Woehler, Meredith PhD; Rost, Tony SPT; Willett, Gilbert M. PT, PhD, MS. An Investigation of Professional Networks and Scholarly Productivity of Early Career Physical Therapy Faculty. 2019;33(2): 94-102.
 - The Feitelberg Founders' Award for 2019 is given to:

Souter, Courtney PT, DPT, CSCS; Musy, Emily PT, DPT; Hartstein, Aaron PT, DPT, OCS, FAAOMPT; Lievre, Arthur PT, DPT, OCS, CMPT; Fergus, Andrea PT, PhD. Educational and Experiential Factors Associated With Physical Therapists' Diagnostic Reasoning. 2019;33(3): 198-208.
- Completed two presentation: *[goal 2]*
 - CSM 2019 JoPTE Education Session.
 - WCPT Poster Presentation, May 2019.
- Editorial Board: Recruited two international editorial board members. *[goal 3]*

2. Outstanding Items for action in 2020:

- Continue to work towards goals for Medline re-application, most specifically increased rigor of research published and continued decrease in acceptance rate. *[goal 2]*
- Implement recommendations for Advisory Board. *[goal 4]*

3. Resources or actions anticipated to require BOD approval in 2020:

- None