



PRESIDENT'S REPORT

2018 Annual Report

Chair/Lead: Pamela Levangie

Report Date: 12/27/18

1. Completed Action Items in 2018:

- Additional funding approved to support the Education Leadership Partnership's (ELP's) MERC and GAMER initiatives to support building a community of educational researchers.
- After review of proposals from website vendors, the Ad Hoc Website Committee working with John Bond (consultant), recommended CaduceusWeb as the new vendor, with Board approval in May. The contract was finalized and work on new website continued with Caduceus through 2018. Anticipated launch January 2019.
 - Thanks to Dan Erb (Chair), Emmanuel John, Stephanie Weyrauch, Kai Kennedy Julia Rice and John Bond.
- One-hour presentation and discussion with the Board on Non-Profit Finance with Rob Bartala, MBA, CPA, CAE, CFO of APTA (September 18, 2018 conference call).
- Adopt-a-doc award criteria amended to broaden eligibility to include PT and PTA clinicians (as well as educators) approved by the Board (9-18-18). The Board also supported giving priority to applicants who are engaged in the scholarship of teaching and learning (12-12-18).
- Rebranding Task Force proposed a new Academy logo approved by the Board (9-18-18).
 - Thanks to Kai Kenney (Chair), Dan Erb, Laura Smith, Trent Jackson, Kathy Giffin, Corrie Odom and Julia Rice.
- Half-day presentation and discussion with the Board on Good Governance Roles and Goals, including responsibilities of Board members of a non-profit organization with Bob Harris, CAE.
- Negotiations with Cardon Rehabilitation and Medical Equipment, Ltd. resulted in a 3-year commitment to support a named Adopt-a-doc award to be first awarded in 2019

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- Education Research Task Force recommendations resulted in the following actions by the Board at its October meeting:
 - Adopt-a-docs increased to \$3000 (from \$2500) for 2019
 - The Academy's research grant increased to \$25,000 (from \$10,000) for 2019
 - \$500,000 allocated to the Academy's Educational Research Endowment managed by the Foundation for Physical Therapy
 - Thanks to Alecia Thiele (Chair), Barbara Connolly, Elizabeth Mostrom, Sandy Quillen, Patrick Pabian and Jennifer Mai.
- Worked with Executive Committee on revision and clarification of reimbursement policies for Academy component leaders traveling to conduct Academy business (to be concluded as Bylaws and Policies & Procedures revisions in 2019).
- Worked with Website Editor on a policy for approval of restricted gratis advertising for member professional development opportunities, with subsequent Board approval in December.
- Worked with Executive Committee on a policy for approval of restricted open access to website resources, with subsequent Board approval in December.
- Additional Board appointments:
 - J. Kyle Covington as CSM Program Chair and Skye Donovan as CSM Program Vice-chair
 - Cynthia Utley as ELC Program Vice-chair
 - Megan Danzl as Awards Committee Chair, along with new committee members Donni Welch-Rawls
 - Kathy Rockefeller as Research Committee Chair, along with new committee member Celia Pechak
 - New Finance Committee members: Amy Amabile, Chalee Engelhard and Carolyn Utsey.
 - APTA State Payment and Policy Forum representatives: Andrea Kessler and Rhea Cohn
 - Federal Affairs Liaison for 2019: Rhea Cohn
- **Miscellaneous**
 - NC-1 submitted by the Academy for Kyle Covington's nomination as Vice-Speaker of the House.
 - NC-1 submitted by the Academy for Dee Daley's nomination for Director of APTA.

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Outstanding Items for action in 2019:

- Special Advisory Committee (a subgroup of the Education Research Task Force: Quillen, Pabian, Mostrom and Connolly) appointed in Fall 2018 to make recommendations to the President on allocation of \$500,000 donation to the Foundation and the associated new agreement with the Foundation. The tentative schedule would fund a PODS I and 2019 and a possible \$40,000 APTE grant in 2020.
- Strategic Planning: Scheduled for March 9th and 10th in Houston, Tx. Participants include the voting Board under the direction of Bob Harris, CAE.
- Development of a Request for Proposal and negotiation of a new Academy administrative management contract with the support of an appointed Special Advisory Committee to the President [Corrie Odom (current VP), Peggy Gleason (Past President) and David Morrisette (Past VP)].

2. Resources or actions anticipated to require BOD approval in 2019:

- Charge Research Committee to finalize criteria for a \$40,000 post-doc grant as recommended by the Education Research Task Force, targeting an initial call in 2019 for a first award in 2020.
- Approval of new 3-year Strategic Plan.
- Continued work on Bylaws and Policies & Procedures
- Creation of a Member Reviewer Pool for reviewing conference platform/poster abstracts and educational programming abstracts.
- New committee appointments to replace or reappoint members whose terms expire in 2019.

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Vice President's Report

2018 Annual Report

Chair/Lead: Corrie Odom
Report Date: January 2, 2019

1. Completed Action Items in 2018:

- Bylaws review.
- Notice of 14 proposed amendments distributed to members via electronic notification (APTE e-Blast December 23, 2018) for consideration during annual business meeting on January 25, 2019.
- Rebranding Task Force (member): proposed new APTE logo approved by Board of Directors (September 2018)

2. Outstanding Items for action in 2019:

- Continued review and work on policies and procedures.
- Create policies and procedures documents compatible with online manual format (new website).
- Participate in the development of a Member Reviewer Pool to support the review of abstracts for conference platform/poster presentations and educational programing. [goals 2 & 3]
- Strategic Planning process.
- House of Delegates, 2019

3. Resources or actions anticipated to require BOD approval in 2019:

- Continued work on Bylaws and Policies & Procedures of the Academy.
- Consideration of motions that will be presented to 2019 House of Delegates.

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SECRETARY REPORT

2018 Annual Report

Chair/Lead: Sara F. Maher

Report Date: 12/19/2018

1. Completed Action Items in 2018:

- Completed and posted minutes from 3 conference calls and CSM Business and BOD meetings. [1]
- Awards Committee Service. Assisted with selection of the following Education Section awards: Leadership in Education, Distinguished Educator in Physical Therapy Award, and Adopt-A-Doc Scholarships. No candidates were nominated for the Polly Cerasoli Lectureship. [3]
- Participated in 2 Executive Committee Conference Calls (6-18-18 and 9-12-18). Minutes were approved by the Executive Committee. [1]
- Provided edits to Secretary Description in Policy and Procedure Manual. [3]

2. Outstanding Items for action in 2019:

- Draft minutes from ELC BOD meeting and 2 conference calls (10-11-18 and 12-12-18) need to be approved and posted to the website. [1]

3. Resources or actions anticipated to require BOD approval in 2019:

- None

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TREASURER REPORT

2018 Annual Report

Chair/Lead: Alecia Thiele, Treasurer

Report Date: January 2019

1. Completed Action Items in 2018:

- Updated 2018 budget with current information *[goal 1,2,3]*
- Developed, edited, reviewed, proposed and received BOD approval for budget for 2019 *[goal 1,2,3]*
- Managed, monitored, and reviewed monthly financial reports in consultation with Academy Executive Director and Academy Finance Manager *[goal 1]*
- Consulted Academy President, Executive Committee, Finance Committee, Executive Director in conjunction with Academy Finance Manager regarding budget questions and/or requests and audits *[goal 1]*
- Chaired the Educational Research Task Force which brought forth an educational research proposal approved by the Academy BOD in response to charge from membership for support for educational research *[goal 1,2,3]*
- Participated in conference calls with Academy President, Executive Director, Executive Committee and Academy Finance Manager *[goal 1,2,3]*
- Participated in e-mail discussions with Executive Committee *[goal 1,2,3]*
- Participated in Policy and Procedure and/or Bylaw revisions for Treasurer Position, Finance Policies and other positions as requested with Executive Committee *[goal 1,2,3]*
- Served as APTE Delegate to the HOD participating in yearlong governance (January through the HOD 2018) *[goal 1,2,3]*
- Served as the Federal Affairs Liaison for APTE *[goal 1,2,3]*

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2. **Outstanding Items for action in 2019:**

- Reconciling budget for 2018 at the end of the fiscal year *[goal 1]*
- Review changes/revisions for 2019 approved budget (if any arise) *[goal 1]*
- Future budget request processing *[goal 1]*

3. **Resources or actions anticipated to require BOD approval in 2019:**

- Implementation of the Educational Research Task Force Recommendations *[goal 1,2,3]*

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Representative-at-Large for Professional Development REPORT

2018 Annual Report

Chair/Lead: Alice Salzman, PT, EdD

Report Date: Jan 4, 2019

1. Completed Action Items in 2018:

- New Faculty Development Workshop, July 12 – 15, 2018
 - Added a 4-hour session for ACCEs/DCEs that was well-received

2. Outstanding Items for action in 2019:

- New Faculty Development Workshop, July 11 – 14, 2019
 - To be held at Northwestern University, Chicago, IL
- Mid-Career Faculty Development Workshop, August 1-3, 2019
 - To be held at Northwestern University, Chicago, IL
 - Sessions on teaching/assessing clinical reasoning and effective use of instructional technology

3. Resources or actions anticipated to require BOD approval in 2019:

- None; Both workshops are included in the 2019 budget

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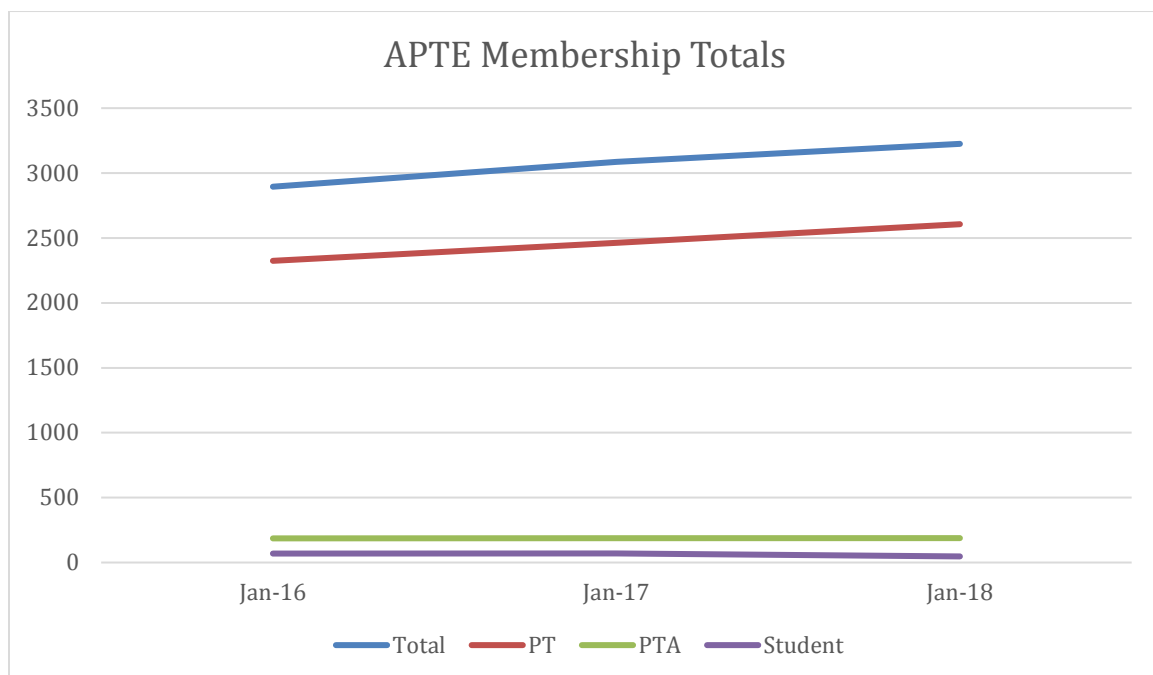
2018 Annual Report

Chair/Lead: Kai Kennedy

Report Date: 21 December 2018

1. Completed Action Items in 2018:

- Increased membership to 3225 total as of November 30, 2018. Growth is most apparent for PT members, while PTA membership remains steady and Student membership has dropped moderately. [Goal 2.1, 3.1]



- SIG memberships continue to grow in all areas. [Goals 1.1, 2.1, 2.3, 3.1, 3.2] SIG totals are as follows:
 - Academic Faculty: 1135

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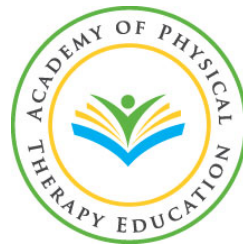
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- Anatomy Educators: 131
- Clinical Educators: 1061
- Physical Therapist Assistant Educators: 558
- Residency and Fellowship Education: 227
- Scholarship of Education: 235
- After component name change, initiated rebranding process for the Academy. [Goal 1.1, 1.3, 2.1, 2.5, 3.5]
 - Established a Rebranding Task Force to select new logo. Selected logo is shown below in a variety of stamps.



- Worked with Ad Hoc Website Committee to align visual branding strategy
- Acquired new promotional materials for conference booths and general promotions
- Worked with Executive Committee to restructure the Representative-at-Large for Section Promotion role and retitle the role as *Representative-at-Large for Promotion and Communication*. [Goal 1.3, 2.1, 3.5]

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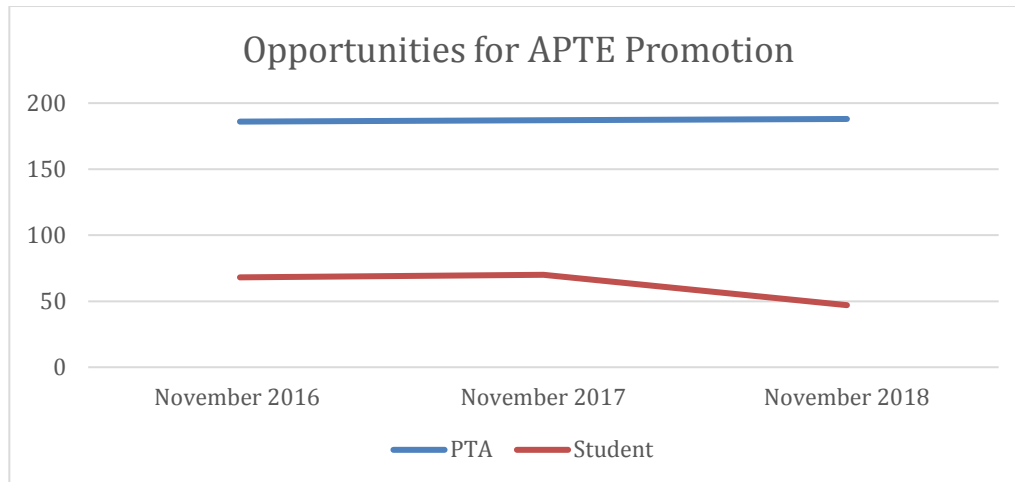
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2. Outstanding Items for action in 2019:

NONE

3. Resources or actions anticipated to require BOD approval in 2019:

- **Membership growth is steady for PT members, but PTA membership remains steady and Student membership has dropped moderately.** I would like to convene a Special Committee or Task Force, inclusive of significant input from PTA Educators SIG, to develop a strategy for recruiting, engaging and retaining PTA and Student members.



- **Establish, in collaboration with Website Editor and Social Media Coordinator, a formal operational structure for communication and promotion of the Academy.**
 - This may include restructuring the Section Promotion (Membership) committee to one that better supports the expanded role of the Representative at Large for Promotion and Communication. Such a committee should include collaborators on website and social media content as well as contributors to member recruitment and engagement.

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ACADEMIC FACULTY SIG REPORT

2018 Annual Report

Chair/Lead: Jennifer Mai
Report Date: January 3, 2019

1. Completed Action Items in 2018:

- Identified and secured speakers for the AF SIG meetings at CSM (*Clinical Reasoning Symposium update by Lisa Black*) and ELC (*Affective Domain Panel – Becky Bliss, Wendy Herbert, Jennifer Mai, Alecia Thiele*) [goal 3]
- AF SIG Leadership Conference Calls in January, August, December (*AF SIG Leadership*) [goal 3]
- Reviewed Standing Rules and approved suggested edits to forward to VP (*AF SIG Leadership*) [goal 3]
- Secured slate for AF SIG 2018 elections (*AF SIG Nominating Committee*)
- Goals set for 2018/2019 Academic Year (*AF SIG Leadership*)
 - Collaboration within Academy [goal 3]
 - Incorporate “teaching pearls” into AF SIG meetings with appropriate moderators [goal 1,3]
 - Follow up on an initiative for a way to search for faculty members by research interest with new website [goal 2]
 - Develop Mid-Career Faculty Development Workshop in conjunction with APTE Professional Development Representative [goals 1,2,3]
- Served as APTE Alternate Delegate for the House of Delegates (*Mai*) [goals 1,2,3]
- Served on APTE Educational Research Task Force (*Mai*) [goal 2]
- Served as a APTE representative for Educational Leadership Partnership (*Mai*) – Anticipated that the 2018 Annual Report to be disseminated in early 2019 [goals 1,2,3]

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2. Outstanding Items for action in 2019:

- **Progress on goals:**
 - Collaboration within Academy – Offer volunteer opportunities to AF SIG members as able through combined section efforts (on-going) [goal 3]
 - Incorporate “teaching pearls” into AF SIG meetings/educational opportunities – We have covered all of the topics requested in our survey to membership. [goals 1,3]
 - Identify moderators for roundtables for upcoming meetings – Completed for CSM and ELC (see above) [goals 1,3]
 - Follow up on previous initiative for database to identify faculty members by research interest – New website should be able to do this either in discussion forum or directory. [goal 2]
 - Mid-Career Faculty Workshop – In development with Alice Salzman. Working with resource pool to finalize content outline; plan for implementation in Summer 2019. [goals 1,2,3]

3. Resources or actions anticipated to require BOD approval in 2019:

- None at this time.

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ANATOMY EDUCATORS SIG REPORT

2018 Annual Report

Chair/Lead: Donna Skelly

Report Date: 1/2/2019

1. Completed Action Items in 2018:

- The first SIG meeting at CSM was attended by 51 individuals where: [1,2,3]
 - The Standing Rules of the SIG were accepted by the membership
 - A presentation/discussion was facilitated, "To Dissect or not to Dissect" by David Ebaugh, Stephanie Muth and Alison McKenzie
 - Round table discussions were held on Instructional Methods, Research Ideas, and Content of Anatomy Courses
- The Partners Program for the Academy initiated by SIG interim officers was implemented in December of 2017 and 5 Partners joined the Academy and SIG. [1,3]
- Interim officers Mary Beth Moody and Marsha Rutland submitted proposals for anatomy related content to CSM 19 and ELC 18. The proposal for CSM was accepted (Anatomy Clay models). [1,3]
- The first elections for the SIG were held in the spring, and officers were instated in May. [1,2,3]
- A survey was developed by Ellen Costello and distributed to membership over the summer related to lab practices and safety. Results are posted on the SIG website. [1]
- The SIG meeting at ELC was attended by 29 individuals. Ellen Costello reported on the results of the lab practices and safety survey. Marsha Rutland, Stephanie Muth and Donna Skelly presented on Active Learning Activities for anatomy. Open discussion was held including a variety of topics related to anatomy education. [1]
- Alison McKenzie, Mike Pascoe, Reivian Berrios, Stephanie Muth, Donna Skelly, Kimberly Topp, with assistance from Jacklyn Brechter, Sara Gilliland submitted an application for the AAA Innovations Grant. The grant "Establishing Core Content for Anatomy Education Excellence in Physical Therapist Programs" was not funded, however we were advised to reconfigure and resubmit next year for a AAA Outreach Grant. We may apply

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Chair/Lead: Jay Lamble & Carol Beckel

Report Date: January 3, 2019

1. Completed Action Items in 2018:

- Revision of the Site Coordinators of Clinical Education (SCCE) Resource Manual [1]
- Collaboration with leadership from PTASIG and NCCE regarding the change in training for the CPI and on-going problems with customer service related to loss of CPI access. [1]
 - Multiple correspondence and conference calls with APTA and Liaison International staff regarding concerns raised by membership.
 - Facilitation of open discussion during ELC 2018 Open Forum.
- Collaboration with leadership from PTASIG and NCCE to clarify continued involvement of PT and PTA students at Inpatient Rehabilitation Facilities. [1]
 - Multiple correspondence and conference calls with APTA staff to assist in clarifying information released through CMS transcript dated November 15, 2018 Medicare Learning Network webinar entitled, *"Inpatient Rehab Facilities (IRF) Payment and Coverage Policies: FY 2019 Final Rule."*
- Facilitated a panel discussion regarding time away from the clinic to complete residency interviews. [3]
 - Representatives from DCE, SCCE, Residency Director, and current Resident participated in panel at ELC 2018.

2. Outstanding Items for action in 2019:

- Participation in discussions regarding revisions of PT and PTA CPI.
- Formation of a Task Force to address the loss of clinical time for participation in residency interviews

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- Discussions regarding the availability of clinical education resource materials such as the SCCE Resource Manual for both members and non-members.

3. Resources or actions anticipated to require BOD approval in 2019:

- Support in forming a Task Force to address loss of clinical time for residency interviews.
- Approval of clinical education resources being accessible for non-members.

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Chair/Lead: Kathrine A. Giffin

Report Date: January 4, 2019

1. Completed Action Items in 2018:

- Presented PTA Education updates to the PTA Townhall session at CSM 2018. [1]
- Hosted PTA Education Issues Forum at CSM 2018. [1]
- Held Spring and Fall 2018 business meetings with minutes and presentations posted on APTE website. [1]
- Participated in Education Leadership Partnership (ELP) PTA Education Subgroup:
 - PTA students added to Student Loan Refinancing opportunities through Laurel Road. [1]
 - Clinical Education Strategy Group inclusion of PTA education. [1]
- Collaborated with APTA staff, ACAPT Clinical Education Consortium, and APTE CE-SIG to:
 - Revise CPI training access and verification processes. [1]
 - Clarify CMS policy on students at inpatient rehab facilities. [1]
- Attended CAPTE Central Panel meeting on October 24th to respond to questions about current issues and trends in PTA education. [1]
- Presented PTA Education update at CAPTE's Fall meeting. [1]
- Recruited PTA Educators to participate on other boards and task forces:
 - JOPTe Board (Frances Wedge & Laura Sage). [2]
 - ELP Faculty Development Sub Group (Justin Berry) [3]
 - 20 abstract reviewers for ELC 2018 & CSM 2019. [2]
- Established PTA Education Trends: A Task Force of the APTE in October 2018. [1,2]
 - Purpose: A) Gather and document existing data related to PTA education; B) Analyze data to identify current trends affecting PTA education, including but

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not limited to: employment and work environment, pass rates and licensure, matriculation and graduation, recruitment and admissions, curriculum, and regulations; state, federal, etc.; C) Produce a written report of findings to the APTE Board of Directors in May 2019.

- Members: Becky McKnight (co-chair), Justin Berry (co-chair), Michele Avery, Susan Cotterman, Kathy Giffin, Jennifer Jewell, and Krissa Reeves.

2. Outstanding Items for action in 2019:

- Trends in PTA Education Task Force report due in May 2019. [1,2]
- PTA 50th Anniversary Reception at ELC 2019. [1,3]
- PTAESIG Strategic Plan [1,2]
- Recruit and mentor PTA Educator researchers and presenters [2,3]
- Promote PTA Centralized Application System [1,2]
- Discussions about Advanced Proficiency for the PTA in Academia. [1,3]
- Continuing concerns regarding the CPI-Web functionality [1]

3. Resources or actions anticipated to require BOD approval in 2019:

- Acceptance of the PTA Education Trends Task Force report and consideration of any resulting recommendations. [1,2]

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RFESIG

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Chair/Lead: Sara Kraft

Report Date: 1/3/2019

1. Completed Action Items in 2018:

- [Goal 1] Completed Think Tank residency education compendium review and materials and submitted for posting on Education academy website-We have reviewed and are disseminating over 75 educational resources on topics such as leadership, statistics, mentoring, clinical reasoning, and many other topics in residency fellowship education.
- [Goal 1] Presented at ELC and have a presentation at CSM in regard to breaking down silos and sharing education resources across specialty areas
- [Goal 2] Started a residency & fellowship research collaborative group. This group has met in person once and over zoom twice. We have developed a mission statement and goals and are in the process of finalizing these two items. Our over-arching mission is to advance physical therapy residency and fellowship education through high-impact, coordinated, and collaborative research across specialty areas

2. Outstanding Items for action in 2019:

- Continue to solidify the residency & fellowship collaborative research group to determine next steps for this group to meet the following goals:
 - Establish an initial set of key research priorities for physical therapy residency/fellowship education
 - Develop an infrastructure that facilitates communication, coordination, and collaboration among physical therapy residency/fellowship educational researchers.

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Revised 11/19/18

- Complete a research project to serve as a model for high-impact, collaborative physical therapy residency/fellowship research.
- Engage additional stakeholders in physical therapy residency/fellowship education research
- Continue to review and further develop Residency Fellowship educational resources as they are shared with us by faculty from a variety of residency fellowship programs. We would like to continue to enrich the resources to make this a valuable resource for all residency fellowship programs.

3. Resources or actions anticipated to require BOD approval in 2019:

- Continued support with the Academy Website for continued posting of education resources for the compendium
- Continued communication with ELP and ACAPT and APTE to ensure that our research collaboration is well aligned with all entities to reduce duplication and ensure effectiveness.

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SCHOLARSHIP OF EDUCATION SIG REPORT

2018 Annual Report

Chair/Lead: Lisa Dutton
Report Date: January 3, 2019

1. Completed Action Items in 2018:

- Initiated and implemented Zoom Research Calls as mechanism to support networking and development of educational researchers [goal 2]
- Provided educational session on the use theoretical frameworks in educational research at CSM SIG Meeting [goal 2]
- Participated in and supported work of ELP related to the Education Research Network [goal 2]

2. Outstanding Items for action in 2019:

- Scholarship of Education SIG website development
- Additional educational programming to be planned for ELC 2019
- Continuation and further development of Zoom calls
- Continued efforts to coordinate SoE SIG initiatives with ACAPT and APTA through ongoing communication and collaboration

3. Resources or actions anticipated to require BOD approval in 2019:

- None

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Revised 11/19/18

for the Academy of Education Research Grant next October. We are considering moving forward with some of the initial survey activities as able without funding. [1,2,3]

- Information has been posted on the AE SIG website related to SIG activities, and links to other anatomy related professional associations.

2. Outstanding Items for action in 2019:

- Planning for CSM SIG meeting is in progress. Focus will include membership ideas for additional SIG activities. [1,2,3]
- Work on “Establishing Core Content for Anatomy Education Excellence in Physical Therapist Programs” will continue. [3]
- Development of an orientation packet for SIG leadership positions to facilitate smooth transitions of positions [1]

3. Resources or actions anticipated to require BOD approval in 2019:

- No current actions/resources needed at present time.

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APTE Nominating Committee REPORT

2018 Annual Report

Chair/Lead: Jennifer Ellison, Chair

Report Date: January 4, 2019

1. Completed Action Items in 2018: [goal 3]

- The committee met via conference call on 5/24, 7/10, 8/30, 9/23, and 11/7 to compile a slate of recommended candidates for the 2019 APTE election.
- Open positions were confirmed, bylaws reviewed and a call for nominations was posted on the website, sent to section members via email in late summer and fall.
- The committee coordinated with all SIG nominating committee chairs and members to fill a slate of qualified candidates for SIG and APTE Board elections in 2019.

2. Outstanding Items for action in 2019:

- Present the following slate of recommended candidates at the APTE Business Meeting at Combined Sections in Washington DC in January. Accept nominations from floor.

2019 Nominations	Open Positions for 2019	Candidate recommendations
EXECUTIVE COMMITTEE	Secretary	Lori Bordenave
2 year terms		Kathrine Giffin Carrie Minahan
	Treasurer	Yi-Po Chiu Chalee Engelhard
	Professional Development Representative at Large	Tamara Gravano Alice Salzman
APTE Nominating Committee	Nom Com Member	Ann Fick Becky McNight
3 year term		
Academic Faculty SIG	SIG Chair	Kimeran Evans Wendy Herbert
2 year terms		
	Nominating Committee member	Jamie Dehan Teresa Miller

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Revised 11/19/18

AFSIG cont.	Professional Development Representative	Yvonne Egitto
		Janet Konecne
		Cathy Ortega
Clinical Education SIG	CCCE Co-Chair	Karen Bock
2 year terms		Ashlee Butler
		Melissa Lippencott
	Recording Secretary	Elsa Drevyn
		Rachel Skolky
		Valerie Teglia
	Nominating Committee member	Gale Lavinder
		Laurie Neely
		Jessica Rodriguez-Torres
PTA Educators SIG	Chair	Terri Dinsmore
2 year terms		Jennifer Jewel
	Nomination Committee member	Justin Berry
		Scott Hargraves
		Heather Riley
Residency/Fellowship Education SIG	Vice Chair	Jason Zafereo
	Membership Secretary	David Nolan
	Nominating Committee member	Cheri Hodges
Scholarship of Education SIG	Vice Chair	Sara Gilliland
	Secretary	Amy Yorke
Anatomy Educators SIG	No open positions this year – all new officers - none needed until 2020	

- Complete the voting process in spring 2019. Inform candidates. Publish results.
- Begin slating candidates for 2020 election in fall 2019

3. Resources or actions anticipated to require BOD approval in 2019:

- none

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Revised 11/19/18



AWARDS COMMITTEE REPORT

2018 Annual Report

Chair/Lead: Megan Danzl

Report Date: 1/3/19

1. Completed Action Items in 2018:

- The committee expanded the marketing and outreach efforts for the awards calls for nominations and applications (e.g., e-blasts, social media posts, announcements at ELC, direct email to program directors listed at (<http://www.apta.org/PostprofessionalDegree/PhDScDPrograms/>) for the Adopt-a-Doc award).
- Adopt-a-Doc Award: A motion was proposed by the committee and passed by the board to amend the eligibility criteria beginning in 2019. The award will no longer be limited to PT and PTA educators who are current or former faculty members. The award will be open to members of the APTE who are doctoral candidates with an approved dissertation proposal. A motion was proposed and passed by the board to indicate a preference for scholarship of teaching and learning in line with the mission and goals of APTE.
- The websites and associated documents for the awards were reviewed and updated.

2. Outstanding Items for action in 2019:

- Goals: (1) Update awards websites prior to the 2019 awards cycle. (2) Edit and update the Adopt-a-Doc application form. (3) Review and update the awards rubrics prior to the 2019 awards cycle.

3. Resources or actions anticipated to require BOD approval in 2019:

- 2 awards committee members (Danzl, Papa) and the liaison to the board (Maher) are rolling off of the committee in 2019; will need to fill positions

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- Submitting a motion to create a new PTA Educator Award; if passed, the awards committee will move forward with crafting criteria for the award to present to the board
- Submitting a motion to edit language associated with the Award for Leadership in Education

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Revised 11/19/18



CSM PROGRAM CHAIR REPORT

2018 Annual Report

Chair/Lead: Kyle Covington and Skye Donovan

Report Date: Jan 3, 2019

1. Completed Action Items in 2018:

- Implemented an electronic speaker contract and contract response system (3)
- Slotted 4 pre con courses, 24 educational sessions, 4 platform sessions, and SIG and academy business meetings from over 100 submissions (3)
- Worked with APTA Meeting services staff to confirm logistics, setups, and requirements for all Academy sessions and events at CSM. (3)
- Total of 92 speakers will present in preconference and education sessions for the Academy at CSM 2019 (3)

2. Outstanding Items for action in 2019:

- Additional session moderators are needed for CSM 2019 education session

3. Resources or actions anticipated to require BOD approval in 2019:

- None noted at this time.

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Revised 11/19/18



ELC COMMITTEE REPORT

2018 Annual Report

Chair/Lead: Danille Parker, Co-Chair- Cindy Utley

Report Date: 1/4/2019

1. Completed Action Items in 2018:

- ELC 2018 Final Updates: Total registration reached 1,022. Excellent feedback received regarding the conference and programing. Profitable year with net profit revenue. Goals 1,2,3
- Confex will be new online submissions platform and scheduling program for ELC
- ELC will have its own website at www.educationalleadershipconference.com
- APTE/ACAPT ELC committee hard at work to progress planning for 2019. Goals 1,2,3
- ELC 2019 Conference Planning Updates:
 - *Program Title:*
 - **Setting Sail: Discovering a New World of Opportunities**
 - *Program Subthemes and Topics*
 - **All Hands-On Deck: Generations X, Y, Z Working as a Team**
 - *Educational Costs and Financial Burdens*
 - *Empathy and Burnout*
 - *Adulting 101- Financial Literacy and Career Planning*
 - *Crucial Conversations: Communicating with each other*
 - *Coordinates for Change- Remediation Strategies for Success*
 - **Building Bridges for the Future through Curricular and Clinical Innovations**
 - *Educational Research- Steering Future Curricular Change*
 - *IPE in Academic and Workplace Learning*
 - *Enhancing the Role of the Clinical Educator as a Mentor*
 - *Collaborative models in clinical education*
 - **Navigating Workforce Needs for Society**
 - *Telehealth: Licensure Compact Becoming a Reality*
 - *Developing a Diverse and Culturally Competent Physical Therapy Workforce*
 - *Proliferation of Programs: Passport of Entry*
 - *Relational Coordination in Healthcare*
 - *Attracting Talent to the Physical Therapy Profession: Ideas and Challenges for the Future*

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Revised 11/19/18

- **Charting a New Course**
 - *Blended/Hybrid Learning Models*
 - *Simulation-Based Learning*
 - *Competency Based Education- Entrustable Professional Activities*

2. Outstanding Items for action in 2019:

- SIG representation in ELC committee thus far. Seeking representatives from CESIG and SoE SIG.

Position	Name
Chair	Danille Parker
Co-Chair	Cindy Utley
Academic Faculty SIG	Becky Bliss
Anatomy Educators SIG	Marsha Rutland
Clinical Education SIG	
PTA Educators SIG	Barbara Behrens (PTA SIG Vice-Chair)
Residency/Fellowship Education SIG	Dana Tew (no info sent yet)
Scholarship of Education SIG	

- ACAPT/APTE ELC meeting at CSM to continue discussion of conference and planning
- Meetings to begin in February for RFP process for ELC 2020-2022.

3. Resources or actions anticipated to require BOD approval in 2019:

- None at this time

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Revised 11/19/18



Website and Social Media Report

2018 Annual Report

Chair/Lead: Daniel Erb, Stephanie Weyrauch, and Julia Rice

Report Date: January 4, 2019

1. Completed Action Items in 2018:

1. The current Academy of Physical Therapy (APTE) Website Webpages were updated to reflect the name change from Education Section to Academy of Physical Therapy (APTE).
2. A task force was appointed to review requests for proposals (RFP's) and make a recommendation of a vendor to develop and build the new Academy of Physical Therapy (APTE) Website. In addition, the task force was charged to oversee the development of new APTE Website. The task force is composed of the following APTE members and staff, listed in alphabetical order, Yi Po Chiu, Daniel Erb, Caitlin Fitzgerald, Emmanuel John, Catherine Noonan, Julia Rice, and Stephanie Weyrauch.
3. CaduceusWebs was unanimously recommended by the task force to the APTE Executive Board of Directors and Board as the vendor to develop and build the new APTE Website. The Executive Board and Board approved this recommendation and a contract was executed with CaduceusWebs to develop and build the new APTE Website. The development and build of the new APTE Website is in process. It is anticipated the Website will be active before the 2019 Combined Sections Meeting.
4. The Rebranding Task Force, led by Kai Kennedy, designed and recommended a new APTE Logo which was approved by the APTE Board. This logo has been incorporated into the APTE Website.
5. Social Media

The Academy for Physical Therapy Education continues to experience increased exposure and growth on social media. Over the last year we have averaged 16,200 impressions, 55 significant interactions, 742 profile visits, and 40 new followers per month on Twitter. Our highest traffic months this year were February 2018 (during CSM), May 2018, June 2018 (during NEXT), and October 2017 (ELC). Our followership on Twitter has increased from 1167 followers August 2017 to 1596 this August 2018 (increase of 429 followers). On Facebook, our posts vary from 17 views to 10,000 views or more. Content containing videos and photos were our most popular content. Our likes on Facebook have increased from 910

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Revised 11/19/18

likes August of 2017 to 1294 likes and 1340 followers in August 2018. Highest amount of online traffic occurs after 7PM with our most popular viewed days are posts on Wednesday and Sunday.

We have continued Facebook LIVE interviews with various Academy leadership. The focus of these chats are to inform membership and potential membership about our special interest groups and increase interest in Academy events. We have continued using BeLive as our platform to do these interviews. We continue to receive great feedback regarding our LIVE interviews and see increases in shares of these interviews on social media. Continuing our subscription (\$20.00 per month) to BeLive.tv as this service does continue to allow us to do these live chats, allow live commenting, and increase awareness of APTE and its amenities.

We have continued to utilize funds to "boost" posts on Facebook and Twitter. These boost posts are about \$5 for 2 days of "advertisement" (i.e. if there is a post we want people to see when they are on Facebook/Twitter we spend \$5 for it to show up at the top of their newsfeed for a certain number of days (\$2.50 per day). Boosting posts has helped increase social media traffic and awareness to significant posts (i.e. Facebook LIVE interviews, CSM/ELC events, grant offerings, congratulatory messages, etc). Data from Twitter and Facebook continue to support increased traffic with live conference updates.

6. A new vendor for credit card processing was selected. This vendor is Stripe, <https://stripe.com/>. This vendor is more efficient and less costly than our previous

2. Outstanding Items for action in 2019:

- a. Complete development and activation of new APTE Website.
 - i. Ensure all Webpages contain accurate and appropriate content.
 - ii. Ensure all Website documents have proper branding – logo and wording.
- b. Develop and present course focusing in on educating members on utilizing social media to educate the general public, students, academics, etc on a multitude of topics, is being considered.

3. Resources or actions anticipated to require BOD approval in 2019:

- a. Funds requested for Website
 - i. In addition to already approved Website development contract and maintenance contract, additional \$210/month for Forum Module.
- b. Funds requested for Social Media
 - i. \$240 for a year subscription to BeLive.tv (\$20/month for 12 months)

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Revised 11/19/18

- ii. \$760 for "boosting" posts/advertisements on Twitter and Facebook (\$760/\$5 = 152 posts that we can boost over the year. This money will be utilized to increase our social media traffic and visibility.
- iii. \$200 for funding a student worker to assist in finding articles/content for posting (\$10/hour for up to 20 hours)
- iv. \$800 for funding travel to one education section focused conference to aid in increasing traffic, awareness, and membership in the Academy for Physical Therapy Education

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RESEARCH COMMITTEE REPORT

2018 Annual Report

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

Report Date: January 3, 2019

1. Completed Action Items in 2018:

- Reviewed 250 platform/poster abstracts for CSM 2019. Abstracts were reviewed by members of the research committee as well as individuals who had reviewed abstracts for ELC. Many thanks to everyone for your efforts, those who reviewed and those who submitted. [goal 2]
- Reviewed ten strong applications for Academy Research Grant funding. It was encouraging to see the quality and scope of the applications. Two applications were funded: [goal 2]
 - Dr. Nicole Christensen (PI) and colleagues for “Exploration of the role of movement in physical therapists’ clinical reasoning” \$7547
 - Dr. Julie Peterson (PI) and colleagues for “Outcomes of resident education: exploring learner development during and post-residency” \$9100

2. Outstanding Items for action in 2019:

- Transition Research Committee membership and duties per updated bylaws (pending approval) [goal 2]
 - Meet to discuss development of pool of reviewers for abstracts for ELC and CSM

3. Resources or actions anticipated to require BOD approval in 2019:

- Transition Research Committee membership and duties per updated bylaw (pending approval) [goal 2]
- Continue discussion of idea of having an archive of abstracts presented at conferences [goal 1]

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- Revisit process of application for research grants (e.g., remove language referring to “mentored research grants” for clarification, clarify expected funding levels, etc.) [goal 2]

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Revised 11/19/18

2018 Annual Report

Chair/Lead: Co-Editors - Kevin Brueilly PT, PhD and Susan Wainwright PT, PhD

Report Date: January 4, 2019

1. Completed Action Items in 2018:

- Transition to new publishing platform EditorialManager was achieved as previous platform ScholarOne was phased out effective 3.31.2018. *[goal 1]*
- Full publication cycle completed and manuscript backlog cleared. *[goal 1]*
 - The additional pages in Issues 1 – 3 required to clear the 2018 backlog was 40 at an additional cost of \$1,200.00.
- Forty-seven manuscripts (exclusive of editorials (4), letters to the editor (1) and an erratum (1)) were published in the 4 issues published in 2018. *[goal 1]*
- Progress has been made to position JOPTE for a subsequent submission to Medline. *[goal 3]*
 - Intention to increase the percentage of research reports published was achieved as demonstrated by the distribution by publication type comparing 2018 to previous three years (2015-2017):

MANUSCRIPT TYPE	2018		2015 - 2017	
	#	%	#	%
Research Report	32	68.1%	53	46.9%
Method/Model	4	8.5%	25	22.1%
Position	4	8.5%	14	12.4%
Case Report	3	6.4%	11	9.7%
Systematic Review	1	2.1%	2	1.8%
Geneva Johnson Forum	1	2.1%	3	2.7%
Perspective	1	2.1%	2	1.8%
Cerasoli	1	2.1%	3	2.7%
TOTAL	47		113	

- The acceptance rate for 2018 = 43.8%, which is a decrease from acceptance rate of 55% in previous years.

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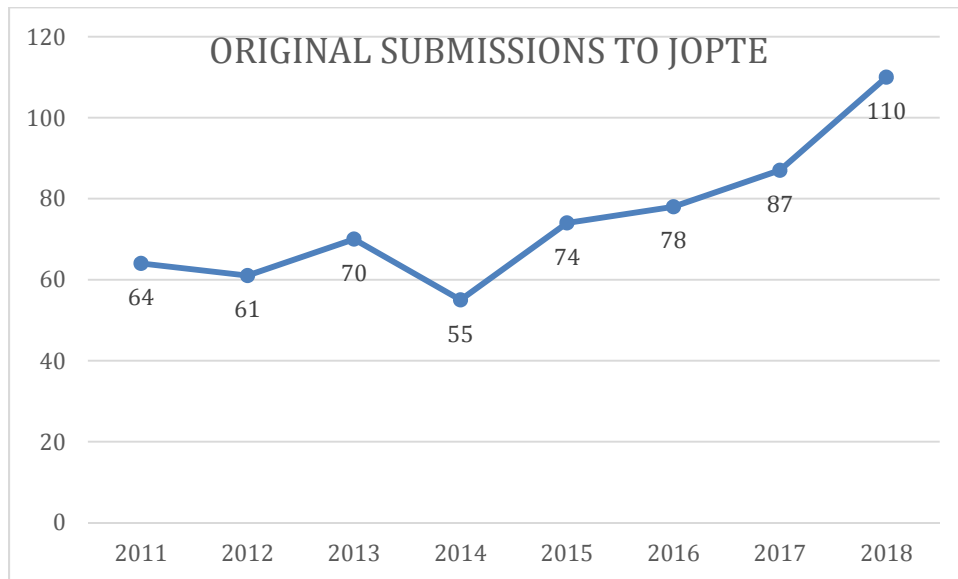
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- Through 2018, trend for increased number of submissions to JoPTE continues. *[goal 1]*



- The annual award winners were selected and will be recognized at the Business Meeting at CSM 2019. The winner of each award are: *[goal 3]*

Feitelberg- Dawn Roller, PT, DPT; Michael Wininger, PhD; John Leard, EdD, PT, ATC, Barbara Crane, PhD, PT, ATP/SMS. Data-driven Decision Making in Doctor of Physical Therapy Curricula Part I, Program-level Analysis. 2018;32(4): 368-375

Stanford- Moerchen, Victoria, PT, PhD; Williams-York, Bernadette, PT, DSc, GCS; Ross, Libby J., MA; Wise, Denise, PT, PhD; Dominguez, Jesus, PT, PhD; Kapasi, Zoher, PT, PhD, MBA; Brooks, Salome, PT, EdD. Purposeful Recruitment Strategies to Increase Diversity in Physical Therapist Education. 2018;32(3): 209–217

2. Outstanding Items for action in 2019:

- Recruit international editorial board member(s) and manuscript reviewers to raise profile of Journal. *[goal 3]*
- Explore alternatives to current Editorial Board structure to effectively meet the demands of an evolving and growing Journal. *[goal 3]*
- Propose innovative Journal format and diversified manuscript types to reflect a forward thinking, contemporary approach to disseminating educational research. *[goal 1]*
- Continue to work towards goals for Medline re-application, most specifically increased rigor of research published and continued decrease in acceptance rate. *[goal 2]*

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3. Resources or actions anticipated to require BOD approval in 2019:

- Convene a facilitated meeting of thought leaders to assist in the development of short-term and long-term goals and directions for the Journal within the context of the goals, opportunities and direction of the Academy, ELP and higher education.
 - Resources would include funding and administrative support.
 - All action items for 2019 could be developed, initiated and/or progressed through such a meeting.

- Administrative support/collaboration to monitor continued growth of JOPTe to determine if and what administrative support can be provided.

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EDUCATIONAL RESEARCH TASK FORCE REPORT

Chair/Lead: Alecia Thiele
Report Date: November 28, 2018

CHARGE: To return to the Education Research Task Force the initiative for funding a 1-year-post doc asking for greater clarity in number, amounts and guidelines around eligibility by CSM 2019

Fund 1-year post-doctoral in educational research [Multiple Levels]

Clarity in number, amounts:

- Two \$40,000 awards with a requirement of a stipulated match from the institution (release time vs matching funds will be considered and budget must be included)
- Award 1 - \$40,000 for 2020, Award 2 - \$40,000 awards beginning in 2021 (this will allow for refinement of the post-doctoral application process)

Guidelines around eligibility:

1. The PI (applicant) must be an APTE member (PT, PTA, Partner Program per APTE) with a post-professional degree (e.g., PhD, EdD, DHS, DSc).
2. The mentor may be a PT or non-PT with a post-professional doctorate and evidence of experience and expertise in educational research. The mentor should also have an academic or clinical faculty appointment with a history of publication, grant funding and mentorship.
3. If the PI is an APTE interprofessional partner, the mentor must be a PT or PTA as well as meeting the other mentor qualifications.

Areas of Potential Investigation include but are not limited to the following:

- didactic/classroom teaching and learning in DPT and/or PTA education
- clinical education in physical therapy (DPT and/or PTA)

Mission: To inspire all PTs and PTAs in their roles as educators and to enhance the development and implementation of evidence-based education practices.

Goals: (1) Standards of Practice: Provide support for the PT and PTA educator role by disseminating accessible resources on evidence-based teaching and learning principles, methods and strategies.

(2) Research: Promote scholarly activities and access to new knowledge that facilitates evidence-based educational practices.

(3) Education: Increase professional development opportunities to enhance the various educator roles in physical therapy practice.

Value: Efficient and effective decision-making and communication

- post-professional education in physical therapy (residency education, fellowship education, or other forms of professional development)
- interprofessional education at the professional or post-professional level that includes physical therapy as one of the participating disciplines
- teaching and learning related to patient/client education in physical therapy

General Guidelines

- Qualifications for the collaborators-must show expertise in educational research including funding history, publication, and mentorship history
- Both collaborators (PI and mentor) should be identified on the application
- The collaborative pair (PI and mentor) must provide their competitive research plan that clearly outlines how their research will contribute to physical therapy education.
- Research agenda /questions that will be addressed during the award period - Studies being conducted during award period, dissemination plan and targets, future grant/agency funding targets, mentorship plan
- Institutional capacity and support - Require (at a minimum) an equal match from PI/institution such as institutional support for protected time/release time to complete the proposed project
- Grant guidelines and selection criteria, as well as the educational research definition, to be determined by the APTE Research Committee. The Educational Research Task Force recommends a broad definition of educational research and areas of potential investigation, but advocates the requirement of the research to be related to physical therapy education.

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EDUCATIONAL LEADERSHIP PARTNERSHIP (ELP) REPORT

2018 Annual Report

Chair/Lead: Laurie Kontney (current ELP Chair), Jennifer Mai, Sandy Quillen

Report Date: January 3, 2019

Updates related to the Educational Leadership Partnership (ELP) can be found at:

<http://www.apta.org/elp/>

The Educational Leadership Partnership 2018 Annual Report will be available at this website when approved. Watch for details in a future APTE e-blast (following CSM).

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Revised 11/19/18



— ACADEMY OF —
PHYSICAL THERAPY EDUCATION

REQUEST FOR PROPOSAL (RFP)
ASSOCIATION MANAGEMENT

ACADEMY OF PHYSICAL THERAPY EDUCATION (APTE)

JANUARY 2019

SPECIAL ADVISORY COMMITTEE ON MANAGEMENT SERVICES

PAMELA LEVANGIE, PRESIDENT

CORRIE ODOM, VICE-PRESIDENT

PEGGY GLEESON, FORMER PRESIDENT

DAVID MORRISSETTE, FORMER VICE-PRESIDENT

Table of Contents

1.	SUMMARY AND BACKGROUND	2
2.	PROPOSAL GUIDELINES.....	2
3.	PURPOSE AND DESCRIPTION	2
	Mission, Brand, Goals.....	2
	Board of Directors:	3
	Work of the Academy.....	3
	Journal of Physical Therapy Education	4
	Annual Meetings.....	4
	Education Leadership Partnership (ELP).....	5
	New Website.....	5
4.	SCOPE OF WORK	6
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	7
6.	BUDGET	7
7.	BIDDER QUALIFICATIONS	7
8.	PROPOSAL EVALUATION CRITERIA.....	8

1. SUMMARY AND BACKGROUND

The Academy of Physical Therapy Education (APTE) is currently accepting proposals for Association Management services for a two-year contract with renewal option. The APTE is seeking a reliable and efficient partner to manage the day-to-day operations of the organization and to assist the volunteer leaders in achieving its mission. We are seeking proposals for Association Management services because our current provider is terminating this line of business.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who appears positioned to offer the most cost-effective partnership.

The APTE is a component of the American Physical Therapy Association. It represents over 3000 members who have an interest in physical therapy education from initial preparation as physical therapists and physical therapist assistant through continued professional development as educators and clinicians. Our members include physical therapists and physical therapist assistants who are academic and clinical educators, researchers, clinicians, and students.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm EST on March 1, 2019. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

3. PURPOSE AND DESCRIPTION

The APTE is an organization led by elected and appointed volunteer leaders which relies on Association Management services to be successful in achieving the mission of the Academy. Specifics of the requirements are outlined in the "Scope" section of this document. In addition to these tasks, the APTE is looking for a partner who will help the Board of Directors meet its strategic, fiduciary and governance responsibilities. Because volunteer leaders rotate on a routine basis, the APTE relies on its association management partner to provide continuity to the work of the Academy.

Mission, Brand, Goals

The APTE will be holding a strategic planning meeting in March 2019 when modifications to the Mission and the 2013-2018 strategic goals will be entertained. The current mission and goals are:

Mission: To inspire all PTs and PTAs in their roles as educators and to enhance the development and implementation of evidence-based education practices.

Brand: Every PT and PTA is an educator

Strategic goals:

- (1) Standards of Practice: Provide support for the PT and PTA educator role by disseminating accessible resources on evidence-based teaching and learning principles, methods and strategies.
- (2) Research: Promote scholarly activities and access to new knowledge that facilitates evidence-based educational practices.
- (3) Education: Increase professional development opportunities to enhance the various educator roles in physical therapy practice.

Board of Directors:

There are 14 voting board members who are elected for 2-year terms:

- President
- Vice President
- Secretary
- Treasurer
- At-large Delegate for Communication and Promotion
- At-large Delegate for Professional Development
- Nominating Committee Chair (in the final year of a 3-year term)
- Chairs or Co-chairs of 6 Special Interest Groups

There are 10 appointed non-voting board members with 2 or 3-year terms who represent their respective components:

- Co-Chairs (2) of 2 different Conference Program Committees
- Research Committee Chair
- Awards Committee Chair
- Website Editor
- Social Media Coordinator
- Co-editors (2) of the APTE's *Journal of Physical Therapy Education* (JoPTE)

The Board of Directors meets face-to-face annually at the Combined Sections Meeting (February) and at the Education Leadership Conference (October). The Board meets virtually 2-3 times each year.

Work of the Academy

The work of the Academy is accomplished through volunteer leaders fulfilling a variety of roles supplemented by appointed work groups and task forces for time-limited projects. The standing component structure consists of the following:

- The Executive Committee (President, Vice-president, Secretary, Treasurer and Executive Director)
- Special Interest Groups:
 - Academic Faculty
 - Anatomy Educators
 - Clinical Education

- Physical Therapist Assistant Educators
- Residency/Fellowship Education
- Scholarship of Education
- Nominating Committee
- Awards Committee
- Finance Committee
- Combined Sections Meeting (CSM) Program Committee
- Education Leadership Conference (ELC) Program Committee
- Research Committee
- Social Media Coordinator
- Website Editor
- *Journal of Physical Therapy Education* Editorial Board

Journal of Physical Therapy Education

The Academy owns a peer-reviewed journal, the *Journal of Physical Therapy Education* (JoPTE), which is published 4 times/year and is published online by Wolters Kluwer, Publishers. JoPTE has its own editorial board.

Annual Meetings

There are a number of professional meetings and activities which require Academy presence, attendance, and preparation. Association management services provides substantial support to each of these annual events. These are listed and briefly described below:

- APTA Combined Sections Meeting (CSM)(February)
 - Educational programming offered by each of the Sections or Academies. The APTE has a large presence at this meeting offering 1-3 pre-conference courses or activities, more than 15 educational sessions, research platform and poster presentations, Academy booth, special interest group meetings, a membership business meeting that includes a social event and award presentations, and a Board meeting.
 - This meeting is a primary source of revenue for the Academy.
 - Association management services oversees the smooth running of all Academy events at this meeting in collaboration with the CSM Program Committee.
 - Attendance required, typically including a full day Component Executives Meeting (location rotates around the country).
 - Location: rotates around the country
- NEXT (June)
 - APTA governance meetings
 - Academy booth and support of the Academy representative to the House of Delegates
 - Attendance required, typically including a full day Component Executives Meeting (location rotates around the country).
- Education Leadership Conference (ELC)(October)
 - This conference is planned and implemented collaboratively between APTE and the American Council of Academic Physical Therapy (ACAPT).

- ELC consists of 4 days of educational sessions, research platform and poster presentations, and special interest group meetings as well as a Board meeting.
- Association management services for both APTE and ACAPT oversee the entirety of this meeting, including but not limited to site selection and contracts, advertising, registration, scheduling, speaker coordination and post-conference income/expense distribution. Planning and programming are done in collaboration with the APTE and ACAPT ELC Program Committees.
- Attendance required (location rotates around the country)
- Student Conclave (October)
 - Membership booth upon request
 - Attendance may be but is generally not required (location rotates around the country)
- New Faculty Development Workshop (July) and Mid-Career Faculty Workshop (August)
 - These 3-4 day courses require support for contract arrangements, registration, coordination of speakers, registrations, handout preparation, etc. These conferences are planned collaboratively with the At-large Delegate for Professional Development and a working group.
 - Attendance is generally not required because Northwestern University's Department of Physical Therapy and Human Movement Sciences hosts the meetings and provides onsite support.

Education Leadership Partnership (ELP)

The Academy is one of three partners in the ELP along with the APTA and ACAPT (American Council of Academic Physical Therapy). The ELP works on initiatives that are of common interest to the three partners as determined by the ELP Steering Committee. ELP currently has multiple subgroups working in parallel on designated activities. There is staff (administrative) support from all three partners, with the executive directors of APTE and ACAPT present on monthly calls and at onsite meetings (onsite meetings scheduled during ELC, CSM and NEXT as described above). Support for ELP activities and communications (in collaboration with the executive directors of the other two partners) will be part of management service's responsibilities. Those responsibilities include organization and management of 1-2 strategic meetings that may be scheduled each year by ELP.

New Website

The APTE recently launched a new website (January 2019). The Association management services supports coordination between the service provider and the Website Editor in supporting current and future website functions, including hosting pages for Academy components, fee-for-service advertising, discussion boards, and possible hosting of educational programming in the future.

4. SCOPE OF WORK

Leadership Services	
	BOD meeting logistics, agenda prep, reporting (virtual and onsite)
	Strategic planning logistics and preparation
	Volunteer management
	Committee, task force and SIG management
	Board and management services evaluation
	Collaborative support of ELP activities and initiatives
Governance	
	Governance documents maintenance and support including Bylaws and Policies and Procedures
	Maintains a calendar of activities and tasks, prompting leaders/members as needed
	Election management
Member Services	
	Data management [\pm Dash Board development and maintenance]
	New and lapsed member communication
	Anniversary tracking
	Reporting that facilitates assessment
	Support for online professional development learning opportunities
	Awards Management
	Classified Ads Management
Finance	
	Monthly and quarterly financial statements
	Annual budget preparation
	Check processing
	Annual tax preparation facilitation (including 990)
	Facilitates peer review for annual audit
	Facilitates external audit every 3 years
Communications	
	[Email service]
	Communication with membership, leadership, APTA staff, ELP components, and external companies and organizations related to Academy business
	Broadcast emails
	Website updates and management in collaboration with Website Editor and web provider
	Facilitates a consistent look to documents and outward facing communications
Meeting and Events Management	
	Site selection and negotiations
	Marketing and advertising
	Registration
	Speaker management
	CEU applications and management
	Exhibit and sponsorship management and logistics (including booth shipping and storage)

	Food & Beverage and A/V management
	Onsite management
JoPTE	
	Maintain contract and relationship with publisher
	Support the JoPTE Editors as needed
	Maintain a distribution list, updating publisher quarterly

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than 5 pm EST on March 1, 2019.

Initial evaluation of proposals will be conducted starting March 4, 2019. Finalists will be invited to give a 20-minute presentation and participate in a video conference interview with the selection committee before the end of March.

The selection decision for the winning bidder will be made no later than April 5, 2019.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by April 26, 2019.

Notifications to bidders who were not selected will be completed by April 12, 2019.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the scope. The number of full-time equivalents (FTEs) and the job categories should be included. Any areas of the scope for which there would be sub-contracting or other special considerations should be stated. Pricing should be consistent with the activities listed in Section 4. Additional detail is requested for the bidder's vision regarding website and possible online learning support.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing organization support
- Resources for virtual meetings
- Strategies used to identify personnel assigned to the work of the Academy
- Testimonials from past or current clients
- Anticipated resources you will assign to this work

8. PROPOSAL EVALUATION CRITERIA

The President's Special Advisory Committee on Management Services will evaluate all proposals based on the criteria below. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following components:

- Direction and support available to the BOD to support the Academy mission and strategic plan
- Support for technology solutions and innovative strategies to improve processes to be consistent with best practices of similar organizations
- Stated understanding of the Academy needs and link between the Academy mission and goals and the values and services of the bidding organization
- Experience with similar organizations
- Strategies for connecting with the umbrella organization, the American Physical Therapy Association
- Previous work related to activities for similar organizations related to the identified scope of work
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope and description of activities as described

Each bidder must submit an electronic copy of their proposal to the email address below by **5pm EST on March 1, 2019**

Pamela K. Levangie, President
pKlevangie@mghihp.edu



ACADEMY OF
PHYSICAL THERAPY EDUCATION

Academy of Physical Therapy Education Awards Committee

January 2, 2019

Motion: Remove language referring to the Award for Leadership in Education as the “highest honor given by the Academy of Physical Therapy Education” as noted on the first line on this website:

<https://aptaeducation.org/awards/award-leadership-education.cfm>)

Supporting Statements: The Awards Committee perceives each APTE award as meritorious and held in high esteem. The criteria for the Award for Leadership in Education and the Cerasoli Lecture are very similar with the exception of the criteria for the Cerasoli of having a vision and insight regarding the profession of physical therapy and the future of physical therapy education, and the ability to present a compelling lecture. The Distinguished Educator Award has less emphasis on leadership but is no less noteworthy in its own regard. Removing the “highest honor” language would enable each of these 3 awards to be recognized as meritorious.



ACADEMY OF
PHYSICAL THERAPY EDUCATION

Academy of Physical Therapy Education Awards Committee

January 2, 2019

Motion: Create a new APTE award to recognize distinguished PTA educators (tentative title, “Distinguished Educator in Physical Therapist Assistant Education Award”). Reframe the current “Distinguished Educator in Physical Therapy Award” to focus on educators in Physical Therapy Education programs (tentative title, “Distinguished Educator in Physical Therapist Education Award”).

Supporting Statements: The Awards Committee did not receive any nominations for a PTA educator this year. The 3 most senior members on the committee cannot recall receiving a nomination for a PTA educator during our tenure on the committee. A specific award would more prominently recognize the work that PTA educators do. Further, based on PT and PTA program institutional requirements, PTA educators might not have the same level of scholarship expectations as PT educators.



APTE Executive Committee Motion re: Funding of APTE Awards:

That we use the annual Wolters Kluwer \$2000 donation to:

- Award \$1000 to the annual recipient of the Leadership in Education Award;
- Award \$500 to the annual recipient of the Distinguished Educator Award (two recipients in 2019); and
- Use the remaining \$500 (in a typical year) to support a Distinguished PTA Educator Award that the Awards Committee is proposing (to be considered at the CSM Board Meeting).

SS: The Academy currently receives \$2000 annually from Wolters Kluwer (JoPTE publisher) as a token of appreciation for our business. To date, there is no written policy that attaches a monetary component to either the Leadership in Education Award or the Distinguished Educator Award. The allocation of \$1000 and \$500, respectively, to these awards acknowledges the higher standing of the Leadership in Education Award. If an annual PTA Educator Award is supported by the Board, the balance of the Wolters Kluwer monies could be allocated to that award, putting it on a par with the Distinguished [PT] Educator Award. If the PTA Educator Award is not supported, the remaining \$500 each year would be allowed to accumulate in Program 90-05 (Awards/Endowments: Leadership Award) for future use.