**RFESIG Leadership Meeting**

**Minutes**

**Date: September 13, 2024**

**Time Zone: 3:00 pm CT**

**Location: Zoom Meeting**

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| **Time** | **Topic** | **Purpose** | **Proponent(s)** |
| 3:00 pm | Welcome | Introduction | All |
| 3:05 pm | Officer Reports* Chair – Darren Calley
	+ ELC Planning
		- Plans for ELC RFESIG membership meeting discussed including agenda, polling topics for discussion, awards, mentor video updates.
	+ AoE initiatives
		- Member enhancement – discussion about providing enhanced value to members.
		- AoE DEI committee – Martha Bloyer has agreed to serve on this committee. Her name was forwarded to AoE DEI group. Thank you Martha!
	+ Residency recruiting/messaging – discussed recruiting as an important messaging topic for PT programs and RF programs.
	+ [Distinguished Mentor in Residency/Fellowhip Education Award](https://aptaeducation.secure-platform.com/site/page/_Awards/Distinguished_Mentor_Residency_Fellowship_Education_Award) – Due date changed from 10/15/24 to 11/1/24 (after ELC).
* Vice Chair – Dave Nolan
	+ Mentor Videos updates – Dave reported follow up with 1 group who submitted videos to provide suggestions to update the videos.
* Membership Secretary – Martha Bloyer
	+ Membership update – 320 members.
* Treasurer Secretary – Kristel Maes
	+ Website updates – Majority of 2024 budget remains. Kristel to share updates. Discussed options for spending 2024 budget – perhaps on SWAG or Membership APTA gifts for residency and fellowship program directors who stop by the AoE Booth at CSM 2025. No food from 2024 RFESIG budget will be needed for 2024 ELC membership meeting.
 | Update & Discussion | Officers |
| 3:20 pm  | Committee Reports* Nominating Committee Chair – Casey Unverzagt
	+ Discussed upcoming positions available, clarified that RFESIG Vice Chair position is not up for election until 2026 (3-year cycle).
* Communications Chair – Kris Neelon
	+ Darren to follow up with Kris on sending out fall RFESIG newsletter.
* Program Committee
	+ Laura Zajac-Cox (ELC)
		- ELC content
	+ Christina Bentrewicz (CSM)
		- CSM content
* Scholarly Research Chair – Raine Osborne
	+ Residency Fellowship Research Updates
 | Update | Committee Chairs |
| 3:25 pm  | Ongoing Items* Website updates – Darren and Kristel to discuss updated changes including adding correct Residency/Fellowship link. AoE is looking at vendors to update the capacity of the web site to save files, have community communications.
* Recruiting resources/videos – ongoing, need more submissions.
* Mentor Training videos – [google document outline](https://docs.google.com/document/d/1y_L1HqlrcnGl2p-6a1zmdMBISnNNm0YCMthUZ5uVnXs/edit?usp=sharing)
* Communication with RF specialties – Next RF specialty meeting to be scheduled in fall of 2024. Newsletters and Community locations on website can be explored.
 | Discussion | all |
| 3:30 pm  | Upcoming meetings* Executive Committee Meeting pattern: 2nd Friday of Jan, March, May, July, Sept, Nov @ 3:00 pm CT
 | Information | all |
| **Initiatives** |
| * Collaboration & Networking with ResFel SIGs
	+ The RFESIG is engaged in connecting other residency and fellowship education SIGs and leaders by collaborating on projects, sharing resources, providing networking opportunities, and creating innovative strategies to promote excellence in RFE.
* Mentoring and Education resources & videos
	+ The Collaborative Initiatives Among and Residency & Fellowship SIGs seeks to provide faculty and mentor development resources and build connections to support residency and fellowship SIG's
* Research Collaborative – will check with Raine for updates.
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| **Upcoming Dates** |
| **Next RFE SIG Executive Committee Meeting: Friday, November 8, 2024, 3:00 pm CT** |
| **RFESIG Roles** |
| * Darren Calley Chair
* David Nolan Vice Chair
* Kristel Maes Secretary/Treasurer
* Martha Bloyer Membership Secretary
* Casey Unverzagt Nominating Committee Chair
* Kristina Stein Nominating Committee
* Caitlyn Lang Nominating Committee
* Kris Neelon Communications Committee Chair
* Laura Zajac-Cox & Christina Bentrewicz Program Committee Chairs
* Raine Osborne Scholarly Research Committee Chair
 |
| **Attendance** |
| Darren Calley | x | Kris Neelon |  | Casey Unverzagt | x |
| Martha Bloyer |  | Dave Nolan | x | Laura Zajac-Cox |  |
| Caitlyn Lang | x | Raine Osborne |  |  |  |
| Kristel Maes |  | Kristina Stein | x |  |  |

X = Attending; NA = Not Attending

**2024 RFESIG Goals**

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| --- | --- | --- | --- | --- | --- |
| **AoE SIG** | **Board Position Goals** | **Strategic Plan Goal Being Addressed (Name and Letter)** | **Time Frame for Meeting Goal** | **Catalyst(s) to Achieving Goals** | **Barrier(s) to Achieving Goals** |
| RFESIG | Implement Residency/fellowship symposium. Take information from symposium to formulate research groups, plans, metrics. | Elevate AB; Lead A | 12 months | Symposium planning group; RFESIG leadership; connect with scholarship goal Scholarship of Education | Coordination and communication; follow-up action steps. |
| RFESIG | Add mentor training videos, rebrand THINK TANK, curate web-site content | Lead B; Advance B & C | 12 months | Residency & Fellowship Specialty SIG leaders; RFESIG leaders | Development of and vetting mentor video content. Defining new content branding. Disseminating, communication updates to members. |

**Academy Goals: 2022-2024**

**ADVANCE: Inspiring physical therapists and physical therapist assistants in their roles as educators.**

* A. Pathways – Creating pathways to inspire emerging educators.
* B. Advancing – Developing professionals through contemporary educational opportunities using innovative and accessible methods.
* C. Sharing - Disseminate best practices and resources to physical therapy educators.

**CONNECT: Leading physical therapy education through organizational collaboration and member engagement.**

* A. Partnerships - Create and strengthen interactive partnerships among education stakeholders.
* B. Members - Increase member involvement in the Academy to promote a diverse and inclusive environment.
* C. Representation - Ensure strategic representation of the Academy in every relevant forum

**ELEVATE: Elevating the profession by furthering physical therapy educational research.**

* A. Research Agenda – Prioritize research based on the gaps in evidence to support best practices in teaching and learning in physical therapy education.
* B. Collaboration – Support the development and collaboration of education researchers.
* C. Strengthen – Strengthen education research initiatives.

**LEAD: Exhibiting strong leadership to advance the Academy.**

* A. Members - Engage members to contribute to achieving the vision of the Academy.
* B. Communications – Maintain a strong Academy presence through branding, clear messaging, publications, and visibility.
* C. Leadership and Management – Maintain excellence in governance and management with a dedicated team and pipeline of future leaders.
* D. Resources – Supplement revenue streams to advance the mission and serve the membership.