Members in Attendance: Tonya Norris Apke, Jamie Bayliss, Amber Boyd, Amy Both, Cara Carramusa, Paula DeLorm, Lynn English, Sean Gallivan, Carrie Hawkins, Janice Howman, Kara Lee, Christine McCallum (via video call), Trisha Renner, Amelia Siles

PTA Consortium Guest: Carolyn Shisler

1. Call to Order/Attendance: 10:05 am
2. Call for Time-Keeper: Kara Lee
3. Welcome to New Members: introduction of all members present – name, title, program
4. Approval of Last Meeting Minutes: Spring/Summer Meeting 2017 – Approved
5. Nominations with Vote of Chair and Secretary
   1. Nominations from Spring/Summer 2017
      1. Chair – Amy Both
      2. Secretary – Jamie Bayliss
   2. Nomination Recommendations 11.3.17
      1. Chair – Co-chair with Amy Both and Jamie Bayliss
      2. Secretary – Kara Lee
   3. Vote approved for Co-chair – Amy Both and Jamie Bayliss and Secretary – Kara Lee
6. Officer’s Reports
   1. Chair’s Report:
      1. Consortium was represented well at ELC 2017; the booth sponsorship seemed to be a valuable investment this year
      2. Networking evening with CIs was very well received and appreciated; feedback from CIs is that they want more site visits
      3. Regional consortium meeting was well attended and the main topics of focus were about capacity and variations within clinical education final report from NCCE not available at this time
   2. Secretary’s Report
      1. Call for volunteers to review minutes: Sean Gallivan and Kara Lee
      2. An updated Program Updates report will be resent with meeting minutes
   3. Treasurers Report
      1. Consortium account is financially sound
      2. Not sure of exact account balance (~10,000)
      3. Official report will be sent to members with meeting minutes
7. Committee Reports
   1. PTA Consortium Report: Carolyn Shishler
      1. Met in October, 2017
      2. Working on developing a treasury status – elected treasurer is Jim Cropper
      3. Difficulty placing students across settings as a result of facilities not hiring PTAs – therefore not wanting to place them for clinical education; challenges especially finding Acute Care placements
      4. FSBPT will be adding additional content to the PTA NPTE including questions about lymphatics, autonomy, etc.
      5. Continued discussion about credit hour limitations on PTA programs - ≤ 65 credit hours for a program
      6. Working to get more PTA educators involved in ELC and national conferences
      7. New PTA advanced credentialing course has been developed
      8. Consortium is working on the development of a website ([www.ohioptaeducators.com](http://www.ohioptaeducators.com))
      9. In Ohio - programs are pushing for a Bachelor’s level degree for PTAs that would add general education and additional PTA coursework
   2. ACAPT-NCCE:
      1. Held a strategic planning meeting the Sunday of ELC – no outcomes – discussion will resume at CSM
      2. Question as to whether or not the presentation by Donna Applebaum from the ACAPT meeting will be published – Amy Both will reach out to Donna for that information
   3. CE Sig
      1. Three positions will be open: PT co-chair, membership secretary, and nominating committee member
      2. Nominations open through January, 2018
      3. Term begins late May/early June
      4. Commitment usually involves 3 conference calls/year and a face to face meeting at ELC and CSM
8. Old Business
   1. Bylaws – discussion facilitated by Janice Howman
      1. Once revisions of the document are made available to membership, voting may not occur for 30 days
      2. Recommended revisions (see attached bylaws document for specific language/suggested changes)
         1. Section 1 – no change
         2. Section 2 – address needs to be reflected as the home institution of the treasurer
         3. Section 3 – new vision and mission need to be updated; discussion to a) keep purposes in the document and add terminology such as “included but are not limited to” and to reorder – 2, 7, 6, 5, 4, 1, 3 or b) complete deletion of purposes
         4. Section 4 – recommendation to have specific identification of who the members from each program are who attend meetings; recommendation to address language of ‘members’ – each academic institution is a member and each member has representation; suggestion to look at ACAPT bylaws for guidance
         5. Sections 5-9 – no concerns or recommended changes
         6. Footer – remove dates 10.10.16 and 2.10.17
         7. Ask Attorney General if we can keep bylaws and rules/regulations separate or if they can/should be combined – Amy Both will pursue
         8. Consideration for whether or not the consortium needs a Policies and Procedures document
9. New Business
   1. Road Map – Identification of Champions for Identified Goals and Timeframes
      1. Review of SWOT analysis – Carrie Hawkins – see Power Point
      2. Strategic plan revisited – Amy Both – see Power Point
   2. Discussion on Current Topics of Consortial Interest
      1. Integrated Clinical Education – tabled at this time
      2. CPI Feedback – led by Amelia Siles
         1. Do you provide feedback to CIs? If so, what and how
            1. Email with thank you to CI
            2. Feedback to student on how they did
            3. Follow up with CI and/or student if there are gaps between and within assessments
            4. Use of comment box in CPI web
            5. Will make students remediate the CPI
            6. Note if a CI/student scores are similar – commend them for good communication and sharing of feedback
            7. If assessments are not close – discussion about improving communication and feedback with use of weekly planning form
            8. Help educate students/CIs on understanding the rating levels and domains on the CPI – recommendation to have the student discuss appendix C of the CPI with the CI upon arrival to the clinical site
         2. Does the consortium need a stance on this??
      3. Remediation prior to return to clinic – tabled at this time
10. Adjourned at 2:30 pm