

**Florida Occupational Therapy Educational Consortium Meeting
July 28, 2007**

Chairperson: Agnes Sheffey – Florida International University
Recorder: Pamela Kasyan-Itzkowitz – Nova Southeastern University
Treasurer: Debbie Fox- Daytona Beach Community College

Host: Sartiza Guzman-Sardina, Nelson Marquez, Robin Richmond, -Polk
Community College

Mary Beth Craig-Oatley – Daytona Beach Community College
Debbie Chasanoff – Manatee Community College
Karen Mock – Florida Gulf Coast
Renee Moyer – University of Florida.

NEXT MEETING: The Sunday after FOTA meeting – since FOTA dates are not
set at this time we cannot provide a date. **UPDATE: March 2, 2008**

Sunday, SEPTEMBER 30, 2007 – Train the AFWC on the FE course at Polk
Community College. – Come with a calendar to set dates of when each program
will sponsor the course. This way we spread out the offerings.

AOTA is hosting a ½ day meeting for AFWC's the day before conference begins.
– Plan to attend April 10, 2008

Meeting started 9:15AM

OLD BUSINESS

<p>Website visibility</p>	<p>Discussion: Made between a.) Joining with FCCE/PT fieldwork site. b.) Hosting independently – suggestion was godaddy - \$120.00 Motion: To support domain name independently. Future: Plan</p>	<p>Motion: Renee made the motion All in favor Plan of action: Renee will look at a minimum of 3 hosting sites to compare services and prices</p>
	<p>Update website as part of a standard line in meeting minutes.</p>	<p>Agnes</p>
<p>Fundraiser</p>	<p>Nelson proposed requesting donations for FLOTEC from organizations to see if clinical sites who are interested in developing the FE's at their sites and sell space on the site. Discussion: Develop a letter on FLOTEC letterhead to sell space on FLOTEC website to promote the facility or post job offerings.</p>	<p>Plan: To be discussed at later meeting.</p>
<p>Treasurer</p>	<p>There is a need to develop an invoice system for monies used for FLOTEC. Vote was taken – To elect Debbie Fox Fees will be due Jan 1, 2008. Our fiscal year will run Jan to December.</p>	<p>Treasurer: Debbie Fox Plan: 1.) Create a letter describing FLOTEC and membership/ and reason to join and collect membership dues. 2.) Debbie Fox will find out info for starting non-profit account. 3.) Create an invoice – Pam to send to Debbie Fox</p>

<p>Membership Fee</p>	<p>There is a need to have a base to cover costs for awards, website and other administrative tasks.</p> <p>Motion: That each program who wishes to participate in FLOTEC will pay a \$50.00 membership fee.</p>	<p>Motion: Made by Debbie C</p> <p>Motion passed.</p>
<p>Training for FW educators</p>	<p>How to achieve new ACOTE standard – B.10.17</p> <p>Multiple options discussed.</p> <ul style="list-style-type: none"> • FLOTEC develops a suggested guide for clinicians as to progress FE responsibilities. • Facilities are sent suggestions by individual sites. • Making changes as student project • Make sure the non-OT supervisor is involved in this process. (can the manager also return feedback to institutions regarding preparedness of the FE) 	<p>Plan: All to review interpretive guide for discussion at next meeting.</p> <p>Plan develop</p> <p>Pam to pull fieldwork standards together, synthesize the information and bring it to next meet.</p>

<p>FE Certification- From this point forward – Called FE supervision courses.</p>	<p>Training in CI program</p> <p>Discussed; Do not call in a certification since therapists may not want to take students if they have not taken to course.</p> <p>Motion: FLOTEC will use Polk CC FE courses as our standard for educating the FE.</p> <p>Course of cost: \$35.00 for the 2 day course. For one year- Renegotiated yearly.</p> <p>Assumption: Individual programs will be funding mailing the brochures as a part of meeting new ACOTE standards.</p>	<p>Motion: Mary Beth, Motion Passed.</p> <p>Plan: Saritza and Nelson to train the AFWC on their course..</p> <p>Plan: Saritza and Nelson will provide the trainer workshop on September 29. Uniform brochure will be given on that day.- We will just change the date and location.</p> <ul style="list-style-type: none"> • Caveat always recognize the original creators. <p>Plan: Once courses are being offered names of FE’s who have completed will be recognized on the website.</p>
	<p>Upcoming - AOTA is developing a FE certification program. FLOTEC has offered to support the process.</p>	
<p>Criteria for FW educators</p>	<p>Discussed:</p> <ul style="list-style-type: none"> • Role competencies from AJOT (See binder) • Self assessment for FE from AOTA website – Useful for new FE. Provide a list a FE can use to evaluate his/her skills. 	<p>Plan: All Cross reference information to be provided at training session with information from AOTA. And AJOT. Also, at the end of the workshop we will provide the tool.</p> <p>Pam – Make sure the document is available on the FLOTEC website.</p>

<p>Geographic Borders</p>	<p>Discussion: Nelson described service areas – as they relate to community colleges.</p> <p>Nelson emailed a summary of this before this meeting- refer to his email for details.</p>	
<p>FW Sample Objectives</p>	<p>Vicki present objectives.</p> <p>Generally FLOTEC is recommending use of AOTA samples.</p>	
<p>FOTEC Awards Rubric</p>	<p>Nelson provided presentation as a proposal.</p> <p>Motion: To accept proposal presented by Nelson with modifications as described.</p> <p>Date to be to committee: July 1, 2008.</p> <p>For Award for 2007- which will be offered at FOTA 2008 (FOTA conference was cancelled for this year) will use same system as the past 2 year- based on AFWC's and student selection.</p>	<p>Motion: Pam made the motion</p> <p>Motion Approved</p> <p>Date approved.</p>

<p>Occupation in FW- level I Framework-Sites of excellence – Draft</p>	<p>Reviewed – Cathy Dolhi and Denise Chisholm (2003) article</p> <p>Many AFWC’s have Modified this document for student assignments while on rotations.</p> <p>The use of this model may be a strategy to enhance FE’s ability to be recognized as a site of excellence for OT {Peds, geri}</p>	<p>* Note Adjunctive and enabling are not terms from the current framework, although there may be a change in the upcoming revision of the framework.</p>
<p>Community partnership Liaison</p>	<p>Community partnership, Made with Melissa Salerno contacted us to serve as liaison to create the partnership with the community.</p> <p>Motion: To bring job description for community partner.</p>	<p>Motion made: Karen</p> <p>Motion passed.</p> <p>Karen Mock to email draft to be voted on next meeting</p> <p>Saritza will submit the info to focus to identify other interested FE’s</p>
<p>AOTA</p>	<p>AOTA is hosting a ½ day meeting for AFWC’s the day before conference begins. –Plan to attend</p>	
<p>New standards</p>	<p>If any program has an efficient manner to meet new ACOTE standards, We will be bring information in a collaborative manner. We will discuss any difficulties</p>	<p>Motion: Agnes</p>

Brochure	Discussion- A vision statement should be developed by FLOTEC board, rather than a quote from Donna Costa Brochure was passed for final corrections and approval	Next meeting we will collaborate to form a vision. Donna Costa will be referenced, with our vision revised. Email to group any ideas. Pam: To email out final brochure for use.
Bookmark	Saritza Created the bookmark	Plan: Saritza to email out for use.
Certificate for FW Educator	Certificate is on the CD for use.	
FLOTEC bylaws change	Change to FW education	Changes made- Pam to email for all to see differences Motion: Renee Changes approved
Role Competencies	Already covered see above sections	

NEW BUSINESS

CE Courses for FW Educators	Training for AFWC by Nelson see above	
FLOTEC bylaws change	Completed in one line item above	
SEFWE		

Essential Functions Requirements	Reviewed: Students with disabilities fieldwork chapter from Donna Costa's 2004 text (Chapter 68.) Discussed cases Some programs have a list of requirements needed to complete the program (critically thinking is one of these skills)	Plan: Debbis Chasanoff will send the form she uses at orientation.
Guidelines for Comm Liaison	Discussed above. Reviewed the email from MS in notebook..	
FERPA	Discussed cases involving FERPA- Some programs are considering adding the law to manuals.	

Meeting Adjourned: 4:00PM

Pre conference: AOTA is hosting a ½ day meeting for AFWC's the day before conference begins. –Plan to attend

Respectfully submitted, Pam Kasyan-Itzkowitz