

**CAATE Conference Call
November 16, 2006
7:30 pm EST
Minutes**

Commission Minutes

ATTENDEES: Paula Turocy, Pat Sexton, Katie Walsh, Sally Perkins, Bob Moss, David Kaiser, Greg Gardner, Sean Willeford, Kaye Herth, Mia Griggs, MD

1. Questions in Review and Final Response
 - G#62 (Standard B1.14)
 - G#63 (Standard F1.2)
 - G#64 (One or Two Programs on Campus)
 - G#65 (Standards B3.3 and J3.4)
 - G#66 (Tables D3 and D4)
 - G#67 (Standard F7)

2. CAATE Business
 - **CAATE Ethics Committee Update Report:** Committee working on initial draft of the Code of Ethics with goal to have first draft of the Code of Ethics and the reporting and investigating procedures ready for review by the Commission by January 15, 2007.
 - **CAATE Site Visitor Committee Update:** Committee working on revisions of the Site Visit Assessment form to be completed by Program Directors and Administrators following a comprehensive review. The document was previously known as the Post Site Visit Questionnaire and surveys programs regarding the site visit process and the site visitors assigned to their program. The revised form will gather data to be used in reviewing the CAATE site visit process, including the site visitors and provide valuable feedback to assist CAATE in streamlining the process and identifying areas needing improvement or individuals requiring mentoring. Site Visitor Committee also will be presenting a workshop for current site visitors and one for new site visitors at the NATA Educator's Conference in January 2007. All site visitors must pass an exam and attend a workshop before they may be assigned a site visit. The CAATE received 43 new site visitor applications.
 - **CAATE Finance Committee Update:** The Annual Report Committee members will be meeting in January at the Educator's Conference instead of in June at the national conference and ARC members will be reimbursed for one night's lodging, dinner and provision for breakfast and lunch on the day of their meeting. The Finance Committee will be developing a universal reimbursement policy for CAATE representatives (i.e. Commissioners, Committee members,

other invited guests/members) attending events/programs as representatives of the CAATE.

- **CAATE Business Insurance Update:** Paula Turocy met with a representative of the William Gammon Insurance agency, Austin, TX to continue discussion and finalization of the insurance requirements for all CAATE related business. CAATE legal counsel, Mr. William F. Kemp, will review all insurance policies prior to final acceptance.
- **Keene State College:** Keene State College requested a one-year extension on their next comprehensive review cycle for academic year 2007-2008. Request was accepted with additional requirements to be met by the program in the form of a progress report to be submitted by December 1, 2007, with their self-study due for either June or September 2008.
- **3rd or 4th edition NATA Competencies and matrix for accreditation cycle 2007-2008:** The CAATE reviewed and discussed the previous announcement sent to all programs in the 2007-2008 accreditation cycle requiring use of the 3rd edition Competencies and former matrices which was contradictory to earlier announcements published. The CAATE will allow institutions for 2007-2008 **only** to choose which edition of the NATA Competencies and matrix they use in submitting their self-studies, but all programs must be compliant with the Tables provided in the self-study document. Programs submitting in 2008-2009 and beyond must use the 4th edition NATA Competencies and the new matrix.
- **Concerns with CAATE Tables (self-study) and 4th Edition Competencies and Matrix:** Two CAATE representatives will be meeting with the NATA PEC to discuss concerns related to the 4th edition Competencies and new matrix evaluating programs in the accreditation process. CAATE Tables must be revised to reflect content of the Competencies required for the profession and programs must have a mechanism (matrix) to document instruction and evaluation of all Competencies.
- **CAATE Conference Call minutes for 10-12-06 call:** Minutes were approved as written

3. Paula Turocy requested approval to create an Executive Director Committee to begin formalizing the requirements and job description in order to initiate the application process for hiring an Executive Director to maintain day-to-day operations of the CAATE.

4. Meeting was adjourned at 9:30 pm EST. Next conference call scheduled on December 14, 2006 at 7:30 pm EST.