

CAATE Conference Call
September 14, 2006
7:30 pm EDT
Minutes

Commission Minutes

ATTENDEES: Paula Turocy, Pat Sexton, Katie Walsh, Sally Perkins, Bob Moss, David Kaiser, Greg Gardner, Sean Willeford, Douglas Gregory, MD

1. Questions in Review and Final Response

- G#51 (Standard B2 and B2.2)
- G#52 (Standard F5, Table D3)
- G#53 (Standard B3.2)
- G#54 (Standard I4)
- G#55 (Standard J3.5)
- P#8 (Internship students)

2. CAATE Business

- PD Workload Table B1.2b revised to provide clearer instructions for completing the document. Percentages must equal 100%, and credits must represent institutional full-time load
- The CAATE developed a response to questions received regarding the major (Standard I1-I1.3)
- Greg Gardner attended the ASPA meeting in Denver, CO. The ASPA meeting focused on issues related to site visitors. Many of the accreditors in attendance reported they are using some form of web based training and making writing a major part of the screening process. Discussion also followed on establishing term limitations for all site visitors with a suggested 3-4 term limit, with top performers being asked to stay for additional terms. The CAATE will be in a position to apply for ASPA membership in the near future, and Dr. Gardner confirmed that this organization will greatly benefit the CAATE.
- Paula Turocy developed an explanatory statement delineating the Site Visit process and the progression of the site visit report through the CAATE Review Committee structure, and between the CAATE and the Institution. A diagram explaining this process will be developed to assist both site visitors and programs in understanding the process.

- The CAATE reviewed a request from one of the accredited programs to have its Program Director step into the Department Chair's position due to a sudden departure. A formal response was developed and was sent to the President of the institution.

Finance Committee : All Finance Committee proposals were reviewed and accepted as written. Below is a summation of the proposals.

- **Financial Planner:** The CAATE Finance Committee has researched a Financial Planner and has been in contact with Meritage, an investment company that is used by the NATA and the NATAREF. The Finance Committee will continue their discussion and make a final recommendation to the CAATE at a later meeting.
- **Cyzap Website additions:** The CAATE is working with their database provider to create a search engine to facilitate a search of currently accredited programs by prospective students and other customers. The search engine should be functional in about one month.
- **Reimburse office moving expense:** CAATE Commissioners accepted recommendation to reimburse Caruthers Professional Education Services, Inc for the JRC-AT/CAATE's part of the move from Colorado to Texas.
- **Reimburse CAATE business expenses to Commissioners:** Finance Committee recommendation was unanimously accepted by CAATE Commission to reimburse any Commissioner for expenses related to CAATE business while in attendance at the NATA Atlanta National Conference.
- **Storage Unit:** CAATE Commissioners authorized the office staff to secure a storage unit for the purpose of storing materials. The CAATE office does not have any storage space available, thus the storage unit is a requirement. A facility is planned for development next to the office and at such time as the facility is completed, the CAATE will secure a storage unit at this new facility allowing the office greater access to the items stored.
- The CAATE website is near completion and will open soon at www.caate.net
- The CAATE is exploring a possible alternative to holding telephone conference calls and by using an internet based system called Skype. Some CAATE Commissioners and the office staff have tried the system and find it very easy to use. Currently use of the system is free but will cost a nominal fee after January 2007.
- The CAATE had received one program's request for reconsideration from the July meeting and a conference call or email discussion would be held in the near future to review and discuss the program's submission.

Conference call ended at approximately 9:01 pm EDT