EDUCATION COMMITTEE

Procedure Manual

I ORGANIZATION

A. Created April 6-7, 1990 by Chapter Board Action CB-90-Apr-23 originally the Chapter Annual Conference Program and Continuing Education Committee. Chapter Board Action CB-01-Jan-28 separated into two committees: Chapter Annual Conference Committee and Continuing Education Committee. Reconstituted as one Education Committee by Chapter Board Action CB-05-Dec 8.

B. Purpose

1. To support the continuing education of physical therapists and physical therapist assistants.

2. To plan the program and instructional courses for CPTA Annual Conference and CPTA Sponsored Continuing Education Courses

   a. Review CPTA strategic plan and develop educational programming to support goal achievement.
   b. Develop cost-effective programming designed to generate non-dues revenue for CPTA.
   c. Planning for the following year’s Annual Conference and continuing education courses shall include suggestions of specific program and specific instructional course presentations and speakers.
   d. Each committee member may serve as initial contact when securing program and course speakers.
   e. Planning for the current year’s Annual Conference shall include ranking special interest papers and poster presentations and recommendations for filling any program presentation vacancies, but shall not include making any other changes in the program or schedule of the Conference.

3. Review applications for CPTA Approval of Continuing Education Courses.

4. Advise the CPTA Board of the continuing education needs of members, both in terms of content and format.

5. Provide feedback to the CPTA Board regarding educational implications of CPTA’s strategic plan.

6. Submit educational articles for publication in CPTA’s electronic and paper newsletters

7. Operate and annually review the CPTA Plan for Continuing Education adopted Sep 13, 1975, including all current component documents. Authority to make editorial changes in the Plan with such changes reported to the CPTA Board for information given by CB-82-Apr-8. The Opinion of the Attorney General of the State of California, No. 31.215, Jun 9,
1981, shall be used in the interpretation of CBPOL-53.

C. Responsible to the CPTA Chapter Board.

D. Constituency

1. CPTA Board members shall serve as chairperson of Board committees and task forces, with the exception of the Ethics Committee; or under the following circumstances: A committee, committee member or board member may request the President to appoint a member of the Committee as Chairperson.

2. The Committee consists of five or more members, one of whom shall be a physical therapist assistant member, appointed by the CPTA Board for three-year staggered terms.

3. A Board Liaison is appointed as the Chairperson by the CPTA Board or President.

4. The Chairperson appoints a Recorder to serve a one-year term.

E. Appointments

1. Except as provided in Chapter Bylaws, terms of appointments to committees responsible to the CPTA Board are for staggered three-year terms, or until their successors are determined, with members eligible for re-appointment. The CPTA Board shall, on a yearly basis, review all committee functions, activities, and performance of members. Based upon this review, the CPTA Board may remove members from committees, enlarge or decrease the size of Committees, or change the terms of members of Committees.

2. Committee suggestions for appointments shall be submitted no later than November of the year of completion of a term.

F. Continuing Education Application Reviewers

1. A sub committee of the Education Committee shall be formed for the sole purpose of reviewing applications for CPTA approval of continuing education courses according to guidelines established and maintained by the Education Committee.

2. The Education Committee shall identify and recommend CPTA members to the Continuing Education Application Review Committee.
   a. Members of the Continuing Education Application Review Committee shall serve a three year term or until their successors are determined, with members eligible for re-appointment.
   b. A member of the Continuing Education Application Review Committee cannot concurrently serve on the Education Committee.

G. Research Council

1. A subcommittee of the Education Committee shall be formed for the purpose of assisting CPTA in areas related to research. Activities of the Research Council may include: serving as a resource for educational course content development (e.g. reviewing abstract submissions for CPTA annual conference), media inquiries or legislative advisors; advising the Education Committee on means to promote research related to physical therapy, the integration of clinical practice into research projects, and the integration of research findings into clinical practice.
2. The Education Committee shall identify and recommend CPTA members to the Research Council.
   a. Members of the Research Council shall serve a three-year term, with active members eligible for re-appointment.
   b. The Education Committee will appoint one member of the Research Council to serve as Chairperson.
   c. The Chairperson will serve on the Education Committee for a three-year term.
   d. Research Council will serve as a panel of experts on Research as needed.

3. The members of the Research Council will serve as consultants and assist the CAL-PT-FUND in matters of research (i.e. grant reviews, planning of the Research Symposium)

4. Research Council Chairperson
   a. **Qualifications**
      Physical Therapist/Physical Therapist Assistant (Active/Retired/Life Member) who has been a member of the Chapter for a minimum of two years immediately preceding the date of taking the position and who has agreed to fulfill the duties of the position for which they have been appointed (Research Council Chairperson)
   b. **Responsibilities**
      i. Serve on the Education Committee.
      ii. Make recommendations to and adhere to the guidelines of the Education Committee per the Education Committee Procedural Manual.
      iii. Provide information to be reviewed by the Education Committee on: activities that promote research, the integration of research into clinical practice, and the integration of clinical practice into research.
      iv. Recruit and maintain a network of CPTA members who agree to participate as members of the Research Council.
      v. Communicate with members of the Research Council to facilitate completion of tasks assigned by the Education Committee.
      vi. Promote the Research Council within the CPTA membership to enhance awareness of the council and its role within the Education Committee of the CPTA.

H. Oath of Office

1. All CPTA members appointed to positions of trust with the CPTA sign the following: "I, __________, having been appointed to a Committee/Task Force by the Board, California Physical Therapy Association, a chapter of the American Physical Therapy Association, do agree to exercise the duties of my position to the best of my abilities, to protect the rights and privileges of membership and to carry out the Policies of the Assembly of Representatives and CPTA Board. Confidential or privileged information gained by me during my appointment shall only be used for the purpose of fulfilling my CPTA decision-making responsibilities and shall not be used for personal gain. I will abstain from deliberation and voting on any decision in which an actual or potential conflict of interest may arise or appear to arise. I will repay with full measure the trust and confidence placed in me by the CPTA Board."

2. A CPTA Board appointment to a Committee shall be rescinded without additional action by the CPTA Board required if an appointee is unable to sign the Oath of Office.

I. Performance Expectations

If, in the opinion of the CPTA Board, Committee members do not perform up to expectation, they shall be counseled as to what is viewed as expected performance. If, following such counseling, performance does not improve, the Committee member shall subsequently be asked to resign from the Committee.
J. Maintaining a Harassment-Free Work Environment

1. In order to provide a productive and pleasant working environment, it is important that CPTA maintain an atmosphere of mutual respect. Conduct characterized as harassment involving staff and Committee members will not be tolerated.

2. Committee members must agree, as a condition of service, to abide by the terms of this policy and existing law.

K. Resignation

When a member of the Committee or other member of the CPTA has reason(s) to request the dismissal of an appointee, the written request should be submitted within 90 days of infraction, listed in J to the CPTA Board with a copy to the CPTA Office. The CPTA Board will render their decision regarding the dismissal request and notify the Committee and the member within 90 days.

L. Dismissal

Basis for dismissal of a member includes:

1. Non-compliance with policies or procedures of the Committee or Chapter.
2. Failure to perform assigned tasks.
3. Failure to attend meetings.

M. Procedures for Dismissal

When a member of the Committee or other member of the CPTA has reason(s) to request the dismissal of an appointee, the written request should be submitted to the CPTA Board with copy to the CPTA Office.

N. Appeal

Appeal of the dismissal must be submitted in writing to the CPTA Board with a copy to the CPTA Office.

II. OPERATIONS

A. Meetings

1. Meetings shall be scheduled by the management team liaison of the CPTA Office. Consideration is given to the time effectiveness of members and staff, and budgeted funds available to the Committee when meetings are planned. Committees and Task forces shall meet concurrently when possible.

2. Committee meetings shall be included in the annual CPTA Calendar when possible. Additional Committee meetings shall be scheduled by staff in consultation with the Committee Chairperson.

3. Committee and Task Force activities concurrent with CPTA Annual Conference shall be limited to exchange of information with members, Districts, or Special Interest Groups. Funding for such activities shall not be provided unless prior approval is granted, based on documentation that the activity cannot be accomplished without funding.
4. Meeting Notices and Agenda. The Chairperson shall provide information for an agenda to the CPTA Office in sufficient time to allow for its preparation by the management team liaison and distribution with a meeting notice to all Committee members no less than two weeks prior to the meeting date.

B. Preparation and Distribution of Minutes and Reports

1. Minutes
   a. The Committee Recorder shall send a draft of minutes of all Committee meetings to arrive in the CPTA Office no later than seven days following the meeting.
   b. The CPTA management team liaison shall send copies of the draft to Committee members for action on approval on a standard form.
   c. Committee members shall send on the form provided their corrections, additions, and action on approval of the minutes to the CPTA Office to arrive no later than seven days following distribution of the draft by the CPTA Office.
   d. The CPTA management team liaison shall compile corrections, additions, and actions to approve the minutes.
   e. The CPTA management team liaison shall duplicate and distribute the approved minutes to all Committee members.

2. Reports
   a. Reports shall be prepared by staff based upon minutes of the Committee.
   b. All recommendations in the report to the Board shall be in a form to allow construction of a motion by proceeding with the words, "I move..."
   c. Copies of reports to the Board shall be distributed to Committee members by the CPTA Office.

C. Action Log

1. The Chairperson shall be responsible to identify those policies of the CPTA Board and Assembly of Representatives appropriate to the Committee.

2. These and other policies adopted by the Committee for its own operation shall be included in the Committee Reference Manual.

D. Orientation of New Members

1. The Committee Chairperson shall be responsible for orientation of all new Committee members. The Chairperson will contact all new members prior to the first meeting to discuss expectations and address any questions they have.

2. Each member shall utilize a Committee Reference Manual which shall be maintained on the CPTA website.

Approved by Chapter Board: January 6, 1991
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Edited by Chief Executive Officer: as provided in CBPOL-34, January 8, 2000; November 1, 2000, March 2011, **February 2018**

*Most recent changes are in bold.*

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