

**ROANE STATE COMMUNITY COLLEGE  
DIVISION OF ALLIED HEALTH SCIENCES  
PHYSICAL THERAPIST ASSISTANT PROGRAM  
ADVISORY BOARD BYLAWS-revised /approved April 2016**

**I. MISSION**

The mission of the Roane State Community College (RSCC) Physical Therapist Assistant (PTA) Program's Advisory Board is to provide advice, opinions, and ideas to improve program quality in the areas of competitiveness, admissions, curriculum, recruitment, and graduate employment.

**II. OBJECTIVES**

The objectives of the PTA Program Advisory Board are to:

- A. Review the program's current status and previous year's activities through documents made available by the program director.
  - 1. Current status sources: current RSCC catalog and website, current PTA Program Handbook, PTA course syllabi.
  - 2. Previous year's activities sources: Annual surveys by clinical instructors, employers of graduates, graduates (1 yr), exiting students, current students, Commission on Accreditation in Physical Therapy Education (CAPTE) reports, board examination results.
  - 3. Supportive sources available upon requests (examples): the normative model for PTA education, CAPTE accreditation standards for PTA programs.
- B. Initiate discussion of new ideas or changes in the health care industry that may affect program quality and outcomes. Advocating input from different sectors of the population that interact with the physical therapy profession, there will be a diverse membership that may include:
  - 1. Physical therapy professionals
  - 2. Other healthcare professionals
  - 3. Health and fitness professionals
  - 4. Consumers, members of the general public
- C. Provide input, constructive commentary, and/or suggestions for improvements/changes.
- D. Serve as an advocate for the program in the healthcare community, to the general public, or with accrediting agency (CAPTE).

**III. MEMBERSHIP:** The Board will be comprised of the following:

- A. **At-Large Members** (2-4): May be employers, physical therapy practitioners, alumni who have graduated more than three years prior to serving on the Board, or members who have a direct connection to the professional practice of the program (as other health care practitioners, wellness professionals).
- B. **Consumer/Public Members** (2): Are selected from the general public

C. **Alumni (2):** Are recent graduates (graduated less than three years prior to selection) recommended by the program faculty and presented by the program director.

D. **Student Representative (1):** The student representative be selected from the current class (second-year) by the program faculty and presented by the program director.

E. **Program Director:** The program director shall serve as an ex-officio member of the Board and assist the Chairperson of the Board as requested.

F. **Terms of Service:** All members shall have a term of service of two years, except the student representative who will serve for one year, and the Program Director shall request reappointment of any member at the end of the 2-year term.

G. **Vacancy:** A vacancy can occur in one of two ways: 1) two consecutive, unexcused absences from scheduled board meetings. 2) written notification by a board member to the program director that he/she has to vacate his/her seat before the term is completed. Board members will suggest possible replacements. It will be the responsibility of the program director to fill the vacancy.

#### IV. RESPONSIBILITIES

A. **Meetings:** Advisory Board Meetings will be scheduled twice a year. Attendance to both meetings is preferred. Attendance to one meeting by each member is required.

B. **Classroom observation:** Each board member should observe a PTA class session at least once a year. A schedule of classes will be provided by the program director. The class session will be chosen by the board member. The program director must be notified and confirm the date of the observation.

C. **Accreditation:** Accreditation responsibilities may include input on the self-study report, meeting with the accreditation team during the onsite visit. Next accreditation: 2020.

D. **Preparation:** Review program information before scheduled meetings as provided by the program director

#### V. OFFICERS

The officers of the Board will be elected from Board members. Officer elections will be held when a vacancy occurs, and in the Spring of even-numbered years. Board officers:

A. **Chair:** Shall preside over board meeting.

B. **Vice Chair:** Shall preside over the board meetings in the absence of the Chair.

C. **Secretary:** Shall be responsible for keeping accurate minutes of all meetings and distributing them to all Board members prior to the next scheduled meeting.

D. **Secretariat:** Shall be the program director who provides nominal funding and services for the Board's activities and assists the Board Officers as requested.

## **VI. MEETINGS**

- A. Advisory Board Meetings will be scheduled twice a year. At each board meeting the date of the next meeting will be determined, with consideration made for the schedules of the Board members.
- B. Board Meeting Agenda will be established at the preceding Board meeting and updated by the program director as the need arises. Additions to the agenda may be suggested by any members to the program director.
- C. The members will be reminded of each board meeting no later than two weeks before the scheduled date in writing. Notification will include date, time, location, agenda, and information needing review prior to the meeting.
- D. Special meetings of the Board may be suggested by any current Board member.
- E. The presence at a meeting of a majority of the members shall constitute a quorum.

## **VII. BYLAW REVISION**

Bylaw revision can be proposed by a Board member. Proposed revisions must be distributed in writing to all members at least two days prior to the meeting at which action will be taken. A two-thirds majority of all members present is required for approval.