



CONSORTIUM AGREEMENT

The Idaho Consortium for Physical Therapist Assistant Education (ICPTAE) was formed in 2011 by North Idaho College, College of Southern Idaho, College of Western Idaho, and Lewis-Clark State College. ICPTAE was established to sponsor joint Programs among the consortium institutions for which there was a defined need and demand in the region, but which were too costly for an individual college to support on its own.

ICPTAE is governed by a four member Executive Board consisting of the appropriate academic vice president or dean of instruction from each of the member institutions. One of these officers serves as the chair of the Executive Board annually, on a rotational basis.

The initial Program sponsored by the ICPTAE is the Physical Therapist Assistant associate in applied science degree Program, which was approved by the Idaho State Board of Education as a joint Program on February 23, 2012. The Program was approved with the understanding that it would be offered through the consortium with each institution sharing in the expense of the Program. Each institution has the authority to award the degree, with the exception of Lewis-Clark State College. This institution is providing only the general education component of the Program with North Idaho College delivering the PTA Program in Lewiston through an existing partnership.

NOW, THEREFORE, The Physical Therapist Assistant Program will be governed by the following terms and conditions:

I. TERM & NON-APPROPRIATION

The term of this Consortium Agreement shall be from June 30, 2015, to July 1, 2020. At the expiration of the term, the parties may mutually agree in writing to extend the term for an additional five year term. Provided that, however, the parties mutually understand and agree that each institution subject to this agreement may terminate this agreement as a result of the non-appropriation of the funds contemplated herein by that institution's board of trustees. Such an event of non-appropriation shall not constitute an event of default. In the case of any non-appropriation, the parties shall follow the CHANGE IN CONSTITUENT PARTNER PARTICIPATION IN ICPTAE provisions outlined in Section VI and, if necessary, the DISSOLUTION OF THE CONSORTIUM (ICPTAE) provisions outlined in Section VII herein.

I. THE CONSORTIUM

- a. The Idaho Consortium for Physical Therapist Assistant Education consists of four constituent partner institutions:-North Idaho College, College of Southern Idaho, College of Western Idaho, and Lewis-Clark State College. The Consortium was established by the governing boards of the constituent institutions through the approval of this agreement and the approval of the Idaho State Board of Education.
- b. The consortium developed the Physical Therapist Assistant Program with a curriculum common to all constituent partner institutions. The Idaho State Board of Education approved both the

content of the Program and supports the creation of the Consortium to provide guidance in the administration of the Program delivery. Provided that, however, this Consortium remains subject to the control of each institution's respective governing board.

- c. The Consortium provides administrative oversight for the Physical Therapist Assistant Program by means of an Executive Board consisting of the Vice Presidents for Academic Affairs (or designee) or Deans of Instruction of the constituent partners. The Chair of the Executive Board is rotated annually among these officers. The Physical Therapist Program Director serves as a non-voting, ex-officio member of the Executive Board.
- d. Subject to the annual ratification by each institution's governing board, the ICPTAE Executive Board will meet annually in the fall to approve the Program budget for the next fiscal year, by December. The Program Director will provide timely Program updates to the Executive Committee throughout the academic year. Any member of the Executive Board can request additional meetings with members of the board as needed. The Program Director will assist in the organization and scheduling of additional meetings as requested.
- e. The constituent partners will be responsible for implementation of the policies and curriculum of the Physical Therapist Assistant Program as established by the Executive Board of the Consortium. Policy statements are contained in minutes of the Executive Board's meetings, in the *Physical Therapist Assistant Program Student Handbook*, the *Physical Therapist Assistant Program Faculty Handbook* and in written communications from the Executive Board to the Program Director. Policy documents will be reviewed on an annual basis and updated as needed. The Executive Board will also oversee periodic reviews by the Program Director, faculty, appropriate committees of the constituent partners, the curriculum, and the instructional delivery systems to assure that they are current, of high quality, and fully consistent with the Commission on Accreditation in Physical Therapy Education (CAPTE) criteria.
- f. Under authority of the Idaho State Board of Education each constituent partner will award Associate of Applied Science degrees for successful completion of the Physical Therapist Assistant Program, with the exception of Lewis-Clark State College which is solely providing the general education portion of the Program. North Idaho College will award the degree for those students attending Lewis-Clark State College.
- g. Each constituent partner has responsibility for providing professional liability insurance coverage for its own students and staff at each partner's home campus, at clinical sites, and at other locations or in other settings as required for the delivery of instruction. Liability coverage for actions of the Program Director of the Physical Therapist Assistant Program will be provided by the employer of record, which currently is North Idaho College.

II. THE PROGRAM

- a. A single curriculum will be established for the Physical Therapist Assistant Program by the Program Director in conjunction with the PTA Program Curriculum Committee. Members of this committee include the allied health Program Chairs/Deans of the constituent partners, and the core faculty of the PTA Program. Core faculty include the Program Director, the ICPTAE board members, and the Director of Clinical Education for the PTA Program. Substantive curriculum changes or revisions will be submitted to the Executive Board for approval. The curriculum will meet or exceed all of the Program criteria established by CAPTE.
- b. The Curriculum Committee will meet a minimum of 2 times per academic year, or more often as needed.
- c. The Physical Therapist Assistant curriculum will be reviewed and implemented by the Executive Board and by each of the constituent partners through the appropriate governance structure of each institution.
- d. The Consortium will gain and maintain full Physical Therapist Assistant Program accreditation through the Commission on Accreditation in Physical Therapy Education at the earliest possible

- date; and Program essentials will be maintained by the member institutions to assure continued accreditation, under the direction of the Executive Board and working with the Program Director.
- e. Each constituent partner will use the same course titles and descriptions for all Physical Therapist Assistant courses; provided that, however, each constituent partner may adopt course prefix and numbers consistent with the requirements of its information system. Equivalent general education courses and Program requirements outside of Physical Therapist Assistant courses would be required at each constituent institution, although course titles, descriptions, and nomenclature will follow those already established at the constituent institution.
 - f. All general education courses and non-Physical Therapist Assistant Program requirements will be taken at the home institution of each Physical Therapist Assistant student; Physical Therapist Assistant didactic courses will be offered at the home institution or distributed through a distance learning network to the service regions of each constituent partner.
 - g. Scheduling of Physical Therapist Assistant didactic courses will be done by the Consortium; the schedule will be developed by the Program Director in conjunction with the allied health Program Chairs/Deans of the constituent partners and reviewed and implemented by the Executive Board.
 - h. All clinical experiences will be scheduled in the service region of the home institution of each Physical Therapist Assistant student, consistent with the capacity of the clinical affiliates. Each constituent partner will execute clinical contracts with the clinical affiliates supporting the students enrolled by the constituent partner.
 - i. Student, faculty, and clinical handbooks will be developed by the Consortium and distributed to students, faculty, and clinical staff as appropriate. Development and revisions of the handbooks is the responsibility of the Program Director in conjunction with the allied health Program Chairs/Deans of each constituent partner.
 - j. A common set of admission [requirements] criteria will be established for the Physical Therapist Assistant Program and approved by the Executive Board. Each constituent partner is responsible for admitting its allotment of students to the Program consistent with its own general student admission process.
 - k. An advisory committee for the Physical Therapist Assistant Program will be established by each institution with the exception of Lewis-Clark State College. The committee will be composed of physical therapists and medical professionals drawn from the counties serviced by each institution.

III. THE PROGRAM DIRECTOR

- a. The Program will be directed by a properly qualified Program Director approved by the Consortium. Standards of qualification will be those established and documented by CAPTE.
- b. The Program Director will be an employee of record of one constituent partner institution, which currently is North Idaho College. The Program Director is under the authority of all personnel policies governing the employer of record. Day-to-day supervision of the Program Director will be provided by the Division Chair, Health Professions of the employing institution. The Program Director's services will be evaluated both by the Division Chair and Dean of the employing institution and the Executive Board; provided that, however, only the employing institution shall have the power to terminate the Program Director.
- c. The Consortium, through the Executive Board, has responsibility for general supervision of matters related to the operation of the Physical Therapist Assistant Program. The Executive Board is responsible for establishing and administering policies and Program standards, as well as evaluating the service of the Program Director in implementing these. The Executive Board may provide recommendations to the employing institution regarding termination of the Program Director. A final determination of employment of a Program Director is left to the discretion of the employing institution.

- d. The Program Director will serve as non-voting Secretary to the Executive Board of the Consortium.
- e. The Program Director will serve as a resource to the Chairs of each Physical Therapist Assistant Advisory Committee at each institution. In this capacity, the Program Director will prepare for the Executive Board a list of members, plans of action for each group, and minutes of each committee's proceedings. The Executive Board will vote on all recommendations from the Program Director regarding activities of the Advisory Committees.

IV. THE ADMISSION OF STUDENTS

- a. The entering class for the Physical Therapist Assistant Program will be limited to 40 students, depending on the admission cycle (see IV.(b) below), unless the class is increased or decreased by the Executive Board and approved by CAPTE through its processes.
- b. Constituent partners will admit the following number of students to the entering PTA class unless the allocation is revised by the Executive Board and CAPTE: College of Southern Idaho – 10 (every other year), College of Western Idaho – 14, North Idaho College – 16 (of which 6 will be attending at the Lewis-Clark State College site).
- c. Should one constituent partner be unable to admit its allotment of students to the entering Physical Therapist Assistant class, the Executive Board shall determine how the remaining members of the entering class will be admitted. Each institution should finalize admission for the fall class by June 1, in order to allow the Executive Board to determine re-distribution if needed by August 1.
- d. Students will be admitted and enrolled at their home institution for all courses in the Physical Therapist Assistant Program. Upon satisfactory completion of all Program requirements, students will be awarded an Associate in Applied Science (A.A.S.) Degree in Physical Therapist Assistant by their home institution, consistent with general provisions for the awarding of the degree by the home institution. Lewis-Clark students will be awarded the degree by North Idaho College.
- e. Subject to the condition of IV.(f) below, students will be supervised by the faculty assigned to each course and by the Program Director. Grading standards for the didactic and clinical courses will be established by the Program Director in conjunction with the allied health Program Chairs/Deans of constituent partners, and approved by the Executive Board. Final grades for clinical education courses will be determined by the Director of Clinical Education. For all other courses, the grading standards will be established by the home institution offering the course.
- f. Standards of student conduct and all other regulations pertaining to students shall be those currently in effect within the ICPTAE Student Handbook.

V. FINANCIAL CONSIDERATIONS

One primary goal of the consortium is to deliver the PTA Program across Idaho in a manner that maximizes effectiveness, creates efficiency and builds a quality sustainable Program that can serve as a model for future collaborative delivery and partnership. Subject to annual appropriations by each institution's board of trustees, the constituent partners agree to the following:

- a. Each institution is responsible for lab fees and expenses related to student instructional experiences.
- b. Working with the Program Director and Executive Board, each member will provide Program course offerings keeping in mind the desire to incorporate schedule flexibility in allowing each institution to deliver the courses where they have the subject matter expert.
- c. Students will enroll in and pay tuition and fees to their home colleges. Enrollment and state aid will be processed by each college for students registered in its Program.

- d. Each college will require and ensure that each registered student obtain professional liability insurance.
- e. Each college will provide professional liability insurance for its own PTA faculty.


VI. CHANGE IN CONSTITUENT PARTNER PARTICIPATION IN ICPTAE

- a. A constituent partner wishing to withdraw from ICPTAE must notify the Executive Board at least 60 days prior to June 30. The Executive Board will recommend to the presidents of each constituent partner revisions to the ICPTAE agreement resulting from this change in membership. Options may include:
 - 1. reallocation of student allotments among remaining partners;
 - 2. addition of new constituent college(s), with approval of the Idaho State Board of Education and the Commission on Accreditation in Physical Therapy Education;
 - 3. dissolution of the ICPTAE Consortium.
- b. In no case will withdrawal from ICPTAE jeopardize the graduation of students currently enrolled and making satisfactory progress in the Program.
- c. Another college(s) may petition the Executive Board to join ICPTAE. The decision to add new partner(s) will depend upon a consideration of class size, student allotments and Program costs, approval of Idaho State Board of Education and the Commission on Accreditation in Physical Therapy Education, and the willingness of the presidents to amend the ICPTAE agreement. The Executive Board will make a recommendation to the ICPTAE presidents regarding potential new partners.
- d. Consortium institutions received grant funding to establish the consortium and fund necessary equipment at the start of the Program. Use and disposal of this equipment is governed by the grant restrictions and is an asset of the institution of record who purchased the equipment. Any additional equipment for new members is the responsibility of the new member. New and updated equipment for the Program is the responsibility of the member institution, unless included for in the Program budget and approved by the ICPTAE Executive Board and adopted by the consortium institutions' board of trustees.

VII. DISSOLUTION OF THE CONSORTIUM (ICPTAE)

- a. ICPTAE may be dissolved based upon the action of the presidents of constituent colleges on a date mutually agreed upon.
- b. In no case will dissolution of ICPTAE jeopardize the graduation of students currently enrolled and making satisfactory progress in the Program.
- c. If ICPTAE is dissolved, Program staff members will be processed according to the personnel policies of the employer of record.

IN WITNESS THEREOF:


 Jeff Fox, President
 College of Southern Idaho

July 6, 2015
 Date

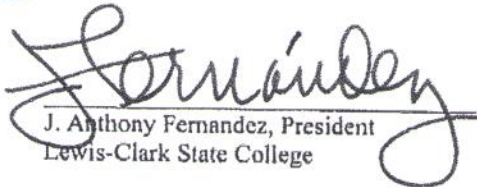

 Bert Glandon, President


July 6, 2015
 Date

College of Western Idaho


Joe Dunlap, President
North Idaho College


Date


J. Anthony Fernandez, President
Lewis-Clark State College


Date