

Commission on Dental Accreditation  
Unofficial Report of Major Actions  
August 8-9, 2013

1. The Commission reviewed accreditation reports and took 337 accreditation actions on dental, advanced dental and allied dental education programs.

Initial accreditation was granted to a total of nine (9) programs:

<b>Educational Program</b>	<b>Number</b>
Predoctoral Dental Education	1
Advanced Education in General Dentistry	1
General Practice Residency	1
Orofacial Pain	1
Endodontics	1
Pediatric Dentistry	1
Dental Assisting	2
Dental Hygiene	1

Three (3) dental assisting education programs, one (1) dental hygiene education program, one (1) endodontic education program, and two (2) general practice residency programs received a formal warning that accreditation will be withdrawn in January 2014 unless the requested information, demonstrating compliance with the accreditation standards, is submitted prior to that time.

The Commission discontinued the accreditation of three (3) dental assisting education programs, three (3) dental hygiene education programs, one (1) pediatric dentistry education program, two (2) general practice residency education programs, two (2) advanced education in general dentistry education programs, and one (1) dental anesthesiology education program, at the request of their respective sponsoring institutions.

2. The Commission adopted revisions to the following accreditation standards:
  - Accreditation Standards for Dental Hygiene Education Programs (Standards 2-20 and 3-7), with immediate implementation;
  - Accreditation Standards for Dental Laboratory Technology Education Programs, with implementation January 1, 2014;
  - Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Radiology, with implementation July 1, 2014;
3. The Commission directed the following proposed revisions to Accreditation Standards be circulated to the communities of interest for comment, including open hearings at the ADA Annual Session, the ADEA Annual Session, and appropriate meetings of the sponsoring organizations:
  - Accreditation Standards for Advanced General Dentistry Education Programs in Oral Medicine, for circulation to the communities of interest until December 1, 2013 for consideration at the January 2014 meeting of the Commission;

4. The Commission received a request from the American Dental Education Association asking the Commission to consider modification to its Conflict of Interest Policy, specifically with regard to consulting activities of CODA volunteers. The Commission referred the request to the Standing Committee on Documentation and Policy Review.
5. The Commission reviewed the report of the Standing Committee on Nominations and approved nominees to fill vacancies for discipline specific position and non-discipline specific positions on its Review Committees and the Commission beginning October 2013. The Commission directed that “dental educators” on the Review Committee on Predoctoral Dental Education could include dentists or individuals with a doctoral degree (Ph.D. or Ed.D., for example) with subject matter expertise and formal education and credentialing in the applicable discipline, and who are involved in predoctoral dental education.
6. The Commission reviewed the report of the Quality Assurance and Strategic Planning committee and took several actions, including:
  - Directing the Quality Assurance and Strategic Planning Committee to meet every six weeks.
  - Directing that the approved, draft Memorandum of Understanding between the Commission and the American Dental Association be submitted to the ADA Board of Trustees to engage both parties.
  - Approving the establishment of a “Research and Development Fund” capped at \$100,000 with a request to the ADA Board that the Fund be approved. If approved, the Commission directed an administrative fee of \$25 per program beginning in 2014 to fund the Research and Development Fund.
7. The Commission took action on several issues in the report of the Standing Committee on Communication and Technology, including:
  - Directing CODA to increase the frequency of the CODA Communicator newsletter to three issues per year and to develop an editorial calendar. Further, direct CODA staff to ensure a reader-friendly layout of the CODA Communicator newsletter.
  - Direct that the CODA website be separate from the ADA website, with CODA branding and information.
  - Direct that CODA staff work with the Communications Department to establish “touch points” to communicate with the communities of interest.
  - Direct CODA staff to explore ways to expand and promote CODA events, beyond those currently provided.
8. The Commission reviewed the report of the Standing Committee on Documentation and Policy Review and directed that CODA send a formal letter to the American Dental Education Association and American Association of Hospital Dentists encouraging these organizations to consider the makeup of the Postdoctoral General Dentistry (PGD) Education Review Committee when appointing the PGD Commissioner. The Commission also directed that input be sought from the CODA Review Committees related to whether the recusal of content experts from review committee meetings is problematic. The Commission directed immediate implementation of a \$1,000 penalty fee when institutions do not comply with the

revised Policy on Electronic Submission of Accreditation Materials and Conversion Fee and Policy and Procedures Related to Compliance with the Health Insurance Portability and Accountability Act (HIPAA), noting that CODA will not accept any program documentation which includes Protected Health Information (PHI) or Personally Identifiable Information (PII).

9. The Commission adopted the following revised policies:
  - Policy on Reporting Program Changes in Accredited Programs and related supplemental Guideline document, providing further clarification on categories of changes, how changes must be reported to the Commission, and potential Commission actions.
  - Policy on Accreditation of Off-Campus Sites, with supplemental Guideline document, providing further clarification on categories of off-campus sites and how sites must be reported to the Commission.
  - Accreditation Status Definition “Intent to Withdraw;” inserting language that states “The Commission reserves the right to require a period of non-enrollment for programs that have been issued the Intent to Withdraw warning.”
  - Annual Fee Policy; noting that the fee is doubled in the year of the program’s regular interval site visit (CODA Action: 2/2013) and clarifying the Commission’s actions when a program fails to pay the annual fee.
  - Policy on Electronic Submission of Accreditation Materials and Conversion Fee and Policy and Procedures Related to Compliance with the Health Insurance Portability and Accountability Act (HIPAA); noting that CODA will not accept any program documentation which includes Protected Health Information (PHI) or Personally Identifiable Information (PII). A \$1,000 penalty fee will be assessed when programs submit documentation that does not comply with the policy. A resubmission that continues to contain PHI or PII will be assessed an additional \$1,000 fee.
  - Application for Accreditation for Fully Operational Programs With Enrollment and Without Accreditation; inserting language on the process for accreditation, ability to withdraw the application, and required fee.
  - Application for Initial Accreditation for Developing Programs; inserting the application review steps which mirror those elsewhere in the Evaluation and Operational Policies and Procedures document.
  - Policies and Procedures for Accreditation of Programs in Areas of Advanced Training in General Dentistry; to remove the term “The Joint Commission or its equivalent” and replace it with terminology used in the Accreditation Standards regarding institutional accreditation by an agency recognized by the U.S. Department of Education or accredited by “an accreditation organization recognized by the Centers for Medicare and Medicaid Services (CMS)”
  - Policy on Third Party Comments; updating the language on the method by which CODA announces site visits.
  - Policy on Special Site Visits; updating the language on current practice and fee.
  - Policy on Silent Observers on Site Visits; adding a statement on the expected role of the observer during a site visit.
  - Policy on Institutions Offering Both Accredited and Non-Accredited Programs; revisions to apply the policy to all disciplines under the Commission’s purview.

10. The Commission received a request from the American Society of Dentist Anesthesiologists for the establishment of a Dental Anesthesiology Review Committee and an additional appointment to the Board of Commissioners for dental anesthesiology. The Commission referred the request to the Standing Committee on Quality Assurance and Strategic Planning for evaluation and consideration at the January 2014 Commission Meeting, with possible further referral to the Documentation and Policy Committee and Finance Committee at a future date.
11. The Commission was informed, through correspondence from the U.S. Department of Education Assistant Secretary for Postsecondary Education, that the Commission's recognition has been renewed for four (4) years as a nationally recognized accrediting agency for "The accreditation of predoctoral dental education programs (leading to the D.D.S. or D.M.D. degree), advanced dental education programs, and allied dental education programs that are fully operational or have attained 'Initial Accreditation' status, including programs offered via distance education."
12. The Commission elected Dr. John Williams as chair of the Commission and Dr. Steven Schonfeld as vice-chair of the Commission for 2013-2014.
13. The Commission acknowledged the following Commissioners whose terms will expire in October 2013: Dr. Michael Biermann, Dr. Eric Carlson, Ms. Elizabeth Curran, Dr. Geraldine Ann "GeriAnn" DiFranco, Dr. Joseph Eliason, Dr. Kent Knoernschild, Dr. Judith Messura, and Dr. Yilda Rivera Nazario.

Commission Members: Dr. Byron "Pete" Benson, Dr. Michael Biermann, Ms. Kristi Schmitt Burr, Dr. Thomas Cangialosi, Dr. Eric Carlson, Ms. Elizabeth Curran, Dr. GeriAnn DiFranco, Dr. William Dodge, Dr. Kevin Donly, Mr. Joseph Eliason, Dr. Lorraine Gagliardi, Mr. Robert Giasolli, Dr. Milton Glicksman, Dr. Henry Greenwell, Dr. Richard Kahn, Dr. Kent Knoernschild (chair), Dr. William Leffler, Dr. Ana Karina Mascarenhas, Dr. Judith Messura (vice-chair), Dr. Brad Neville, Dr. Yilda Rivera-Nazario, Dr. Ivan Torres-Nazario, Dr. Charlotte Royeen, Dr. William Schindler, Dr. Steven Schonfeld, Ms. Kathi Shepherd, Dr. James Sherrard, Dr. Perry Tuneberg, Dr. Karen West, and Dr. John Williams.

Trustee Liaison: Dr. Dennis Engel, Ninth District Trustee.

Dr. Joseph Eliason attended by telephone a portion of the August 9, 2013 meeting.