

**Commission on Dental Accreditation  
Unofficial Report of Major Actions  
February 4-5, 2016**

1. The Commission reviewed accreditation reports and took 399 accreditation actions on dental, advanced dental and allied dental education programs.

A total of five (5) new programs were granted accreditation:

<b>Educational Program</b>	<b>Number</b>
Predoctoral Dental Education	1
Dental Assisting	1
Dental Hygiene	1
Advanced Education in General Practice Residency	1
Oral and Maxillofacial Surgery	1

Five (5) dental assisting, one (1) oral and maxillofacial surgery, one (1) orthodontics and dentofacial orthopedics, one (1) periodontics, and one (1) prosthodontics education program(s), received a formal warning that accreditation will be withdrawn in August 2016 unless the requested information, demonstrating compliance with the accreditation standards, is submitted prior to that time.

The Commission discontinued the accreditation of four (4) dental assisting education programs, at the request of their respective sponsoring institutions.

2. The Commission adopted revisions to the following accreditation standards:
  - Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery, with immediate implementation; and
  - Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics, with immediate implementation.
3. The Commission directed the following proposed revisions to Accreditation Standards be circulated to the communities of interest for comment including, as applicable, hearings at the ADEA Annual Meeting, the ADA Annual Meeting, and appropriate meetings of the sponsoring organizations:
  - Accreditation Standards for Dental Education Programs, specifically Standard 2-23, for circulation to the communities of interest until December 1, 2016 for consideration at the February 2017 meeting of the Commission;
  - Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain, for circulation to the communities of interest until June 1, 2016 for consideration at the August 2016 meeting of the Commission;
  - Accreditation Standards for Advanced Education Programs in General Practice Residency (GPR), Advanced Education Programs in General Dentistry (AEGD), and

Advanced General Dentistry Education Programs in Dental Anesthesiology (Dent Anes), specifically Standard 3-1 of GPR, AEGD, and Dent Anes, and Standard 3-2 of GPR and AEGD, for circulation to the communities of interest until June 1, 2016 for consideration at the August 2016 meeting of the Commission;

- Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health, specifically Standard 2-Program Director and Teaching Staff, for circulation to the communities of interest until June 1, 2016 for consideration at the August 2016 meeting of the Commission;
- Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery, specifically new Standards 3-6 and 4-19 and revision of Standard 4-6.1, and grammatical and editorial changes, for circulation to the communities of interest until December 1, 2016 for consideration at the February 2017 meeting of the Commission; and
- Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics, specifically Standard 6-Research, for circulation to the communities of interest until June 1, 2016 for consideration at the August 2016 meeting of the Commission.

4. The Commission reviewed the report of the Ad Hoc Committee on Dental Therapy Implementation and took several actions, including:

Dental Therapy Site Visitors:

- Directing that dental therapy education program site visitors must either be a licensed dentist educator (general dentist) or licensed dental therapist educator.
- Directing that the “licensed dentist educator” may be a predoctoral dental educator site visitors (*i.e., a general dentist educator who serves as curriculum or clinical predoctoral site visitor*) or an allied dental educator site visitor.
- Adopting, with immediate implementation, the criteria for selection of dental therapy site visitors.
- Directing staff to announce a call for dental therapy site visitors, with review of nominations by the appropriate Review Committee and Commission in Summer 2016.

Dental Therapy Site Visit Team:

- Directing that dental therapy site visit teams consist of three (3) members as follows: one (1) dental therapist educator, one (1) predoctoral dentist educator, and one (1) additional site visitor that could be either a second dental therapist educator, second predoctoral dentist educator, or an allied dentist educator, with immediate implementation.

Assignment of Dental Therapy Review within the Commission on Dental Accreditation:

- Directing that dental therapy education program review be assigned to the Commission’s Review Committee on Predoctoral Dental Education (PREDOC RC), effective immediately.
- Adopting, with immediate implementation, the revisions to the Commission’s Evaluation and Operational Policies and Procedures (EOPP) Policy on Review Committees and Review Committee Meetings and the Policy on Changes to the Composition of Review Committees and the Board of Commissioners.

- Directing staff to announce a call for dental therapist educators to fill the new position on the Predoctoral Dental Education Review Committee (PREDOC RC), with an appointment start date of October 2016.

Accreditation Application and Related Accreditation Document Preparation:

- Adopting, with immediate implementation, the following dental therapy accreditation documents:
  - Initial Accreditation Application for a Developing Dental Therapy Education Program;
  - Site Visitor Evaluation Report Developing Dental Therapy Education Program;
  - Self-Study Guide Application for the Accreditation of a Fully-Operational Dental Therapy Education Program;
  - Site Visitor Evaluation Report Fully Operational Dental Therapy Education Program;
  - Self-Study Guide for the Evaluation of a Dental Therapy Education Program; and
  - Site Visitor Evaluation Report Dental Therapy Education Program.
- Directing CODA staff to notify the communities of interest that the dental therapy accreditation materials are available for public use.

Updates to CODA Documents to Include Dental Therapy:

- Directing CODA staff to review all CODA documents and incorporate the term “dental therapy” as applicable.

5. The Commission reviewed the report of the Standing Committee on Finance and took several actions, including:

- Directing staff to initiate communications to inform CODA-accredited programs that there may be an increase in 2018 fees in order to advance CODA’s strategic plan and establish a balanced budget.
- Approving the 2017 Annual and Application Fees as follows:
  - Adopting a 4% increase in annual fees for all disciplines in 2017; \$7,010 for predoctoral dental education programs, \$1,750 for dental assisting, dental hygiene, dental therapy and advanced dental education programs, and \$ 1,235 for dental laboratory technology programs.
  - Affirming that during the year a program is due for a regular accreditation site visit, the annual fee will be doubled.
  - Increasing the application fees by 4% for predoctoral dental education programs to \$62,400 and allied and advanced programs to \$15,600.
- Approving the 2017 International Predoctoral Fees as follows:
  - Adopting a 2017 international predoctoral dental education application fee of \$67,600.
  - Adopting a 2017 international predoctoral dental education annual accreditation fee of \$15,600.
  - Affirming that in 2017 international predoctoral dental education programs pay all site visit expenses (actual expenses) for all site visits during the application and regular site visit schedule.
  - Affirming that in 2017 international predoctoral dental education programs pay an administrative fee of 25% of the total site visit cost for coordination of each site visit.

- Affirming that all international fees must be paid in U.S. Dollars.
  - Approving 2017 Other Accreditation Fees as Follows:
    - Maintaining the Special Focused Site Visit Administrative Fee of \$4,000.
    - Maintaining the CODA Penalty for Non-Compliance with CODA Policy on HIPAA of \$1,000.
    - Maintaining the Electronic Conversion of Paper Documents Fee of \$500
    - Maintaining the Email/Contact Distribution List Fee of a \$200 minimum.
    - Maintaining the Research and Development Fund administrative fee of \$35.
  - Directing the Standing Committee on International Accreditation to review the Preliminary Accreditation Consultative Visits (PACV) International Consultation and Accreditation Fees and make recommendations for consideration by the Standing Committee on Finance and Commission in Summer 2016.
  - Directing that the 2016 strategic planning initiative include a focus on assuring CODA's long-term financial stability to meet its mission.
6. The Commission reviewed the report of the Quality Assurance and Strategic Planning committee and took several actions, including:
- Recruitment and Retention of Allied Education Programs:
- Adopting the CODA "Tear Sheet" for use as a communication tool to educate the communities of interest regarding CODA's mission and purpose.
  - Directing CODA staff to circulate the "Tear Sheet" electronically to all state dental boards, state dental associations and component societies (pending acquisition of e-mails from the ADA), national DA and DLT associations (with a request that these organizations pass the document on to state societies), all DA and DLT educators of accredited programs, and broadly to CODA's community of interest including posting the document on CODA's micro-site for public access.
- CODA Survey to Communities of Interest:
- Directing CODA staff to enhance communication with its communities of interest related to CODA's White Paper; CODA's potential initiatives regarding independent financial and governance authority, noting there are levels of independent authority and the process may be incremental; and CODA's strategic plan activities.
  - Directing the survey data of the CODA operational structure survey to its communities of interest be considered during CODA's upcoming strategic planning initiative.
  - Directing that the survey data of the CODA operational structure survey to its communities of interest be shared with the Standing Committee on Finance, for consideration related to the Commission's financial planning activities.
- 2017-2021 Strategic Plan and Outcomes Assessment Plan:
- Directing CODA staff to work with the Standing Committee on Quality Assurance and Strategic Planning to identify a strategic planning facilitator and initiate the Commission's strategic planning process.
  - Direct a Mega Issue discussion prior to the Summer 2016 CODA meeting to finalize CODA's strategic plan.

7. The Commission reviewed the report of the Documentation and Policy Review committee and took several actions, including:
- Directing each review committee to review its discipline-specific accreditation standards and ensure they have, or develop, standards to address the following:
    - 1) written/affiliation agreements with sites where educational activity occurs; 2) faculty calibration at sites where educational activity occurs; and 3) appropriate staffing and student/resident oversight at sites where educational activity occurs for consideration at the Summer 2016 CODA meeting. This action was taken as a result of CODA's discussion on the use of off-campus sites where educational activity occurs. CODA also revised its policy and procedure for approval of sites where educational activities occur, as noted below.

Revising the *Evaluation and Operational Policies and Procedures Manual (EOPP)*, as noted below, effective immediately:

- *Policy on Attendance at Open Portions of Commission Meetings*, clarifying how access to meeting materials is provided.
- *Guests Invited To Commission Meetings*, clarifying who may attend the closed and open portion of Commission meetings.
- *Commission Committees*, adding a sixth standing committee of the Commission, the Standing Committee on International Accreditation (Predoctoral only).
- *Conflict of Interest Policy*, clarifying that having previously applied for a position at an institution within the last five (5) years is a conflict. Also, further clarifying the process for determination of conflict of interest for Review Committees, the Commission, and the Appeal Board.
- *Confidentiality Policy*, clarifying that all materials generated and received in the accreditation process are confidential. Also, clarifying that neither audio nor video recording of CODA sessions is permitted.
- *Policy on Simultaneous Service*, clarifying the steps in replacing a Commissioner or Review Committee member should a conflict arise.
- *Accreditation Status Definitions*, clarifying that identification of new deficiencies during a reporting period will not result in a modification of the specified deadline for compliance with prior deficiencies. Also, creating a new type of other accreditation action for "teach-out" and clarifying the term "discontinued."
- *Application for Accreditation for Fully Operational Programs with Enrollment and Without Accreditation*, clarifying which students will be considered graduates of an accredited program upon CODA granting of accreditation. Also, clarifying the steps and timeline for the application review process.
- *Application for Initial Accreditation for Developing Programs*, clarifying the steps and timeline for the application review process. Also, in the *Application for Initial Accreditation for Developing Programs* and the *Enrollment of Students in a Developing Program Prior to Granting of Initial Accreditation*, replacing the term "not fully operational" with "developing."
- *Policy on Third Party Comments*, clarifying the types of site visits that may be scheduled after posting of the site visit schedule on CODA's website.

- *Site Visitors* policy, deleting the clause permitting removal of two individuals from the list without any written explanation or documentation.
- *Criteria for Nomination of Site Visitors*, clarifying that predoctoral dental education site visitors should have accreditation experience through an affiliation with a dental education program accredited by the Commission or as a previous site visitor.
- *Policy on Silent Observers on Site Visits*, clarifying that the request for an observation must be made through the chief administrative officer, determinations will be made by Commission staff, and generally one observation opportunity will be provided.
- *Site Visit Procedures*, clarifying that no audio, video, or other type of recording of a site visit is permitted.
- *Policy on Reporting Program Changes*, clarifying reporting requirements and the CODA approval process for sites owned versus those not owned by the sponsoring institution, with immediate implementation. Also, clarifying report submission due dates of June 1 and December 1.
- *Policy on Missed Deadlines*, clarifying that missed prescribed deadlines will result in Commission action.
- *Policy on Enrollment Increases in Advanced Dental Specialty Programs*, clarifying report submission due dates of June 1 and December 1.
- *Voluntary Discontinuance of Accreditation*, clarifying the process of Commission acknowledgement of a notification by a program to voluntarily discontinue its participation in the accreditation program.
- *Policy on Discontinuance or Closure of Educational Programs Accredited by the Commission and Teach-Out Plans*, clarifying that when students/residents are enrolled in a Commission-accredited program that an institution elects to discontinue or close, a teach-out plan must be submitted.
- Replacing the *Policy Statement on Accreditation of Off-Campus Sites* with the new *Policy Statement on Reporting and Approval of Sites Where Educational Activity Occurs*. The Commission created the new policy on sites where educational activity occurs in response to information gathered from its Review Committees on the use of training sites in dental education. The new policy categorizes off-campus sites where educational activity occurs as “major,” “minor” and “supplemental” and includes specific reporting requirements for each type of site.
- *Selection Criteria For Appeal Board Members*, clarifying that the ADEA representative may be a program director, faculty member or practitioner.
- *The Consultation Process for Predoctoral International Programs*, the *International Dental Education Site Visits*, and the *Broad Eligibility Criteria for Preliminary Accreditation Consultation Visits (PACV)*, clarifying the name of the Standing Commission on International Accreditation in place of the Joint Advisory Committee on International Accreditation.

Commission Members: Dr. Patricia Blanton, Dr. Susan Callahan Barnard, Dr. Stephen Campbell, Mr. David Cushing, Dr. Loren Feldner, Dr. Catherine Flaitz, Dr. Lorraine Gagliardi, Dr. James Geist, Dr. Milton Glicksman, Ms. Alexandra Hebert, Dr. H. Garland Hershey, Jr., Dr. Tariq Javed, Dr. Richard Kahn, Dr. Denise Kassebaum, Dr. Bruce Kinney, Mr. Dennis Lanier,



Dr. William Leffler\*, Dr. Mark Lerman, Dr. Harold “Mark” Livingston (vice-chair), Dr. William Lobb, Dr. Ana Karina Mascarenhas, Dr. Michael Mills, Dr. William Schindler, Dr. Robert Sherman, Dr. David Stanton, Ms. Cindy Stergar, Dr. Stanley Surabian, Mr. Glenn Unser, Dr. Karen West (chair) and Dr. Matthew Wheeler\*.

\*Drs. William Leffler and Matthew Wheeler were not in attendance.

ADA Trustee Liaison: Dr. Raymond Cohlma, Twelfth District Trustee