

## MINUTES

### COMMISSION ON DENTAL ACCREDITATION ADA HEADQUARTERS BUILDING, CHICAGO

WEDNESDAY, AUGUST 5, 2015  
(MEGA ISSUE DISCUSSION ON OFF-CAMPUS SITES)

**Call to Order:** The Chair, Dr. Perry Tuneberg, called the Mega Issue Discussion on Off-Campus Sites of the Commission on Dental Accreditation to order at 2:00 P.M. on Wednesday, August 5, 2015, in the Executive Board Room of the ADA Headquarters Building, Chicago.

**Roll Call:** Dr. Byron “Pete” Benson, Dr. Patricia Blanton, Dr. Stephen Campbell, Dr. Thomas Cangialosi, Dr. William Dodge, Dr. Kevin Donly, Dr. Lorraine Gagliardi, Dr. Milton Glicksman, Dr. Richard Kahn, Dr. Denise Kassebaum, Dr. James Kolstad, Mr. Dennis Lanier, Dr. William Leffler, Dr. Mark Lerman, Dr. Harold “Mark” Livingston, Dr. William Lobb, Dr. Ana Karina Mascarenhas, Dr. Michael Mills, Dr. Charlotte Royeen, Dr. William Schindler, Ms. Kathi Shepherd, Dr. Robert Sherman, Dr. James Sherrard, Dr. David Stanton, Ms. Cindy Stergar, Dr. Stanley Surabian, Dr. Ivan Torres-Nazario, Dr. Perry Tuneberg (chair), Dr. Karen West (vice-chair) and Dr. Matthew Wheeler.

**Trainee Commissioners (Observers):** Dr. Susan Callahan Barnard, Dr. Catherine Flaitz, Dr. James Geist, Ms. Alexandra Hebert, Dr. H. Garland Hershey, Dr. Tariq Javed, Dr. Stephen Feit, Mr. Glenn Unser and Dr. Loren Feldner. Dr. Bruce Kinney was unable to attend.

**Trustee Liaison:** Dr. Alvin “Red” Stevens, Fifth District Trustee, substituting for Dr. Jeffrey Dow, First District Trustee.

**CODA Staff:** Dr. Sherin Took (ex-officio), director, CODA, Ms. Alyson Ackerman, Ms. Cathy Baumann, Dr. Catherine Horan, Ms. Patrice Renfrow, Ms. Jennifer Snow and Ms. Peggy Soeldner, managers, CODA.

**ADA Staff:** Dr. Anthony Ziebert, senior vice president, Education and Professional Affairs, ADA was in attendance.

**Summary of Mega Issue Discussion on Off-Campus Sites:** The Commission was reminded that at its Winter 2015 meeting, the Commission directed a Mega Issue discussion be conducted in Summer 2015 to consider: 1) approval of international off-campus sites for U.S.-accredited programs, 2) accredited programs’ use of off-campus sites, in light of the prior reports of the Summer 2012 Task Force on Off-Campus Sites and Winter 2013 Report of the Standing Committee on Documentation and Policy Review, and 3) a mandatory off-campus site survey and data on staff time and resources necessary to oversee programs with off-campus sites for future review of budget implications related to CODA’s oversight of off-campus sites.

The Commission began its Mega Issue discussion with three presentations from Commissioners describing the various uses of off-campus sites in predoctoral dental education, advanced dental

education, and allied dental education programs. It was identified that the educational programs representing all the disciplines accredited by CODA use off-campus sites for various purposes and durations. Due to the broad discussion necessary on the current use of off-campus sites and related CODA policy, the Commission focused the Mega Issue discussion on CODA directives #2 and #3 of the Commission's winter 2015 meeting. The Commission also noted that further analysis should occur prior to a future discussion related to the approval of international off-campus sites of U.S.-based, CODA-accredited programs.

Focusing on accredited programs' use of off-campus sites and the potential budget implications related to CODA's oversight of off-campus sites, the Commission engaged in an extensive Mega Issue discussion, which included a discussion on the history of the change in CODA policy related to off-campus sites, CODA actions previously taken related to the Summer 2012 Task Force on Off-Campus Sites and Winter 2013 Report of the Standing Committee on Documentation and Policy Review, and the current trends in utilization of off-campus sites including a review of data collected from the mandatory off-campus site survey. The Commission also considered a revised policy prepared by CODA staff.

The Commission identified a number of items for further consideration, including but not limited to, the use of off-campus sites to integrate inter-professional education for all disciplines; how the use of off-campus sites could affect the model and cost of dental education, particularly related to Commission monitoring of programs with numerous off-campus sites; oversight of the educational experience at off-campus sites; curriculum delivery methods that may be used at off-campus sites; differentiation of the types of off-campus training sites which may vary by dental discipline; CODA's oversight of programs' compliance with and use of off-campus sites, including tracking of sites, availability of site visitors to conduct special focused site visits when warranted, and financial implications; possible policy and/or Accreditation Standards revisions that may apply to or affect use of off-campus sites; and the general philosophy that Standards and policies should be broad and flexible to allow for creativity and diversity in educational programs. It was also noted that programs feel the current policy and CODA review process make it difficult for programs to report new sites to CODA, and obtain approval prior to implementation, within a reasonable time frame given the Commission's two meetings per year.

See New Business of the CODA Open Session Meeting, Friday, August 7, 2015 for actions related to the Mega Issue discussion.

**Adjournment:** The Commission adjourned the Mega Issue Discussion on Off-Campus Sites at 5:45 P.M.

## MINUTES

### COMMISSION ON DENTAL ACCREDITATION ADA HEADQUARTERS BUILDING, CHICAGO

THURSDAY, AUGUST 6, 2015 (CLOSED SESSION)

**Call to Order:** The Chair, Dr. Perry Tuneberg, called a regular meeting of the Commission on Dental Accreditation to order at 10:00 A.M. on Thursday, August 6, 2015, in the Executive Board Room of the ADA Headquarters Building, Chicago, in closed session for the purpose of reviewing educational programs.

**Roll Call:** Dr. Byron “Pete” Benson, Dr. Patricia Blanton, Dr. Stephen Campbell, Dr. Thomas Cangialosi, Dr. William Dodge, Dr. Kevin Donly, Dr. Lorraine Gagliardi, Dr. Milton Glicksman, Dr. Richard Kahn, Dr. Denise Kassebaum, Dr. James Kolstad, Mr. Dennis Lanier, Dr. William Leffler, Dr. Mark Lerman, Dr. Harold “Mark” Livingston, Dr. William Lobb, Dr. Ana Karina Mascarenhas, Dr. Michael Mills, Dr. Charlotte Royeen, Dr. William Schindler, Ms. Kathi Shepherd, Dr. Robert Sherman, Dr. James Sherrard, Dr. David Stanton, Ms. Cindy Stergar, Dr. Stanley Surabian, Dr. Ivan Torres-Nazario, Dr. Perry Tuneberg (chair), Dr. Karen West (vice-chair) and Dr. Matthew Wheeler.

**Trainee Commissioners (Observers):** Dr. Susan Callahan Barnard, Dr. Catherine Flaitz, Dr. James Geist, Ms. Alexandra Hebert, Dr. H. Garland Hershey, Dr. Tariq Javed, Dr. Stephen Feit, Mr. Glenn Unser and Dr. Loren Feldner. Dr. Bruce Kinney was unable to attend.

**Guests:** Dr. Claude Lamarche, Chair, and Mr. Frederic Duguay, Assistant Director, Commission on Dental Accreditation of Canada.

**Trustee Liaison:** Dr. Alvin “Red” Stevens, Fifth District Trustee, substituting for Dr. Jeffrey Dow, First District Trustee.

**CODA Staff:** Dr. Sherin Took (ex-officio), director, CODA, Ms. Alyson Ackerman, Ms. Cathy Baumann, Dr. Catherine Horan, Ms. Patrice Renfrow, Ms. Jennifer Snow and Ms. Peggy Soeldner, managers, CODA and Ms. Cathryn Albrecht, senior associate general counsel, ADA/CODA were in attendance.

**Adoption of the Agenda:** The agenda of the meeting was adopted.

**Commissioner Fiduciary Duties and Conflict of Interest Obligations:** Ms. Cathryn Albrecht, ADA/CODA Senior Associate General Counsel, reminded the Commission of its fiduciary responsibilities and the Conflict of Interest policy.

**Policy Reminder of Confidentiality:** Dr. Perry Tuneberg CODA Chair, read the Commission’s Reminder of Confidentiality, noting the confidential nature of the Commission’s materials and deliberations related to the accreditation of programs.

**Accreditation Mail Ballots Since Last Commission Meeting:** The Commission approved, for the record, three (3) mail ballots related to program accreditation actions, which had been considered since the Winter 2015 Commission meeting.

**Consideration of Site Visitor Nominations:** Consultants are appointed annually for one-year terms but for no more than six (6) consecutive years. Members of the Commission's Review Committees are also considered consultants; they serve one four-year term. The Commission considered the names of individuals recommended by the Review Committee on Predoctoral Dental Education, Review Committee on Oral and Maxillofacial Surgery Education, Review Committee on Endodontics Education, Review Committee on Orthodontics and Dentofacial Orthopedics Education, and Review Committee on Dental Assisting Education for a one-year appointment as consultants for 2015-2016.

**Commission Action:** The Commission approves the site visitor appointments for 2015-2016 (**Appendix 1**).

**Consideration of Matters Relating to Accreditation Actions:** The Commission reviewed site visit evaluations, progress reports, and other requested reports on predoctoral dental education programs, advanced general dental education programs, advanced specialty education programs, and allied dental education programs.

**Commission Action:** Accreditation status was granted to programs evaluated since the Winter 2015 meeting. Accreditation actions are summarized in the "Report on the Accreditation Statuses of Educational Programs" (**Appendix 2**).

**Adjournment:** The Commission adjourned the closed session at 12:05 P.M.

## MINUTES

### COMMISSION ON DENTAL ACCREDITATION ADA HEADQUARTERS BUILDING, CHICAGO

FRIDAY, AUGUST 7, 2015 (OPEN SESSION)

**Call to Order:** The Chair, Dr. Perry Tuneberg, called a regular meeting of the Commission on Dental Accreditation to order at 8:00 A.M. on Friday, August 7, 2015, in the Executive Board Room of the ADA Headquarters Building, Chicago, in open session.

**Roll Call:** Dr. Byron “Pete” Benson, Dr. Patricia Blanton, Dr. Stephen Campbell, Dr. Thomas Cangialosi, Dr. William Dodge, Dr. Kevin Donly, Dr. Lorraine Gagliardi, Dr. Milton Glicksman, Dr. Richard Kahn, Dr. Denise Kassebaum, Dr. James Kolstad, Mr. Dennis Lanier, Dr. William Leffler, Dr. Mark Lerman, Dr. Harold “Mark” Livingston, Dr. William Lobb, Dr. Ana Karina Mascarenhas, Dr. Michael Mills, Dr. Charlotte Royeen, Dr. William Schindler, Ms. Kathi Shepherd, Dr. Robert Sherman, Dr. James Sherrard, Dr. David Stanton, Ms. Cindy Stergar, Dr. Stanley Surabian, Dr. Ivan Torres-Nazario, Dr. Perry Tuneberg (chair), Dr. Karen West (vice-chair) and Dr. Matthew Wheeler.

**Trainee Commissioners (Observers):** Dr. Susan Callahan Barnard, Dr. Catherine Flaitz, Dr. James Geist, Ms. Alexandra Hebert, Dr. H. Garland Hershey, Dr. Tariq Javed, Dr. Stephen Feit, Mr. Glenn Unser and Dr. Loren Feldner. Dr. Bruce Kinney was unable to attend.

**Guests:** Dr. Claude Lamarche, Chair, and Mr. Frederic Duguay, Assistant Director, Commission on Dental Accreditation of Canada.

**Trustee Liaison:** Dr. Alvin “Red” Stevens, Fifth District Trustee, substituting for Dr. Jeffrey Dow, First District Trustee.

**CODA Staff:** Dr. Sherin Took (ex-officio), director, CODA, Ms. Alyson Ackerman, Ms. Cathy Baumann, Dr. Catherine Horan, Ms. Patrice Renfrow, Ms. Jennifer Snow and Ms. Peggy Soeldner, managers, CODA and Ms. Cathryn Albrecht, senior associate general counsel, ADA/CODA were in attendance.

**ADA Staff:** Dr. Anthony Ziebert, senior vice president, Education and Professional Affairs, ADA was in attendance.

**Adoption of Agenda:** The agenda of the meeting was adopted.

**Conflict of Interest Statement:** Ms. Cathryn Albrecht, ADA/CODA Senior Associate General Counsel, reminded the Commissioners of their fiduciary responsibilities and the CODA Conflict of Interest policy.

**Accept for the Record the Minutes of the Winter 2015 Meeting:** The minutes of the Winter 2015 Commission meeting were accepted for the record. Since the last meeting, the minutes had been approved via mail ballot of the Commission.

**Consent Calendar:** The following reports in their entirety were placed on the consent calendar and were adopted as received:

- Report on the Review Committee on Dental Laboratory Technology Education (**Appendix 3**)
- Report on the Review Committee on Endodontics Education (**Appendix 4**)
- Report of the Review Committee on Oral and Maxillofacial Pathology Education (**Appendix 5**)
- Report of the Review Committee on Oral and Maxillofacial Radiology Education (**Appendix 6**)
- Report on the Review Committee on Pediatric Dentistry Education (**Appendix 7**)
- Report on the Review Committee on Periodontics Education (**Appendix 8**)
- Report of the Joint Advisory Committee on International Accreditation (JACIA) (**Appendix 9**)
- Mail Ballots Approved Since the Last Commission Meeting:
  - a. Standing Committee on Nominations- Predoc RC Member (3/2015)
  - b. 2015 Winter CODA Meeting Minutes (5/2015)
  - c. American College of Prosthodontics Complaint Against Commission on Dental Accreditation (5/2015)
  - d. American College of Prosthodontics Complaint Against Commission on Dental Accreditation (7/2015)

**Report of the Review Committee on Predoctoral Dental Education:** Committee Chair: Dr. William Lobb. **Committee Members:** Drs. Nicolaas Geurs, Liz Kaz, Stephanie Oberhaus, Charlotte Royeen, Robert Trombly and Deborah Weisfuse. **Guest (Open Session only):** Dr. Anthony Palatta, senior director, Educational Program Development, American Dental Education Association (ADEA). **CODA Staff:** Dr. Catherine Horan, manager, Predoctoral Dental Education and Dr. Sherin Tooks, director, Commission on Dental Accreditation.

A meeting of the Review Committee on Predoctoral Dental Education was held at ADA Headquarters in Chicago on July 13-14, 2015. The Report of the Review Committee on Predoctoral Dental Education (PREDOC RC) is found in **Appendix 10**.

**Informational Report on Frequency of Citings of Accreditation Standards for Dental Education Programs:** There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

**Consideration of Proposed Revisions to the Accreditation Standards for Dental Education Programs:** The Commission considered the report of the PREDOC RC which related to American Dental Association (ADA) Resolution 57H-2013 and proposed revision to Standard 4-

6 of the Accreditation Standards for Dental Education Programs as follows (underline indicates addition; ~~strikethrough~~ indicates deletion):

- 4-~~67~~6 Student services **must** include the following:
- A. personal, academic and career counseling of students;
  - B. assuring student participation on appropriate committees;
  - C. providing appropriate information about the availability of financial aid and health services;
  - D. developing and reviewing specific written procedures to ensure due process and the protection of the rights of students;
  - E. student advocacy;
  - F. maintenance of the integrity of student performance and evaluation records; and
  - G. instruction on personal debt management and financial planning.

**Commission Actions:** The Commission adopts revision to the Accreditation Standards for Dental Education Programs (noted above), with an implementation date one (1) year from the date of adoption, i.e., July 1, 2016.

The Commission further directs revision of all associated accreditation documents to ensure the accreditation materials are available for use by programs undergoing site visits after July 1, 2016.

*Consideration of the Use of Private Practices for Community-Based Education in the Accreditation Standards for Dental Education Programs:* There was no discussion on the consideration of the use of private practices for community-based education in the predoctoral dental education standards. Further PREDOC RC consideration is pending the outcome of the Commission’s August 2015 “mega issue” discussion with an anticipated report to the Commission in Winter 2016.

**Commission Action:** This report is informational in nature and no action was taken.

*Consideration of a Request from the American Association of Dental Research on the Research Standards of the Accreditation Standards for Dental Education Programs:* The Commission considered the report and recommendation of the PREDOC RC that there be no revision to the Accreditation Standards for Dental Education Programs based upon the request of the American Association of Dental Research.

**Commission Action:** The Commission directs that there be no revisions to Standards 6-2 and 6-3 (Research Program) of the Accreditation Standards for Dental Education Programs.

*Informational Report for Dental Education Programs Annual Survey Curriculum Data:* There was no discussion on the informational report for dental education programs annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

*Report of the Joint Advisory Committee on International Accreditation (JACIA):* There was no discussion on the report of the JACIA.

**Commission Action:** This report is informational in nature and no action was taken.

*Report of the Joint Advisory Committee on Dental Education Information (JACDEI):* There was no discussion on the report of the JACDEI.

**Commission Action:** This report is informational in nature and no action was taken.

**Report of the Review Committee on Postdoctoral General Dentistry Education:** Committee chair: Dr. Harold “Mark” Livingston. Committee members: Dr. John Coke, Dr. Mahnaz Fatazadeh, Dr. Kenneth Fedor, Dr. Timothy Halligan, Dr. Jeffery Hicks, Dr. Jeffry Shaefer, Mr. David Squire, and Dr. Robert Strauss. Dr. Allen Wong participated via teleconference call. In addition, Dr. Ralph Epstein participated for a portion of the meeting via teleconference call. Guest (Open Session only): Ms. Tami J. Grzesikowski, American Dental Education Association. CODA Staff: Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education and Dr. Sherin Tooks, director, CODA. Ms. Cathryn Albrecht, senior associate general counsel, attended a portion of the meeting.

The meeting of the Postdoctoral General Dentistry Review Committee (PGD RC) was held July 16-17, 2015 at the ADA Headquarters Building. The Report of the PGD RC is found in **Appendix 11.**

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Dentistry (Implemented January 1, 2008):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Dentistry (Implemented July 1, 2014):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Practice Residency (Implemented January 1, 2008):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Practice Residency (Implemented July 1, 2014): There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Dental Anesthesiology: There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Oral Medicine (Implemented January 1, 2007): There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Oral Medicine (Implemented July 1, 2014): There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain: There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Progress Report on Conduct of Validity and Reliability Study for Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain: There was no discussion on the validity and reliability study for advanced general dentistry education programs in orofacial pain. Further PGD RC discussion will occur in Winter 2016 with a report to the Commission at that time.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Postdoctoral General Dentistry Education Annual Survey Curriculum Data: There was no discussion on the report on postdoctoral general dentistry education annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

*New Business: Use of the Term “Student/Resident” in Commission Documents:* The Commission considered the PGD RC’s recommendation to replace the terminology “student/resident” with “resident” in all postdoctoral general dentistry education accreditation documents. The recommendation was made due to the confusion that the current term “student/resident” causes among accredited programs. The PGD RC learned that the terminology “student/resident” may cause misinterpretation when discussing compliance with Standard 1-7, which reads: “Dental students/residents **must** have the same privileges and responsibilities provided students/residents in other professional education programs.” Because of the term “student/resident” this standard may be interpreted to mean that dental students and dental residents must have the same privileges and responsibilities. A revised definition was proposed as follows (underline indicates addition, ~~strikethrough~~ indicates deletion):

~~Student~~/Resident: The individual enrolled in a Commission on Dental Accreditation-accredited postdoctoral general dentistry education program.

**Commission Action:** The Commission adopts the proposed revision to the definition of “resident” (noted above) for all postdoctoral general dentistry education disciplines.

The Commission further directs that the Accreditation Standards and related accreditation documents for all postdoctoral general dentistry education disciplines be revised to reflect the new terminology, with immediate implementation.

*New Business: Reporting the Use of Office-Based Dental Anesthesiology Rotation Sites:* The Commission considered the PGD RC’s recommendation to modify the *Policy Statement on Accreditation of Off-Campus Sites* to include a statement that exempts dental anesthesiology programs from the current requirement to obtain prior CODA approval of off-campus training sites. The model of dental anesthesiology programs includes a mobile component in which the faculty travels with equipment to various dental offices to provide dental anesthesiology services. It was believed the requirement for prior approval of new sites may hinder a program’s ability to quickly add training experiences for residents given CODA’s review timeline. The proposed language is noted below.

Proposed Addition to Policy Statement on Accreditation of Off-Campus Sites (underline indicates addition):

The Commission recognizes that advanced general dentistry education programs in dental anesthesiology utilize numerous mobile ambulatory settings and rotations to provide residents with opportunities to gain required clinical experiences. The program will provide a list of all currently used settings and rotations in the self-study document. The visiting committee will randomly select and visit several settings and rotation locations during the site visit to the program to evaluate compliance with Commission on Dental Accreditation standards. Prior Commission approval of these settings and rotations will not be required.

**Commission Action:** The Commission adopt the proposed addition to the *Policy Statement on Accreditation of Off-Campus Sites* (noted above) for advanced general

dentistry education programs in dental anesthesiology, with immediate implementation in the Commission's Evaluation and Operational Policies and Procedures manual.

*New Business: Development of Guidelines for Reporting Enrollment Increases in Postdoctoral General Dentistry Education Programs: The Commission's Policy on Reporting Program Changes:* The Commission considered the PGD RC's proposed *Guidelines for Reporting Enrollment Increases in Postdoctoral General Dentistry Education Programs*. The Commission noted that postdoctoral general dentistry education programs would be required to use the new Guidelines document when reporting changes in enrollment to CODA.

**Commission Action:** The Commission adopts with immediate implementation the *Guidelines for Reporting Enrollment Increases in Postdoctoral General Dentistry Education Programs (Appendix 12)*.

The Commission directs that postdoctoral general dentistry education programs be required to use the new *Guidelines* document when reporting changes in enrollment to CODA.

**Report of the Review Committee on Dental Assisting Education:** Committee chair: Dr. Lorraine Gagliardi. Committee members: Dr. Cynthia Baker, Ms. Margaret Bowman-Pensel, Ms. Ethel Campbell, Ms. Cynthia Cronick, Dr. Fady Faddoul, Dr. Paula Friedman, Ms. Natalie Kaweckyj, Dr. Connie Kracher, Ms. Donna Lepkoski. Guests (Open Portion Only): Ms. Kimberly Bland, president, American Dental Assistants Association, Ms. Johnna Gueorguieva, senior director, Testing and Credentialing Services, Dental Assisting National Board, Ms. Tami Grzesikowski, senior director, Allied Dental Education, American Dental Education Association. Commission Staff: Ms. Alyson Ackerman, manager, Allied Dental Education and Ms. Patrice Renfrow, manager, Allied Dental Education. Dr. Sherin Tookoos attended a portion of the meeting.

The meeting of the Review Committee on Dental Assisting Education (DA RC) was held on July 16-17, 2015 at the ADA Headquarters Building. The Report of the Review Committee on Dental Assisting Education is found in **Appendix 13**.

*Informational Report on Frequency of Citings of Accreditation Standards for Dental Assisting Education Programs (Implemented January 1, 2009):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Frequency of Citings of Accreditation Standards for Dental Assisting Education Programs (Implemented January 1, 2014):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Allied Education Programs in Dental Assisting Annual Survey Curriculum Section:* The Commission considered the DA RC's proposed revision to the Dental

Assisting Annual Survey Curriculum Section. The proposed revisions were intended to help align the 2015 survey with content required by the Accreditation Standards. It was believed these revisions would provide further clarity to the questions, and reduce misinterpretation of questions and submission of inaccurate or estimated responses.

**Commission Actions:** The Commission adopts the proposed revisions to the Dental Assisting Education Annual Survey Curriculum Section (**Appendix 14**).

The Commission further directs implementation of the revised Curriculum Section in 2015.

*New Business: Proposed Revisions to Dental Assisting Standards 1-7, 2-6, 2-17 and 5-3:* The Commission considered the DA RC's proposed revisions to Intent Statements and Examples of Evidence for Dental Assisting Standards 1-7, 2-6, and 2-17 as well as revision to Standard 5-3. Since the revisions were intended to provide increased guidance and do not alter the intent of the standards, it was believed that the revisions did not warrant circulation for public comment.

**Commission Action:** The Commission adopts the proposed revisions to Dental Assisting Standards 1-7, 2-6, 2-17 and 5-3 (**Appendix 15**) with immediate implementation.

**Report of the Review Committee on Dental Hygiene Education:** Committee chair: Ms. Kathi Shepherd. Committee members: Dr. Carolyn Breen, Ms. Michele Carr, Dr. Ellen Grimes, Ms. Karen Haldemann, Ms. Carolyn Jackson, Dr. James Jones, Ms. Sri Koduri, Ms. JoAnn Nyquist, Mr. Alan Rogalski, and Commission Chair, Dr. Perry Tuneberg. Dr. Susan Barnard attended the meeting as a new Commissioner observer. Guests (Open Portion Only): Ms. Michelle Smith, manager, Education and Research, American Dental Hygienists' Association, and Ms. Tami Grzesikowski, senior director, Allied Dental Education, American Dental Education Association attended the policy portion of the meeting. Commission Staff: Ms. Alyson Ackerman, manager, Allied Dental Education and Ms. Patrice Renfrow, manager, Allied Dental Education, CODA. Dr. Sherin Tookoos attended portions of the meeting.

The meeting of the Review Committee on Dental Hygiene Education (DH RC) was held July 14-15, 2015 at the ADA Headquarters Building. The Report of the Review Committee on Dental Hygiene Education is found in **Appendix 16**.

*Informational Report on Frequency of Citings of Accreditation Standards for Dental Hygiene Education Programs:* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Allied Education Programs in Dental Hygiene Annual Survey Curriculum Section:* The Commission reviewed the report of the DH RC related to the Annual Survey Curriculum Section, noting that the DH RC believed the survey instrument may require information that does not align with the Accreditation Standards for Dental Hygiene Education Programs and/or data may be redundant or difficult to ascertain. CODA considered the request

of the DH RC to form a subcommittee to review and propose revisions to the Annual Survey Curriculum Section for further discussion by the DH RC and CODA in Winter 2016.

**Commission Action:** The Commission directs the formation of a five (5) member subcommittee of the DH RC, to meet prior to October 31, 2015 to review and recommend revisions to the curriculum section of the annual survey instrument for consideration by the DH RC and Commission in Winter 2016.

*Consideration of Dental Hygiene Standard 2-18:* The Commission considered the DH RC's report and comments received related to proposed Standard 2-18, noting a majority of comments were in favor of the proposed standard. The DH RC made a minor addition to the Standard 2-18, which did not require circulation to the communities of interest as it did not alter the intent of the standard.

**Commission Action:** The Commission adopts the proposed Dental Hygiene Standard 2-18 (**Appendix 17**) with an implementation date of January 1, 2016.

*New Business: Proposed Revisions to Dental Hygiene Standard 3-6:* The Commission noted that the DH RC proposed a revision to Dental Hygiene Standard 3-6, which had been previously revised and implemented in Winter 2015. Since the Winter 2015 meeting, the DH RC noted questions and concerns from the dental hygiene educational community regarding the change. The DH RC proposed revised language to clarify the standard and to reinstate the faculty-to-student ratio that previously existed, with a recommendation that the proposed language be circulated for one year for comment by the communities of interest. The Commission noted that there would be a financial impact to CODA to attend the ADHA meeting for a Hearing on the proposed Standards, which had not been budgeted for 2016.

**Commission Action:** The Commission directs circulation of the proposed revisions to Dental Hygiene Standard 3-6 (**Appendix 18**) to the communities of interest for review and comment until June 1, 2016, with Hearings conducted at the 2015 Annual Session of the American Dental Association (ADA) and 2016 Annual Sessions of the American Dental Education Association (ADEA) and the American Dental Hygienists' Association (ADHA), for consideration by the Dental Hygiene Review Committee and Commission in Summer 2016.

**Report of the Review Committee on Dental Public Health Education:** **Committee Chair:** Dr. Ana Karina Mascarenhas. **Committee Members:** Dr. Donald Altman, Dr. Raymond Kuthy, Dr. James Leonard, and Dr. Lauren Patton. **Guests (Open Portion Only):** Dr. David Cappelli, president, American Association for Public Health Dentistry (AAPHD) and Dr. Evelyn Lucas-Perry, director of public policy research, American Dental Education Association (ADEA). **Staff Members:** Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Took, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Dental Public Health Education was held on Friday, July 17, 2015 at the ADA Headquarters Building. The Report of the Review Committee on Dental Public Health Education is found in **Appendix 19**.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in Dental Public Health:* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report for Advanced Specialty Education Programs in Dental Public Health Annual Survey Curriculum Data:* There was no discussion regarding the report on the dental public health annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

*New Business: Consideration of Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health:* The Commission reviewed the DPH RC new business item related to Standard 2, program director time commitment to the program. In particular, the Review Committee discussed whether Standard 2 should require the program director to have a specific designated time commitment to the program, as is the case in some other specialty standards. Additionally, the DPH RC noted that Standard 4-5 related to the dental public health competencies may require review based upon potential upcoming changes for the specialty from the American Board of Dental Public Health (ABDPH). To facilitate a review of these standards, the DPH RC requested that CODA direct staff to gather information for review at the Winter 2016 DPH RC and CODA meetings.

**Commission Action:** The Commission directs CODA staff to gather information on program director time commitment related to the other specialty standards and data reported by programs on the amount of time the program director dedicates to the program and program enrollment numbers.

**Report of the Review Committee on Oral and Maxillofacial Surgery Education:** Committee Chair: Dr. David Stanton. Committee Members: Dr. Jeffery Bennett, Dr. Alan Herford, Dr. Steven Lepowsky, Dr. Vincent Perciaccante, and Ms. Cindy Stergar. Dr. Paul Tiwana participated via telephone conference call (substitute as needed for discipline specific program review). Guests (Open Session Only): Ms. Penny Evans, Dr. Douglas Fain, Dr. Brett Ferguson, Dr. William Nelson, Dr. Louis Rafetto, and Ms. Mary E. Allaire-Schnitzer, American Association of Oral and Maxillofacial Surgeons (AAOMS); Mr. Lance Hoxie, American Board of Oral and Maxillofacial Surgery (ABOMS); and Dr. Anthony Palatta, American Dental Education Association (ADEA). Staff Member: Ms. Jennifer E. Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Oral and Maxillofacial Surgery Education was held at the ADA Headquarters Building on July 14, 2015. The Report of the Review Committee on Oral and Maxillofacial Surgery Education is found in **Appendix 20**.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in Oral and Maxillofacial Surgery: There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Frequency of Citings of Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery: There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

Progress Report on 2015 Validity and Reliability Study of the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery: The Commission considered the report of the OMS RC. Following conduct of the validity study and review of the survey data, it was determined that the current standards are appropriate as written and do not require further review or revision at this time.

**Commission Action:** The Commission adopts the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery (**Appendix 21**) with immediate implementation.

Informational Report on Advanced Specialty Education Programs in Oral and Maxillofacial Surgery Annual Survey Curriculum Data: There was no discussion regarding the report on the oral and maxillofacial surgery annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

Informational Report on Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery Annual Survey Curriculum Data: There was no discussion regarding the report on the clinical fellowship oral and maxillofacial surgery annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery: The Commission considered the OMS RC's report proposing revisions to the Accreditation Standards for Oral and Maxillofacial Surgery Programs as follows: relocation of Standard 1-1, Ethics and Professionalism, to Standard 4-Curriculum and Program Duration and renumbering of the relevant standards under Standards 1 and 4; clarification of Standards 1-2 and 1-3 by adding the phrase "The program must" to precede each statement; rewording of Standard 2-2.1; and reformatting of Standard 2-3 examples of evidence to demonstrate compliance.

**Commission Action:** The Commission adopts the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery (**Appendix 22**) with immediate implementation.

*New Business: Consideration of Revisions to the Annual Survey for Oral and Maxillofacial Surgery Programs:* The Commission noted that the OMS RC submitted proposed revisions to the Annual Survey for Oral and Maxillofacial Surgery Programs to align the survey with the other CODA accreditation documents including the Standards, self-study and site visitor evaluation report. The OMS RC report provided rationale for the recommended revision to Annual Survey questions #24, 25 and 34, which was considered by the Commission.

**Commission Action:** The Commission directs CODA staff to work with the ADA Health Policy Institute staff to revise Questions #24, 25 and 34 of the Annual Survey for Oral and Maxillofacial Surgery Programs for implementation in 2016.

**Report of the Review Committee on Orthodontics and Dentofacial Orthopedics:** Committee Chair: Dr. Thomas Cangialosi. Committee Members: Mr. David Cushing, Dr. H. Garland Hershey, Dr. Scott Jamieson, Dr. James Kiser, and Dr. Leslie Will. Guests (Open Session only): Ms. Anita Craig, American Association of Orthodontists (AAO) and Dr. Anthony Palatta, American Dental Education Association (ADEA). Staff Members: Ms. Jennifer Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Orthodontics and Dentofacial Orthopedics Education was held at the ADA Headquarters Building on July 17, 2015. The Report of the Review Committee on Orthodontics and Dentofacial Orthopedics Education is found in **Appendix 23**.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in Orthodontics and Dentofacial Orthopedics (Implemented July 1, 2009):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in Orthodontics and Dentofacial Orthopedics (Implemented January 1, 2014):* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Frequency of Citings of Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics:* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Progress Report on 2015 Validity and Reliability Study of the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics:* The Commission considered the ORTHO RC's report related to its analysis of data that had been collected through the 2015 Validity and Reliability Study for clinical fellowship programs. It was noted that an overwhelming majority of validity study survey responses were in favor of

retaining the clinical fellowship standards as written. The ORTHO RC believed that no revision to the Standards was warranted at this time.

**Commission Action:** The Commission on Dental Accreditation adopts the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics (**Appendix 24**) with immediate implementation.

*Informational Report on Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics Annual Survey Curriculum Data:* There was no discussion regarding the report on the orthodontics and dentofacial orthopedics annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

*Informational Report on Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics Annual Survey Curriculum Data:* There was no discussion regarding the report on the clinical fellowship craniofacial and special care orthodontics annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

**Report of the Review Committee on Prosthodontics Education:** Committee Chair: Dr. Stephen Campbell. Committee Members: Dr. David Felton, Dr. Julie Holloway, Dr. Martin Rutt, Capt. Robert Taft, and Dr. James Sherrard. Guests (Open Portion Only): Dr. John Agar, immediate past president, American College of Prosthodontists (ACP), Ms. Nancy Deal Chandler, executive director, ACP, and Dr. Anthony Palatta, senior vice president for institutional capacity building, American Dental Education Association (ADEA). Staff Members: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Took, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Prosthodontic Education was held at the ADA Headquarters Building on Wednesday, July 15, 2015 at the American Dental Association Headquarters Building. The Report of the Review Committee on Prosthodontics Education is found in **Appendix 25**.

*Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics:* There was no discussion on the report on frequency of citings.

**Commission Action:** This report is informational in nature and no action was taken.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics:* The Commission considered the report of the PROS RC related to proposed revisions to the prosthodontics accreditation standards. The Commission was reminded that the American College of Prosthodontics had submitted proposed revision to the Standards in May 2012, subsequent to two years of prior revisions by CODA related to

language common to all specialties. Additionally, it was noted that proposed revisions to the prosthodontic standards had been circulated for public comment three times. At this meeting, the PROS RC and Commission considered comments received during the third comment period, February 1, 2015 through June 1, 2015. The Commission discussed the types of comments received. It was noted that the PROS RC proposed further modification to Standard 4-22 based upon comments received. It was also noted that the PROS RC believed prior concerns related to depth and scope of the curriculum had been addressed in prosthodontic Standards 4-11 and 4-13. Commissioners offered comments in support of and opposition to the proposed standards.

Some Commissioners believed that the current proposed standards did not include sufficient levels of training in surgical anatomy, medical emergencies and peri-implant diseases. It was also believed by some Commissioners that the level of training proposed in the standards is not beyond the predoctoral level, and the program length should be increased by 12 months to ensure adequate time to develop the expected level of competency for a surgical component of the program. Other Commissioners believed that the proposed program length was sufficient to accommodate the addition of placement of implants given the digitization of many laboratory processes. Further, some Commissioners believed that there is overlap in procedures offered by the disciplines of dentistry, and prosthodontics could include surgical components in its curriculum even though it may be a non-surgical specialty.

Following discussion, a substitute motion was presented to not adopt the prosthodontic standards but to instead direct development of fellowship standards of at least one-year (12 month) duration in the surgical care of implant patients. The substitute motion was ruled out of order, without objection by the Commissioners. Further discussion was presented by those in favor of and opposed to the proposed prosthodontic standards, with comments focusing on the level and length of training for surgical competence at the specialty level. The Commission also discussed public safety related to the proposed revisions, hearing comments on both sides of this topic. Following lengthy and diverse dialogue, the Commission voted on the original motion to adopt the proposed revisions to the prosthodontic standards as proposed by the PROS RC.

**Commission Action:** The Commission adopts the proposed revised Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics (**Appendix 26**), with an implementation date of July 1, 2016.

*Informational Report for Advanced Specialty Education Programs in Prosthodontics Annual Survey Curriculum Data:* There was no discussion regarding the report on the prosthodontics annual survey curriculum data.

**Commission Action:** This report is informational in nature and no action was taken.

### **Miscellaneous Affairs- Consideration of Matters Relating to More than One Review Committee**

**Informational Report on Review Committee and Commission Meeting Dates:** The Commission reviewed the meeting dates of the 2016 to 2017 meetings.

**Commission Action:** This report is informational in nature and no action was taken.

### **Miscellaneous Affairs- Matters for the Commission as a Whole**

#### **Report of the Standing Committee on Finance:**

*Joint Advisory Committee on International Accreditation (JACIA) Impact on CODA Budget:* The Commission considered the Finance Committee's recommendation to submit a resolution to the 2015 ADA House of Delegates requesting the JACIA become a committee of CODA, with budget allocations to the CODA annual budget. The Commissioners noted that currently 0.6 FTE of CODA staff support JACIA activities, which is approximately \$84,000 per year. CODA could either request reimbursement of CODA staff support from the ADA or could recommend that the JACIA become a standing committee of CODA. The Commission believed that because the JACIA deals with accreditation, this committee should be a standing committee of the Commission.

**Commission Action:** The Commission directs submission of a resolution to the 2015 ADA House of Delegates requesting that the Joint Advisory Committee on International Accreditation become a committee of the Commission on Dental Accreditation, with budget allocations for the Joint Advisory Committee incorporated within the Commission's annual budget.

*CODA International Consulting Fee:* The Commission noted that in Winter 2015, CODA adopted a \$10,000 consulting fee for international consultation services outside the U.S. that are not associated with JACIA activities. The Commission believed these consulting funds should be allocated to the CODA Research and Development Fund.

**Commission Action:** The Commission directs submission of a resolution to the 2015 ADA House of Delegates requesting that Commission on Dental Accreditation fees for international consulting services outside the United States be allocated to the Commission's Research and Development Fund.

#### **Consideration of Principles and Criteria Eligibility of Allied Dental Programs for Accreditation of Dental Therapy Education Programs by the Commission on Dental Accreditation:**

The Commission considered the materials submitted by the Minnesota stakeholder group and Community Catalyst to determine whether criteria #2 and #5 of the *Principles and Criteria Eligibility of Allied Dental Programs for Accreditation by the Commission on Dental Accreditation* had been fully satisfied. The Commission considered each criteria through separate motions. There was no debate related to criteria #2. Upon vote, it was identified that criteria #2 was satisfied.

Related to criteria #5, the Commission discussed the professional communities for dental therapy and learned that in Canada there are currently no dental therapy education programs, though at one time two programs existed. The Commission was reminded that the Task Force on Development of Accreditation Standards for Dental Therapy Education Programs did not comment on the criteria because its charge from the Commission was solely to develop accreditation standards for dental therapy education programs. CODA discussed that two

programs currently exist in the U.S., with 50 graduates, and a number of states are considering legislation related to dental therapy. It was noted that the standards have been developed by CODA, and that CODA has a responsibility to accredit dental therapy education programs. The concern was expressed that other entities may develop a process of accreditation for dental therapy education programs that would be outside of CODA's control if the Commission does not act to develop a process of accreditation. Further, the Commission does not determine whether the dental therapy model of care will be adopted in any state. It is within each state's purview to determine the implementation of dental therapy as a discipline within the state. Upon vote, it was identified that criteria #5 was satisfied.

Following determination that criteria #2 and #5 were satisfied, the Commission discussed the next steps to implement the accreditation process, including development of the self-study, applications, site visitor evaluation report, identification of site visitors and training of these individuals, determining the composition of a site visit team, and identifying where within the Commission the discipline would be reviewed. The Commission also noted the significant financial impact this will have on the Commission, which had not been budgeted for the coming year. The Commission believed that an ad hoc committee should be formed to evaluate next steps and actions to implement the process of accreditation of dental therapy education programs.

**Commission Actions:** The Commission determined that criteria #2 and #5 of the "Principles and Criteria Eligibility of Allied Dental Programs for Accreditation by the Commission on Dental Accreditation" have been satisfied and directed that a process be implemented for accreditation of dental therapy education programs.

The Commission further directed establishment of an ad hoc committee to develop the implementation process for accreditation of dental therapy education programs, including but not limited to creation of application and related accreditation documents, identification of individuals to serve as Commission site visitors in the discipline, training of site visitors, and assigning review of dental therapy education programs to a CODA Review Committee, with a report to the Commission in Winter 2016.

**Consideration of a Request to Establish an Accreditation Process for Advanced General Dentistry Education Programs in Special Care Dentistry:** The Commission noted that in June 2015, the Special Care Dentistry Association (SCDA) submitted a request that CODA establish a process of accreditation for advanced general dentistry education programs in special care dentistry. The Commission believed that an ad hoc committee should consider the application in relation to the Commission's *Policies and Procedures for Accreditation of Programs in Areas of Advanced Training in General Dentistry*.

**Commission Action:** The Commission directed that an ad hoc committee composed of Commission members be appointed to further study the request in accordance with the Commission's *Policies and Procedures for Accreditation of Programs in Areas of Advanced Training in General Dentistry*, with a report on the ad hoc committee's progress at the Winter 2016 meeting of the Commission.

## **Report of the Standing Committee on Quality Assurance and Strategic Planning:**

*Joint Advisory Committee on International Accreditation:* The Commission considered the report of the Standing Committee on Quality Assurance and Strategic Planning (QASP), which included a recommendation that CODA submit a resolution to the ADA House requesting the transfer of JACIA from the current structure as a joint ADA-CODA advisory committee, to a Standing Committee of the Commission, including budgetary oversight of the JACIA's revenue and expenses within the Commission's operating budget, with no change in the JACIA membership. The Commission was reminded that earlier in the meeting it had approved a similar recommendation from the Standing Committee on Finance. The QASP recommendation was believed to be aligned with CODA's overall strategic plan.

**Commission Action:** The Commission directs submission of a resolution to the 2015 ADA House of Delegates (HOD) requesting the House authorize the transfer of JACIA from the current structure as a joint ADA-CODA advisory committee, to a Standing Committee of the Commission, including budgetary oversight of the JACIA's revenue and expenses within the Commission's operating budget, with no change in the JACIA membership.

*Review of the Commission's Duties and Rules:* The Commission considered three recommendations from the QASP related to the CODA *Rules* and ADA *Bylaws* duties of CODA. The Commission considered several proposed revisions to the *Rules* of the Commission, noting most revisions are editorial. One revision will allow CODA the authority to choose among other accreditors who may be invited to a Closed Session of a Commission meeting; for example, the Dental Council of New Zealand who recently requested CODA's assistance with revalidation of the existing prescribed qualifications in New Zealand.

**Commission Action:** The Commission directs submission of a resolution to the 2015 ADA House of Delegates (HOD) requesting that the House approve the proposed revision to the *Rules* of the Commission on Dental Accreditation (**Appendix 27**).

The Commission further considered the QASP report, which proposed a revision to the ADA *Bylaws*, Section 130, Duties, to delete from duty "e" the phrase "either through or in cooperation with the Council on Dental Education and Licensure." The Commission believed that Councils of the ADA should not have purview over the Commission's *Rules*, as this represents a significant conflict of interest. The Commission noted that should this recommendation be approved, CODA will be required under the current ADA *Bylaws* to submit this amendment to the CODA *Rules* through CDEL to the ADA House.

**Commission Action:** The Commission directs submission of a resolution to the 2015 ADA House of Delegates (HOD) requesting that the House approve the proposed revision to the ADA *Bylaws*, Section 130, Duties, as noted in **Appendix 28**, to delete from duty "e" the phrase "either through or in cooperation with the Council on Dental Education and Licensure."

The Commission also considered a recommendation from QASP that a resolution be submitted to the ADA Board of Trustees urging the Board to provide an informational session on the ADA-CODA relationship during the 2015 ADA Meeting. It was noted that this item was discussed

and supported by the ADA-CODA Relationship Workgroup and would provide an excellent opportunity for ADA members to learn about the ADA-CODA relationship. The ADA would be responsible for offering the program to its members, while CODA leadership and staff would provide support to this initiative.

**Commission Action:** The Commission directs submission of a resolution to the ADA Board of Trustees, urging the Board to provide an informational session on the ADA-CODA relationship during the 2015 ADA meeting, with support from CODA leadership and staff.

**Progress on Data Collection from Accrediting Agency Websites for a Comparative Analysis Study:** The Commission considered the QASP committee’s findings on the comparative analysis study, noting that much of the information collected in the 2008 study related to structure, operations and services, and staffing had not substantially changed. It was noted that financial and budgetary details were difficult to obtain because most accrediting agencies do not make this information publicly available. CODA noted QASP’s finding that the CODA Board of Commissioners was one of the largest in healthcare and might be reconsidered at a later date. QASP recommended that no further comparative analysis of CODA with other accrediting agencies was necessary.

To advance Goal #1 of CODA’s strategic plan, QASP recommended the Commission conduct a survey of the communities of interest to determine support concerning CODA’s long-term goal of transitioning to an operational structure where it has independent authority to meet its mission. QASP noted that results could reflect philosophical support from the communities of interest; however, the financial commitment from organizations may not be as robustly supported. The Commission noted QASP’s recommendation that the survey gather information on support toward CODA attaining its goal, and willingness of the organizations to contribute funds to CODA to ensure financial self-sufficiency. QASP believed that CODA and the Finance Committee may wish to consider the information obtained, noting that the Commission has been opposed to establishing a “seat fee,” but may review other financial models to ensure CODA’s long-term financial self-sufficiency. QASP recommended the information obtained be considered at a future meeting of the Committee, with a report to CODA at its Winter 2016 meeting.

**Commission Action:** The Commission directs CODA staff, with QASP Committee oversight, to develop and administer a short survey of the primary communities of interest regarding whether CODA’s long-term goal of transitioning to an operational structure where it has independent authority to meet its mission would be supported by the communities of interest.

**Report of the Standing Committee on Documentation and Policy Review:**

**Regular Review of Commission Policies:** The Commission considered the report of the Standing Committee on Documentation and Policy Review, noting one of the committee’s charges is to regularly review CODA policies and procedures found in the Evaluation and Operational Policies and Procedures (EOPP) manual. Accordingly, the Commission reviewed the proposed revisions to policies and procedures as recommended by the standing committee.

**Commission Actions:** The Commission adopts with immediate implementation the proposed revisions to policies found in **Appendix 29**.

The Commission further directs that the policies be updated in the Commission's Evaluation and Operational Policies and Procedures (EOPP) manual.

*Review of Additional Policies and Procedures:* The Commission also considered the proposed revision of additional policies not scheduled for regular review and took action to adopt the revisions.

**Commission Actions:** The Commission adopts with immediate implementation the proposed revisions to policies found in **Appendix 30**.

The Commission further directs that the policies be updated in the Commission's Evaluation and Operational Policies and Procedures (EOPP) manual.

**Report of the Standing Committee on Communication and Technology:**

*Summer 2014 Directives:* The Commission considered the report of the Standing Committee on Communication and Technology noting the committee had continued discussions on three initiatives from the Summer 2014 meeting of the Commission. The first initiative directed that CODA staff monitor the usage of CODA's website and continue to build content and functionality. The Communication and Technology Committee reviewed statistics on the utilization of CODA's communications, which included delivery, open rates, and clicks related to the newsletter and other CODA mass electronic communications as well as website utilization statistics. The Committee recommended and the Commission concurred that the CODA staff should continue to monitor use of the website and newsletter to identify areas for enhancement.

**Commission Action:** The Commission directs CODA staff to continue to monitor utilization of the newsletter and website to identify areas where communication and functionality could be enhanced.

The Commission also considered the Standing Committee's recommendation that CODA secure five (5) website domain names, which the committee believed would have a twofold benefit by protecting the Commission's status as the national accrediting agency for dental and dental related educational programs and by ensuring that internet search engines direct users to the Commission's website through varying search strings. As confirmed by the ADA IT staff, the cost to obtain and maintain domain names would be nominal (about \$100 per year total) and assumed by the ADA IT department. The Standing Committee believed that the domain names should be obtained and held for potential future implementation.

**Commission Action:** The Commission directs CODA staff to work with ADA IT staff to secure the five (5) following domain names and to consider implementation in the future based on the CODA strategic plan.

- [commissionondentalaccreditation.org](http://commissionondentalaccreditation.org)
- [CODA-USA.org](http://CODA-USA.org)
- [dental-accreditation.org](http://dental-accreditation.org)

- [usadentalaccreditation.org](http://usadentalaccreditation.org)
- [dentalaccreditationusa.org](http://dentalaccreditationusa.org)

Related to initiative two, the Commission considered the Standing Committee’s report on CODA staff activities related to identification, planning, and development of webinars in Fall 2015, time permitting due to staff schedules. Webinar topics noted by the Standing Committee included: program changes, preparing for a site visit, site visitor updates, workshop for program directors, and data security and privacy. The Committee noted that some agencies require a fee for viewing webinars; however, this was not advisable for the Commission at this time. Following review, the Commission supported further development of training resources and webinars.

**Commission Action:** The Commission directs CODA staff to continue to build training resources content and webinar topics for specific audiences.

Related to initiative three, the Commission reviewed the Standing Committee’s report on progress toward implementation of an electronic accreditation business tool. It was identified that two vendors were considered and a final vendor would be chosen by late 2015, with the project initiated in early 2016 and potentially completed by late 2016. The Commission noted that several accredited programs are eager to have access to an online submission platform for CODA reports. The Commission reaffirmed its belief that the reduction of paper and streamlining of the accreditation process through an electronic accreditation platform will enhance the accreditation program offered by CODA.

**Commission Action:** The Commission directs CODA staff to continue to monitor the progress toward analysis, selection, and implementation of an electronic accreditation business tool and inform the Standing Committee and Commission of updates.

**Report of the Standing Committee on Nominations:** The Commission considered the report of the Standing Committee on Nominations including the nominations of qualified consumer/public members for the Review Committees and Commission, and nominations to vacant positions on Review Committees. After careful consideration of the nominees’ qualifications, the Committee proposed the following candidates:

**Commission Action:** The Commission appoints the nominees identified by the Standing Committee on Nominations to open positions on the Commission’s Review Committees and Appeal Board:

Dental Assisting Educator (two (2) vacancies) for the Dental Assisting Review Committee (DA RC)

- Ms. Teresa Bailey
- Ms. Joleen VanBibber

Alternate:

1. Ms. Carol Johnson

Dental Hygiene Educator (one (1) vacancy) for the Dental Hygiene Review Committee (DH RC)

- Dr. Sally Mauriello

Alternates:

1. Dr. Becky Barry

Dentists (six (6) vacancies- one (1) OMP RC, one (1) OMR RC, one (1) PROS RC, one (1) DA RC and two (2) DH RC\*)

- Dr. Ronald Burakoff
- Dr. Mark Schmidt
- Dr. Sebastian Ciancio\*
- Dr. David Michael Montes\*
- Dr. Viren Jhaveri
- OPEN (general dentist Commissioner\*\*)

Alternates:

1. Dr. Ronald Kosinski\*
2. Dr. Ronald Helminski
3. Dr. Kenneth Sadler

\* Specialty dentist nominees to fill dentist educator and dentist vacancies on the Dental Hygiene Review Committee.

\*\*The Nomination Committee recommends the Commission requests incoming general dentist Commissioners to serve as general dentist on a Review Committee. If a Commissioner is unavailable to additionally serve on a Review Committee, the Committee recommends the dentist nominee(s) in the alternate category be appointed for the open position(s).

Predocctoral Educator (one (1) vacancy) for the Predocctoral Review Committee (PREDOC RC)

- Dr. Thomas McConnell

Alternates:

1. Dr. Victor Sandoval

Public Member (nine (9) vacancies – one (1) PREDOC RC, one (1) POSTDOC RC, one (1) DH RC, one (1) DLT RC, one (1) ENDO RC, one (1) ORTHO RC, one (1) PEDO RC, one (1) PROS RC and one (1) Appeal Board)

- Mr. David Cushing
- Dr. Gene Kelber
- Dr. Barbara Krieg
- Dr. Mark LaCelle-Peterson
- Dr. Diane Neefe
- Mr. Gerald Phipps
- Dr. Charlotte Royeen
- Dr. Elizabeth Sabin
- Dr. David Weigle

Alternates:

1. Ms. Diane Denk
2. Dr. Sat Parashar
3. Mr. Zeno St. Cyr

**Commission Action:** The Commission appoints the following individuals, nominated by sponsoring organizations and/or boards and identified by the Standing Committee on Nominations, to open positions on the relevant review committees to fill discipline-specific vacancies.

Representative of the American Association of Endodontics and American Board of Endodontics (one (1) vacancy) for the Endodontics Review Committee (ENDO RC)

- Dr. James Johnson
- Alternate: Dr. Anne Williamson

Representative of the American Association of Orthodontists (one (1) vacancy) for the Orthodontics and Dentofacial Orthopedics Review Committee (ORTHO RC)

- Dr. G. Frans Currier
- Alternate: Dr. James Hartsfield

Representative of the American Board of Oral and Maxillofacial Surgery and American Association of Oral and Maxillofacial Surgeons (one (1) vacancy) for the Oral and Maxillofacial Surgery Review Committee (OMS RC)

- Dr. Gregory Ness
- Alternate: Dr. Vasiliki Karlis

Representative of the American Board of Periodontology (one (1) vacancy) for the Periodontics Review Committee (PERIO RC)

- Dr. Bryan Pearson
- Alternate: Dr. Clark Barco

General Practice Residency Educator by the Special Care Dentistry Association (one (1) vacancy) for the Postdoctoral General Dentistry Review Committee (POSTDOC RC)

- Dr. Judith Messura
- Alternate: Dr. Miriam Robbins

**Report of the Commission on Dental Accreditation of Canada:** Dr. Claude LaMarche, Chair of the Commission on Dental Accreditation of Canada (CDAC) provided an update on CDAC activities as presented in the CDAC's report to the Commission.

**Commission Action:** This report is informational in nature and no action was taken.

**Report on Appointment of Commissioners and Appeal Board Members:** The Commission reviewed information on the Commissioners and Appeal Board Members whose terms will end at the American Dental Association (ADA) Annual Meeting and their replacements whose terms will begin at the ADA Annual Meeting. The Commission also reviewed information on the 2016 Commissioner Trainees whose terms will begin in 2017 (**Appendix 31**).

**Commission Action:** This report is informational in nature and no action was taken.

**Election of Chair and Vice Chair of the Commission:** The Commission elected by acclamation Dr. Karen West as chair of the Commission and Dr. Harold “Mark” Livingston as vice-chair of the Commission for 2015-2016.

**Update on Issues in Higher Education Accreditation:** Dr. Sherin Tooko provided an update on important national topics related to higher education and accreditation that could have an impact on the Commission, including but not limited to the Higher Education Reauthorization Act, and national discussions related to public accountability of programs and the role of accreditors.

**Commission Action:** This report is informational in nature and no action was taken.

**Presentation of Plaques:** The following Commissioners received a plaque acknowledging their service on the Commission:

Dr. Byron “Pete” Benson  
Dr. Thomas Cangialosi  
Dr. William Dodge  
Dr. Kevin Donly  
Dr. James Kolstad  
Dr. Charlotte Royeen  
Ms. Kathi Shepherd  
Dr. James Sherrard  
Dr. Ivan Torres-Nazario  
Dr. Perry Tuneberg

**Survey of Meeting:** Dr. Sherin Tooko reminded Commissioners to complete the survey sent via Survey Monkey following the meeting. The survey is important for determining whether the Commission is meeting its goals for the year.

**New Business:**

**Mega Issue Discussion Follow-Up Consideration of Revision to Policy Statement on Accreditation of Off-Campus Sites:** Following the Mega Issue discussion the Commission noted a number of changing factors in dental education, including the increased use of off-campus sites, that may necessitate a review of the current *Policy Statement on Accreditation of Off-Campus Sites*. It is believed that a review of the policy by the Commission’s review committees is warranted to ensure the current requirements for reporting off-campus sites continue to meet the Commission’s needs for continuous monitoring without being burdensome to programs with regard to submission of new off-campus sites for approval by CODA. Following review committee consideration, the Standing Committee on Documentation and Policy should consider feedback of the review committees with final recommendations to CODA on the policy and other matters that may be related to CODA monitoring of off-campus sites.

**Commission Action:** The Commission directs all Review Committees to review the *Policy Statement on Accreditation of Off-Campus Sites* and staff-proposed new policy with comment to be considered by the Standing Committee on Documentation and Policy with a report to the Commission in Winter 2016.

**Mega Issue Discussion Follow-Up Consideration of Revision to Policy Statement on Accreditation of Off-Campus Sites and Policy on Reporting Changes in Accredited Programs:**

Additionally, following the Mega Issue discussion, the Commission discussed that an off-campus training site that is “owned/operated by the sponsoring institution that provides additional learning experiences that meet accreditation or program requirements and does not require a separate written agreement” may not require the same level of prior approval by the Commission as an off-campus site in which a written agreement is held with the sponsoring institution. Although prior approval is not necessary through the *Policy Statement on Accreditation of Off-Campus Site*, the site should still be reported under the Commission’s *Policy on Reporting Program Changes in Accredited Programs*.

The Commission was requested to consider and discuss the suggested revisions made below to CODA policies:

*Excerpt of Policy Statement on Accreditation of Off-Campus Site:* (~~strikethrough indicates deletion~~):

**Off-campus site:** A training site located away from the primary site. For students/residents in a specific program, an off-campus site could be their principal learning site. An off-campus site could be one of the following:

1. A site with which a written agreement is held with the sponsoring institution regarding off-campus learning experiences that meet accreditation standards or program requirements.
- ~~2. A site owned/operated by the sponsoring institution that provides additional learning experiences that meet accreditation or program requirements and does not require a separate written agreement.~~

*Excerpt of Policy on Reporting Program Changes in Accredited Programs:* (underline indicates addition; ~~strikethrough indicates deletion~~):

The following examples illustrate, but are not limited to, changes that must be reported at least thirty (30) days prior to a regularly scheduled, semi-annual Review Committee meeting and must be reviewed by the appropriate Review Committee and approved by the Commission **prior to the implementation** to ensure that the program continues to meet the accreditation standards:

- Establishment of Off-Campus Sites not owned/operated by the sponsoring institution used to meet accreditation standards or program requirements;

The Commission recognizes that unexpected, changes may occur. If an unexpected change occurs, it must be reported no more than 30 days following the occurrence. Unexpected changes may be the result of sudden changes in institutional commitment,

affiliated agreements between institutions, faculty support, or facility compromise resulting from natural disaster. Failure to proactively plan for change will not be considered unexpected change. Depending upon the timing and nature of the change, appropriate investigative procedures including a site visit may be warranted.

The following examples illustrate, but are not limited to, additional program changes that must be reported in writing at least thirty (30) days prior to the anticipated implementation of the change and are not reviewed by the Review Committee and the Commission but are reviewed at the next site visit:

- Establishment of Off-Campus Sites owned/operated by the sponsoring institution used to meet accreditation standards or program requirements;
- Expansion or relocation of dental facilities within the same building;
- Change in program director. In lieu of a CV, a copy of the new or acting program director's completed BioSketch should be provided to Commission staff. Contact Commission Staff for the BioSketch template.

Following discussion, the Commission noted that if the proposed revisions were adopted at this meeting, there may be fragmentation of the policies because in Winter 2016 there will be additional proposed revisions following Review Committee and Standing Committee on Documentation and Policy Review consideration of the first new business item. The proposed language "owned/operated" was also discussed as potentially confusing terminology. The Commission concluded that these proposed policy revisions should also be forwarded to the Review Committees for consideration along with the first new business item.

**Commission Action:** The Commission directs the proposed revisions to the *Policy Statement on Accreditation of Off-Campus Site* and the *Policy on Reporting Program Changes in Accredited Programs* (noted above) be circulated for review and comment to all Review Committees with comments to be considered by the Standing Committee on Documentation and Policy and a report to the Commission in Winter 2016.

**Consideration of Standards Related to Program Director Appointment:** The Commission considered a new business item that raised some concern that programs may have directors that are "appointed" by the sponsoring institution but may not be directly employed by that institution while overseeing an accredited dental education program. There is a question as to whether "appointment" as required in the standards mandates employment. Further, due to the changing model of education, there is some concern related to the sufficiency of time dedicated to the program by its administrator if a faculty member is "appointed" but may not be employed by the institution that sponsors the program. It has been noted that not all accreditation standards dictate the specific time commitment required of the program director to fulfill administrative duties.

The Commission discussed the new business motion to direct all Review Committees to review their discipline-specific standards related to program director to determine if the standards are clear or if revisions are necessary to fully describe the intent that a director be an employee of the sponsoring institution and have sufficient time to fulfill the administrative duties of the program.

Some Commissioners were concerned with changing the terminology for program directors from “appointed” to “employed” since the change could negate other arrangements that could be made between a program director and sponsoring institution such as full-time independent contractors. The Commission noted its ultimate concern is whether the appointed director has the time, resources, and ability to fulfill his/her duties as required by the Accreditation Standards, regardless of the appointment arrangement made between that individual and the sponsoring institution. Following consideration, the motion failed.

**Adjourn:** The Commission adjourned the open session at 2:00 P.M.