

## MINUTES

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

THURSDAY, FEBRUARY 4, 2016 (CLOSED SESSION)

**Call to Order:** The Chair, Dr. Karen West, called a regular meeting of the Commission on Dental Accreditation to order at 10:00 A.M. on Thursday, February 4, 2016, in the Executive Board Room of the American Dental Association Headquarters Building, Chicago, in closed session for the purpose of reviewing educational programs.

**Roll Call:** 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. Mark Lerman, Dr. Harold 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, and Dr. Karen West (chair).

Dr. William Leffler and Dr. Matthew Wheeler were not in attendance.

**Trustee Liaison:** Dr. Raymond Cohlma, Twelfth District Trustee, American Dental Association (ADA).

**Guest:** Ms. Marie Warner, chief executive, Dental Council of New Zealand.

**CODA Staff:** Dr. Sherin Tooks, *ex-officio*, director, CODA, Ms. Alyson Ackerman, Ms. Cathy Baumann, Dr. Catherine Horan, Mr. Gregg Marquardt, Ms. Patrice Renfrow, Ms. Peggy Soeldner and Ms. Jennifer Snow, managers, CODA were in attendance. Ms. Cathryn Albrecht, Senior Associate General Counsel, ADA/CODA was also 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. Karen West, 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, one (1) mail ballot related to program accreditation actions, which had been considered since the Summer 2015 Commission meeting.

**Consideration of Site Visitor Nominations:** Site Visitors 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 site visitors; they serve one four-year term. The Commission considered the names of individuals recommended by the fourteen (14) Review Committees for a one-year appointment as site visitors for 2016-2017. Two (2) corrections were made to affiliations of site visitors.

**Commission Action:** The Commission approves the site visitor appointments for 2016-2017 (**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.

The Commission also discussed program timelines for full compliance with Accreditation Standards when a program has new identified deficiencies during a pre-existing period of reporting related to previously identified deficiencies. The Commission noted that a review of relevant policy was found in the report of the Standing Committee on Documentation and Policy Review, which would be discussed in Open Session the following day (additional information below).

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

**New Business/General Discussion:**

**Program Compliance with Required Deadlines and Submission of Requested Information:**

The Commissioners learned that, while a majority of programs adhere to required deadlines and requests for documentation, there are instances in which staff spends an inordinate amount of time communicating with programs to obtain required reports or documentation for Commission review. The Commission discussed CODA’s policies on adherence to deadlines and submission of required documentation. Commission staff will highlight report deadlines in communications through the CODA Alert, CODA Communicator, and other methods. The Commission affirmed it will strictly enforce its policies on missed deadlines and failure to submit requested information. Again, it was noted that a review of relevant policy was found in the report of the Standing Committee on Documentation and Policy Review, which would be discussed in Open Session the following day (additional information below).

**Adjournment:** The Commission adjourned the closed session at 2:20 P.M.

## MINUTES

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

FRIDAY, FEBRUARY 5, 2016 (OPEN SESSION)

**Call to Order:** The Chair, Dr. Karen West, called a regular meeting of the Commission on Dental Accreditation to order at 8:00 A.M. on Friday, February 5, 2016, in the Executive Board Room of the ADA Headquarters Building, Chicago, in open session.

**Roll Call:** 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. Mark Lerman, Dr. Harold 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, and Dr. Karen West (chair).

Dr. William Leffler and Dr. Matthew Wheeler were not in attendance.

**Trustee Liaison:** Dr. Raymond Cohlma, Twelfth District Trustee, American Dental Association (ADA).

**Guest:** Ms. Marie Warner, chief executive, Dental Council of New Zealand.

**CODA Staff:** Dr. Sherin Tooks, *ex-officio*, director, CODA, Ms. Alyson Ackerman, Ms. Cathy Baumann, Dr. Catherine Horan, Mr. Gregg Marquardt, Ms. Patrice Renfrow, Ms. Peggy Soeldner and Ms. Jennifer Snow, managers, CODA were in attendance. Ms. Cathryn Albrecht, Senior Associate General Counsel, ADA/CODA was also in attendance.

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

**Conflict of Interest Statement, Fiduciary Reminder, and Reminder of Professional Conduct Policy and Prohibition Against Harassment:** Ms. Cathryn Albrecht, ADA/CODA Senior Associate General Counsel, reminded the Commissioners of their fiduciary responsibilities and the CODA Conflict of Interest policy. The Commissioners were also reminded of the Professional Conduct Policy and Prohibition Against Harassment.

**Approve the Minutes from Summer 2015 Meeting:** The minutes of the Summer 2015 Commission meeting were approved.

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

- Report of the Review Committee on Dental Assisting Education (**Appendix 3**).

- Report of the Review Committee on Dental Laboratory Technology Education (**Appendix 4**).
- Report of the Standing Committee on International Accreditation (**Appendix 5**).
- Informational Report on the International Society of Dental Regulators (**Appendix 6**).
- Mail Ballots Since the Last Commission Meeting:
  - a. Establishment of Standing Committee on International Accreditation – Closed 10/3/2015.
  - b. Standing Committee on Nominations – PROS RC Member – Closed 11/30/2015.

**Report of the Review Committee on Predoctoral Dental Education (PREDOC RC):**

Committee Chair: Dr. William Lobb. Committee Members: Drs. Nicolaas Geurs, Liz Kaz, Thomas McConnell, Stephanie Oberhaus, Charlotte Royeen, Robert Trombly and Deborah Weisfuse. Guest (Open Session only): Dr. Anthony Palatta, chief learning officer, American Dental Education Association (ADEA). CODA Staff: Dr. Catherine Horan, manager, Predoctoral Dental Education, and Ms. Marjorie Hooper, senior project assistant, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director, CODA attended a portion of the meeting.

A meeting of the Review Committee on Predoctoral Dental Education was held at ADA Headquarters in Chicago on January 11-12, 2016. The Report of the PREDOC RC is found in **Appendix 7**.

Consideration of Proposed Revision to the Accreditation Standards for Dental Education Programs (p. 100):

The Commission noted that the PREDOC RC had considered and made recommendations on two (2) proposed revisions to the Accreditation Standards for Dental Education Programs. The first proposed revision was received from the United States Senate and requested that CODA add language to the Accreditation Standards to require dental students to complete discrete courses on recognizing the signs and symptoms of substance abuse and addiction and the relationship between pain management, prescribing practices, and addiction. The PREDOC RC recommended the following new standard to address this request (underline indicates addition):

2-23 At a minimum, graduates must be competent in providing oral health care within the scope of general dentistry, as defined by the school, including:

p. pharmacotherapeutic management, including substance abuse.

**Commission Action:** The Commission on Dental Accreditation directs that the proposed revision to Accreditation Standard 2-23 (noted above) be circulated to the communities of interest for one year, with Hearings to be conducted at the Spring 2016 ADEA and Fall 2016 ADA annual meetings, review of received comment and possible adoption by the Commission, through its PREDOC RC, at the Winter 2017 meeting.

The second proposed revision suggested strengthening the orthodontics training in predoctoral dental education by including additional language in Standard 2-23n to require dental students to be competent in “diagnosis of dental and skeletal malocclusion; competency in managing transitional dentition space problems and treatment of non-extraction Class I malocclusion.” The PREDOC RC recommended to the Commission that the Accreditation Standards not be revised

at this time, since Standard 2-23a and 2-23n sufficiently addresses the training areas addressed in the proposed revision.

**Commission Action:** The Commission on Dental Accreditation directs that Accreditation Standard 2-23n be retained as written.

*Consideration of the Use of Private Practices for Community-Based Education in the Accreditation Standards for Dental Education Programs (p. 101):* There was no discussion on the use of private practices for community-based education in the Accreditation Standards for Dental Education Programs.

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

*Report of the Standing Committee on International Accreditation (formerly, Joint Advisory Committee on International Accreditation (JACIA) (p. 102):* There was no discussion on the report of the Standing Committee on International Accreditation.

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

*Report of the Joint Advisory Committee on Dental Education Information (JACDEI) (p. 0103):* The Commission considered recommendations related to the Predoctoral Dental Education Annual Survey. Related to the Curriculum Annual Survey, the PREDOC RC reviewed the report of JACDEI and recommended that CODA approve the proposed revisions.

**Commission Actions:** The Commission directs that the ADEA Questions in the Predoctoral Dental Education Curriculum Annual Survey be removed from future surveys.

The Commission further directs that the Predoctoral Dental Education Curriculum Annual Survey be revised as follows:

- Inclusion of “case presentations” under the definition of “work samples” (Q 20a, Standard 2-231).
- Appearance of both parts of Q77, regardless of answer to part a.
- Allowance of half-day increments (Q 77) in percentages.

Related to the Finance Annual Survey, the PREDOC RC reviewed the report of JACDEI and recommended that CODA approve the proposed revisions.

**Commission Action:** The Commission directs immediate revision of the CODA Predoctoral Dental Education Data Profile to add percentages to demonstrate changes from year to year that would be useful to CODA site visitors.

The PREDOC RC further discussed and recommended that CODA staff work with the JACDEI Subcommittees on Curriculum and Finance to conduct information gathering sessions with the appropriate communities of interest during the 2016 American Dental Education Association (ADEA) Annual Meeting. It is believed this information gathering session will provide an

opportunity to gather additional feedback on the curriculum and finance predoctoral annual surveys.

**Commission action:** The Commission on Dental Accreditation direct CODA staff to prepare materials with the Joint Advisory Committee on Dental Education Information (JACDEI) Subcommittees on Curriculum and Finance for use during information gathering sessions of the 2016 ADEA Annual Meeting.

*New Business: Analysis of CODA's Predoctoral Calibration Workshop:* There was no discussion on the analysis of the predoctoral calibration workshop.

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

*New Business: Revision of Site Visitor Nomination Form:* There was no discussion on the PREDOC RC's discussion related to revision of the site visitor nomination form.

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

**Report of the Review Committee on Postdoctoral Dental Education (PGD RC):** Committee chair: Dr. Harold "Mark" Livingston. Committee members: Dr. Ralph Epstein, Dr. Mahnaz Fatazadeh, Dr. Kenneth Fedor, Dr. Timothy Halligan, Dr. Jeffery Hicks, Dr. Judith Messura, Dr. Jeffrey Shaefer, Mr. David Squire, Dr. Robert Strauss, Mr. Glenn Unser, and Dr. Allen Wong. Guest (Open Session only): Ms. Tami J. Grzesikowski, senior director for allied dental education, American Dental Education Association. CODA Staff: Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education. Dr. Sherin Took, director, CODA and Ms. Cathryn Albrecht, senior associate general counsel, attended a portion of the meeting.

The meeting of the Postdoctoral General Dentistry Education Review Committee (PGD RC) was held January 14-15, 2016 at the ADA Headquarters Building. The Report of the PGD RC is found in **Appendix 8**.

*Progress Report on the 2015 Validity and Reliability Study of the Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain (p. 200):* The Commission noted the PGD RC's progress in reviewing the data and comments received through the Validity and Reliability Study for Orofacial Pain. The PGD RC concluded that revision to some standards was warranted and submitted proposed revisions to CODA for consideration.

**Commission Actions:** The Commission directs circulation of the proposed revisions to the Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain found in **Appendix 9** to the communities of interest for review and comment until June 1, 2016.

The Commission further directs a hearing be conducted at the March 2016 American Dental Education Association (ADEA) Annual Session with comments considered at the Summer 2016 meeting of the PGD RC and the Commission.

*Informational Report on Postdoctoral General Dentistry Programs Annual Survey Curriculum Section (p. 201):* The Commission noted that the PGD RC reviewed its Annual Survey Curriculum Section and believed that further study was warranted to identify areas that are no longer consistent with the Accreditation Standards and to reduce redundant and irrelevant data. The PGD RC recommended that a subcommittee of the RC further study the curriculum survey related to all five (5) disciplines of this Review Committee, with a future report to the Commission.

**Commission action:** The Commission directs a subgroup of the PGD RC further study the curriculum sections of the annual surveys for advanced education in general dentistry, general practice residency, and advanced general dentistry education in dental anesthesiology, oral medicine, and orofacial pain with a report for consideration at the PGD RC and Commission meetings in Summer 2016.

*New Business: Proposed Revisions to Accreditation Standards for Advanced Education Programs in General Practice Residency, Advanced Education Programs in General Dentistry and Advanced General Dentistry Education Programs in Dental Anesthesiology.* The PGD RC recommended that CODA revise Standard 3-1 of the GPR, AEGD and Dent Anes Standards and Standard 3-2 of the GPR and AEGD Standards to clarify the qualifications required to serve as a director for an educational program in each discipline. It was noted that there had been confusion among the community of interest related to the qualifications necessary to serve as program director in a postdoctoral general dentistry education program.

**Commission Actions:** The Commission directs circulation of the proposed revisions to Standard 3-1 of the GPR, AEGD and Dent Anes Standards and Standard 3-2 of the GPR and AEGD Standards found in **Appendix 10** to the communities of interest for review and comment until June 1, 2016.

The Commission further directs a hearing be conducted at the March 2016 American Dental Education Association (ADEA) Annual Session with comments considered at the Summer 2016 meeting of the PGD RC and the Commission.

**Report of the Review Committee on Dental Hygiene Education (DH RC):** **Committee chair:** Dr. Susan Callahan Barnard. **Committee members:** Dr. Carolyn Breen, Ms. Michele Carr, Dr. Sebastian Ciancio, Ms. Karen Haldemann, Ms. Carolyn Jackson, Ms. Sri Koduri, Dr. Ronald Kosinski, Ms. Barbara Krieg, Ms. Jo Ann Nyquist and Dr. Sally Mauriello. **Guests (Open Portion Only):** Ms. Pamela Steinbach, director, Education and Research, American Dental Hygienists' Association, Ms. Michelle Smith, manager, Dental Hygiene Education, 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 Tooks attended portions of the meeting.

The meeting of the Review Committee on Dental Hygiene Education (DH RC) was held January 12-13, 2016 at the ADA Headquarters Building. The Report of the DH RC is found in **Appendix 11**.

*Subcommittee Consideration of Dental Hygiene Annual Survey Curriculum Section (p. 400):* As previously directed by CODA, the DH RC formed a Subcommittee to consider the Annual Survey Curriculum Section. The Commission learned that the Subcommittee met and submitted preliminary findings to the DH RC and CODA, noting that further consideration of proposed revision to the Annual Survey Curriculum Section was warranted. The DH RC recommended that because standards and terminology are periodically modified, it would be appropriate to reconsider the curriculum survey in Winter 2017, in anticipation of its next regularly scheduled distribution to programs in Summer 2017.

**Commission Action:** The Commission directs the proposed revisions to the Dental Hygiene Education Annual Survey Curriculum Section be reviewed at the Winter 2017 meeting for possible implementation in 2017.

*New Business: Consideration of an Interprofessional Education Standard:* The DH RC informed the Commission that there is an increased focus on dental hygienist collaboration within interprofessional healthcare teams. Accordingly, the DH RC recommended the formation of a Subcommittee to review the concept of interprofessional education and develop a potential new standard for dental hygiene. The DH RC noted that there would be minimal to no financial impact to CODA since the Subcommittee would conduct its review by teleconference.

**Commission Action:** The Commission directs the formation of a six (6) member subcommittee of the DH RC to develop a new potential standard on interprofessional education for consideration by the DH RC and Commission in Summer 2016.

**Report of the Review Committee on Dental Public Health Education (DPH RC):** **Committee Chair:** Dr. Ana Karina Mascarenhas. **Committee Members:** Dr. Donald Altman, Dr. Raymond Kuthy, Dr. James Leonard and Dr. Lauren Patton. **Guests:** Dr. David Cappelli, president, American Academy of Public Health Dentistry (AAPHD) attended the policy portion of the meeting. **Staff Members:** Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Toops, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Dental Public Health Education was held via telephone conference call on Friday January 15, 2016. The Report of the DPH RC is found in **Appendix 12**.

*Report on Dental Public Health Programs Annual Survey Curriculum Section (p. 600):* The Commission reviewed proposed changes to the Curriculum Section of the Dental Public Health Annual Survey. The DPH RC proposed that the data collected on training in the dental public health competencies should be an average percent of time spent by all students/residents in a program rather than actual time, since the amount of time may vary among students/residents. The RC further suggested deletion of clock hours from the survey.

**Commission Action:** The Commission adopts the proposed revisions to the Dental Public Health Annual Survey Curriculum Section (**Appendix 13**) and directs implementation of the revised Curriculum Section in fall 2016.

*Consideration of Proposed Revision to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health Related to Program Director Time Commitment (p. 601):* The DPH RC proposed a revision to the Accreditation Standard 2 related to the program director time commitment to the program. The DPH RC believes that given the small class size of dental public health programs, a 40% commitment to the institution would provide sufficient time for program administration. The Commission agreed with this rationale and recommendation.

**Commission Action:** The Commission directs the proposed revision to Dental Public Health Education Standard 2 – Program Director and Teaching Staff (**Appendix 14**) be circulated to the communities of interest until June 1, 2016, with a Hearing at the March 2016 American Dental Education Association (ADEA) annual meeting, with comment to be considered at the Summer 2016 meetings of the Dental Public Health Education Review Committee and Commission.

**Report of the Review Committee on Endodontics Education (ENDO RC):** Committee Chair: Dr. William Schindler. Committee Members: Dr. Brian Bergeron, Dr. John Hatton, Dr. James Johnson, and Dr. Robert Miller. Ms. Diane Neefe was not able to participate. Guests (Open Session only): Ms. Beverly Albert, assistant executive director for education, American Association of Endodontists (AAE) and Dr. Evelyn Lucas-Perry, director of public policy research, American Dental Education Association (ADEA). Staff Member: Ms. Jennifer Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Endodontics Education was held via telephone conference call on January 11, 2016. The Report of the ENDO RC is found in **Appendix 15**.

*Report on Endodontics Programs Annual Survey Curriculum Section (p. 700):* Following review of the Curriculum Section of the Endodontics Annual Accreditation Survey, the ENDO RC recommended to the Commission that there be no modification to the survey instrument. The Review Committee believed that the Curriculum Section was straight forward and appropriate.

**Commission Action:** The Commission directs the endodontics Annual Survey Curriculum Section (**Appendix 16**) be retained with no changes for use in fall 2016.

**Report of the Review Committee on Oral and Maxillofacial Pathology Education (OMP RC):** Committee Chair: Dr. Mark Lerman. Committee Members: Dr. Viren Jhaveri, Dr. Frank Kratochvil, Dr. Kurt Summersgill, and Dr. Matthew Wheeler. Guests (Open Portion only): Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA) and Ms. Janet Svazas, executive director, American Academy of Oral and Maxillofacial Pathology (AAOMP). Staff Members: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA.

The meeting of the Review Committee on Oral and Maxillofacial Pathology Education was held via telephone conference call on Thursday, January 14, 2016. The Report of the OMP RC is found in **Appendix 17**.

*Report on Oral and Maxillofacial Pathology Programs Annual Survey Curriculum Section (p. 800):* The OMP RC identified minor areas in the Annual Survey Curriculum Section that did not align with the Accreditation Standards and recommended that the Commission adopt the proposed changes to align the content and provide clarity to the Annual Survey Curriculum Section.

**Commission Action:** The Commission adopts the proposed revisions to the Oral and Maxillofacial Pathology Education Annual Survey Curriculum Section (**Appendix 18**) and directs implementation of the revised Curriculum Section in fall 2016.

**Report of the Review Committee on Oral and Maxillofacial Radiology Education (OMR RC):** **Committee Chair:** Dr. James Geist. **Committee Members:** Dr. Nelia Afonso, Dr. Debra Gander, Dr. Vijay Parashar and Dr. Mark Schmidt. **Guests:** Dr. Robert Cederberg, executive director, American Academy of Oral and Maxillofacial Radiology (AAOMR) and Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA) attended the policy portion of the meeting. **Staff Members:** Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA.

The meeting of the Review Committee on Oral and Maxillofacial Radiology Education was held via telephone conference call on Monday, January 11, 2016. The Report of the OMR RC is found in **Appendix 19**.

*Report on Oral and Maxillofacial Radiology Programs Annual Survey Curriculum Section (p. 900):* The Commission considered proposed changes to the Annual Survey Curriculum Section for Oral and Maxillofacial Radiology, which were submitted by the OMR RC to eliminate redundancy, provide clarification, and utilize terminology that is consistent with the Accreditation Standards.

**Commission Action:** The Commission adopts the proposed revisions to the Oral and Maxillofacial Radiology Education Annual Survey Curriculum Section (**Appendix 20**) and directs implementation of the revised Annual Survey Curriculum Section in fall 2016.

**Report of the Review Committee on Oral and Maxillofacial Surgery Education (OMS RC):** **Committee Chair:** Dr. David Stanton. **Committee Members:** Dr. Alan Herford, Dr. Steven Lepowsky, Dr. Gregory Ness, 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. Mary Allaire-Schnitzer, associate executive director; Ms. Penny Evans, manager advanced education and resident affairs; Dr. Douglas Fain, president elect; Dr. Brett Ferguson, vice president; Dr. William Nelson, immediate past president; and Dr. Louis Rafetto, president; American Association of Oral and Maxillofacial Surgeons (AAOMS);

Mr. Lance Hoxie, executive vice president, American Board of Oral and Maxillofacial Surgery (ABOMS); and Ms. Tami Grzesikowski, senior director for allied dental education, American Dental Education Association (ADEA). Staff Members: Ms. Jennifer E. Snow, manager, Advanced Specialty Education, and Dr. Sherin Took, director, 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 January 12, 2016. The Report of the OMS RC is found in **Appendix 21**.

*Report on Oral and Maxillofacial Surgery Programs Annual Survey Curriculum Section (p. 1000):* The Commission noted that in the OMS RC's continued effort to better align the Curriculum Survey with the Accreditation Standards, a number of revisions have been proposed. The alignment of the Curriculum Survey ensures consistent data reporting by programs and adds clarity to the data collected. The Commission reviewed the proposed changes and took several actions as noted below.

**Commission Actions:** The Commission directs the Oral and Maxillofacial Surgery Annual Survey Curriculum Section be revised to include clarified anesthesia table headers in question 32 of the survey, clarified enrollment tables (actual enrollment, per anticipated graduation year, in all program tracks), and updated Current Procedural Terminology (CPT) codes for use in fall 2016.

The Commission further directs the revised anesthesia and enrollment tables be included within the Guidelines for Requesting an Increase in Authorized Enrollment in Oral and Maxillofacial Surgery Residency and Fellowship Programs, the Oral and Maxillofacial Surgery Site Visitor Evaluation Report (SVER), and the Oral and Maxillofacial Surgery Self-Study Guide (SSG), effective immediately for use in 2016.

*Report on Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery Annual Survey Curriculum Section (p. 1001):* The Commission reviewed the proposed changes to the Annual Survey Curriculum Section for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery. There were a number of questions in the survey that applied to residency programs, not fellowship programs. The proposed revisions would better align the survey instrument with the fellowship standards. Additionally, the OMS RC recommended that CODA develop survey instruments for endoscopic and microvascular fellowships once CODA accredits programs in these disciplines.

**Commission Actions:** The Commission directs the Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery Annual Survey Curriculum Section be revised to include Current Procedural Terminology (CPT) codes for use in fall 2016.

The Commission further directs the notation on patient activity level and questions 24b, 25, and 26 be deleted and question 28 be revised to include NICU, PICU, microvascular laboratory and "other" for use in fall 2016.

The Commission further directs that CODA staff to work with the OMS RC to develop curriculum survey questions pertaining to endoscopic and microvascular fellowship areas, for use at a later date when programs in these fellowship areas are accredited, with a report to CODA at a future meeting.

*Consideration of Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery (p. 1002)*: The OMS RC submitted proposed revisions to the Accreditation Standards, for consideration by the Commission. The proposed changes included two (2) new standards (3-6 and 4-19), revision to an existing standard (4-6.1), and grammatical and editorial changes to clarify “must” statements and strengthen the language within the Accreditation Standards.

**Commission Action**: The Commission directs circulation of the proposed new standards 3-6 and 4-19 regarding diagnostic imaging facilities and interpretation of diagnostic imaging, revision to Standard 4-6.1, and the grammatical and editorial changes noted in **Appendix 22**, to the communities of interest for review and comment, with Hearings conducted at the 2016 meetings of the American Dental Education Association (ADEA) and the American Dental Association (ADA) with comments reviewed at the Commission’s Winter 2017 meetings.

*New Business: Consideration of Revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery*. The Commission reviewed the report of the OMS RC noting grammatical changes to Fellowship Standards 6-2.2 and 6-4.2 is warranted at this time. The Commission also learned that the OMS RC discussed expansion of the Fellowship Standards to include additional areas of training, though it was noted that new standards may be incorporated into existing standards. Therefore, the OMS RC will conduct a comprehensive review of the Fellowship Standards with a report to CODA at a future meeting.

**Commission Action**: The Commission on Dental Accreditation adopts the proposed revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery (**Appendix 23**) with immediate implementation.

**Report of the Review Committee on Orthodontics and Dentofacial Orthopedics (ORTHO RC)**: **Committee Chair**: Dr. H. Garland Hershey. **Committee Members**: Dr. G. Frans Currier, Mr. David Cushing, Dr. James Kiser, and Dr. Leslie Will. Dr. Scott Jamieson attended the meeting via telephone conference call. **Guests (Open Session only)**: None. **Staff Members**: Ms. Jennifer Snow, manager, Advanced Specialty Education and Mr. Gregg Marquardt, manager, Communication and Technology Strategies, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Orthodontics and Dentofacial Orthopedics Education was held at the ADA Headquarters Building on January 15, 2016. The Report of the ORTHO RC is found in **Appendix 24**.

*Report on Orthodontics and Dentofacial Orthopedics Programs Annual Survey Curriculum Section (p. 1100)*: The Commission considered the Report of the ORTHO RC, which included

recommendations to modify questions 22 and 23 of the Annual Survey Curriculum Section for Orthodontics and Dentofacial Orthopedics. The proposed changes better align the Curriculum Section with the types of appliances and techniques the ORTHO RC believes are used in many education programs.

**Commission Action:** The Commission directs the Orthodontics and Dentofacial Orthopedics Annual Survey Curriculum Section be revised to include “cone beam computed tomography (CBCT)” under question 22 and “clear aligners” and “lingual” under question 23 for use in fall 2016.

**Report on Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics Annual Survey Curriculum Section (p. 1101):** The Commission noted that the ORTHO RC recommended that “observation in the operating room” be added to the list of clinical procedures in the fellowship Annual Survey Curriculum Section to better gauge program activity related to Standard 6-6.2f. Additionally, the Committee recommended question 33 be removed as it was not applicable to craniofacial and special care orthodontics and orthodontics fellows are not performing surgery.

**Commission Action:** The Commission directs the Clinical Fellowship Training Program in Craniofacial and Special Care Orthodontics Annual Survey Curriculum Section be revised to include “observation in the operating room” under question 21 and delete question 33 for use in fall 2016.

**New Business: Consideration of Revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics:** The Commission considered the ORTHO RC’s recommendation to revise Standard 6-2.2g of the Clinical Fellowship Accreditation Standards to clarify that the intent of this requirement is to ensure fellows observe surgical procedures and, not only surgical fixation splints, in the operating room.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics (**Appendix 25**) with immediate implementation.

**Report of the Review Committee on Pediatric Dentistry Education (PED RC):** **Committee Chair:** Dr. Catherine Flaitz. **Committee Members:** Dr. Brenda Bohaty, Dr. Man Wai Ng, Dr. Reuben Pelot, Mr. Gerald Phipps, and Dr. Richard Udin. **Guests:** Mr. Scott Dalhouse, manager of educational affairs, American Academy of Pediatric Dentistry (AAPD) and Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA) attended the policy portion of the meeting. **Staff Members:** Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Tooks, director, CODA attended a portion of the meeting.

The meeting of the Review Committee on Pediatric Dentistry Education was held via telephone conference call on Tuesday, January 12, 2016. The Report of the PED RC is found in **Appendix 26**.

*Report on Pediatric Dentistry Programs Annual Survey Curriculum Section (p. 1200):* The Commission reviewed the PED RC's proposed revisions to the Annual Survey Curriculum Section noting extensive revisions were made to better align the survey with the Accreditation Standards and provide clarity to the questions. Additionally, the proposed changes included elimination of redundant questions.

**Commission Action:** The Commission adopts the proposed revisions to the Pediatric Dentistry Education Annual Survey Curriculum Section (**Appendix 27**) and directs implementation of the revised Curriculum Section in fall 2016.

**Report of the Review Committee on Periodontics Education (PERIO RC):** **Committee Chair:** Dr. Michael Mills. **Committee Members:** Dr. James Katancik, Dr. David Kerns, Dr. Lucinda (Cindy) Lyon, Dr. Bryan Pearson, and Mr. John Rheinberger. **Guests (Open Session only):** Ms. Cheryl Parker, education and liaison director and Ms. Jasmine Alkhatib, manager, Academic Programs, American Academy of Periodontology (AAP); Dr. Kent Palcanis, executive director, American Board of Periodontology (ABP); and Ms. Tami J. Grzesikowski, senior director for allied dental education, American Dental Education Association (ADEA). **Staff Member:** Ms. Jennifer Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Periodontics Education was held via telephone conference call on January 14, 2016. The Report of the PERIO RC is found in **Appendix 28**.

*Report on Periodontics Programs Annual Survey Curriculum Section (p. 1300):* The Commission noted that the PERIO RC recommended retention of the Annual Survey Curriculum Section as it currently exists, without revision. The Curriculum Section accurately reflects the current Accreditation Standards for Advanced Specialty Education Programs in Periodontics.

**Commission Action:** The Commission directs the periodontics Annual Survey Curriculum Section (**Appendix 29**) be retained with no changes for use in fall 2016.

**Report of the Review Committee on Prosthodontics Education (PROS RC):** **Committee Chair:** Dr. Stephen Campbell. **Committee Members:** Dr. Ronald Burakoff, Dr. David Felton, Dr. Julie Holloway, Dr. Arthur Nimmo, and Dr. Elizabeth Sabin. **Guests:** Dr. Anthony Palatta, senior vice president for institutional capacity building, American Dental Education Association and Mr. Adam Reshan, director membership services, American College of Prosthodontists (ACP) attended the policy portion of the meeting. **Staff Members:** Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Toops, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Prosthodontics Education was held on Wednesday, January 13, 2016 at the American Dental Association Headquarters Building. The Report of the PROS RC is found in **Appendix 30**.

*Report on Prosthodontics Programs Annual Survey Curriculum Section (p. 1400):* The Commission reviewed the proposed changes to the Curriculum Section of the Prosthodontics Annual Survey. Revisions were proposed to align the survey with the new Prosthodontics Standards that will be implemented July 1, 2016. Terminology was modified to provide clarity on the types and numbers of procedures for which data is to be provided by educational programs.

**Commission Action:** The Commission adopts the proposed revisions to the Prosthodontics Education Annual Survey Curriculum Section (**Appendix 31**) and directs implementation of the revised Curriculum Section in fall 2016.

*New Business: Consideration of Proposed Revision to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics:* The Commission considered the proposed revision to Prosthodontics Standard 6-Research, noting that clarity to the requirement could be enhanced with the inclusion of examples of evidence and an intent statement. The PROS RC also informed the Commission of two (2) additional areas it will continue review at future meetings: digital dentistry and caries risk assessment and intervention.

**Commission Action:** The Commission directs the proposed revision to Prosthodontics Standard 6 - Research (**Appendix 32**) be circulated to the communities of interest until June 1, 2016, with a Hearing at the March 2016 American Dental Education Association (ADEA) meeting, with comment to be considered at the Summer 2016 meetings of the Prosthodontics Review Committee and Commission.

### **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 and 2017 meetings.

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

**Reminder of Professional Conduct Policy and Prohibition Against Harassment:** The Commission reviewed the Association's policy on professional conduct and prohibition against harassment.

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

### **Consideration of Resolutions Adopted by the ADA House of Delegates and the ADA Board of Trustees Related to the Commission on Dental Accreditation and Dental Education:**

The Commission reviewed the American Dental Association's (ADA) House of Delegates resolutions and ADA Board of Trustees Resolutions related to education and the Commission.

The Board adopted Resolution B-116-2015 allowing CODA to retain its international consultation fees, which are outside the CODA international predoctoral international consultation process, in the CODA Research and Development Fund. The House adopted Resolution 53H-2015, which sunsets JACIA and supported CODA's establishment of the Standing Committee on International Accreditation; Resolution 54H-2015, which included CODA-proposed revisions to its *Rules*, and Resolution 78H-2015 related to the Duties of the Commission, which eliminated the requirement that CODA submit its articles of incorporation and *Rules*, and amendments thereto to the House of Delegates "either through or in cooperation with the Council on Dental Education and Licensure."

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

### **Consideration of the Policy Statement on Accreditation of Off-Campus Sites:**

**Commission Action:** See report of the Standing Committee on Documentation and Policy Review elsewhere in this document.

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

**Report of the Standing Committee on Finance:** Below are actions taken by the Commission related to the Report of the Standing Committee on Finance.

**Review of Potential Revenue Sources (Off-Campus Sites and Program Change Reports):** The Finance Committee reported to CODA that the mandatory off-campus sites survey data, which had been reviewed during the Summer 2015 Mega Issue Discussion, did not provide meaningful data upon which the Committee could make conclusions related to additional revenue sources for CODA. Additionally, an imposed fee for reporting program changes may deter programs from reporting changes; further, staff resources may be consumed pursuing payment for program change invoices.

**Commission Action:** The Commission directs that additional revenue sources related to program use of off-campus sites and reports of program change not be pursued at this time.

**Annual Fees and Application Fees:** The Commission reviewed the Finance Committee's discussion related to annual and application fees, noting that CODA had significantly increased annual fees in 2014 and 2015 but had otherwise attempted to keep fees reasonable for programs while assuming greater fiscal responsibility toward total (direct and indirect) expenses. While another substantial fee increase could create a burden for some accredited programs, the Finance Committee suggested that CODA may wish to alert programs that a fee increase may be necessary in 2018 in an effort to establish a balanced budget.

**Commission Action:** The Commission on Dental Accreditation directs 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.

The Commission also considered the Finance Committee's proposed annual fees for 2017. The Commission also added a dental therapy annual fee at the same rate as dental assisting, dental hygiene and the advanced education programs. The proposed 2017 fees would result in a projected revenue covering 116% of direct expenses and 91% of total expenses. Following discussion, the Commission adopted the 2017 fees, noting a 4% increase in annual fees and application fees.

**Commission Action:** The Commission on Dental Accreditation adopts the following accreditation fees for 2017:

- Annual fees: \$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.
- During the year a program is due for a regular accreditation site visit, the annual fee will be doubled.
- Application fees: \$62,400 for predoctoral dental education programs; and \$15,600 for allied and advanced programs.

**International Fees (For CODA Accreditation Process):** The Commission considered the recommendations of the Finance Committee related to the CODA international accreditation process for predoctoral dental education programs.

**Commission Action:** the Commission on Dental Accreditation adopts the following international predoctoral dental education accreditation fees for 2017:

- Application fee of \$67,600.
- Annual accreditation fee of \$15,600.
- International predoctoral dental education programs pay all site visit expenses (actual expenses) for all site visits during the application and regular site visit schedule.
- International predoctoral dental education programs pay an administrative fee of 25% of the total site visit cost for coordination of each site visit.
- All international fees must be paid in U.S. Dollars.

**Other Accreditation Fees:** The Commission considered additional fees that may be assessed to programs, including the Research and Development Fund administrative fee, special focused site visit administrative fee, HIPAA policy violation fee, electronic document conversion fee, and email/contact distribution fee. The Commission also discussed the concept of a late fee for documentation, noting that the Finance Committee had previously studied the concept of late fees related to late submission of annual fees. Some Commissioners believed that the Finance Committee should reconsider assessing programs a late fee with a processing charge to align with the policy on missed deadlines. It was discussed that the Finance Committee could discuss the concept of a late fee again at its next meeting.

**Commission Action:** The Commission on Dental Accreditation adopts the following additional fees in 2017:

- Maintain the Special Focused Site Visit Administrative Fee of \$4,000.

- Maintain the CODA Penalty for Non-Compliance with CODA Policy on HIPAA of \$1,000.
- Maintain the Electronic Conversion of Paper Documents Fee of \$500
- Maintain the Email/Contact Distribution List Fee of a \$200 minimum.
- Maintain the Research and Development Fund administrative fee of \$35.

**International Fees (For International Consultation and Accreditation PACV Process):** The Commission noted that ADA Resolution 53H-2015 resulted in the sunset of the Joint Advisory Committee on International Accreditation (JACIA) and ADA support for CODA's establishment of the Standing Committee on International Accreditation. The Commission considered the Finance Committee's recommendations related to the international consultative process for predoctoral dental education programs. Specifically, the Finance Committee suggested CODA seek input from its Standing Committee on International Accreditation related to fees, with future consideration by the Finance Committee and CODA in Summer 2016.

**Commission Action:** The Commission on Dental Accreditation directs the Standing Committee on International Accreditation to review the PACV International Consultation and Accreditation Fees and make recommendations for consideration by the Standing Committee on Finance and Commission in Summer 2016.

**CODA Strategic Plan:** The Commission considered the Finance Committee's recommendation that CODA's long-term financial stability and long-term goals related to finances, particularly potential revenue sources, fee structure and budgetary oversight should be an area of focus when developing the next strategic plan.

**Commission Action:** The Commission on Dental Accreditation directs that the 2016 strategic planning initiative include a focus on assuring CODA's long-term financial stability to meet its mission.

**Report of the Ad Hoc Committee on Dental Therapy Implementation:** The Report of the Ad Hoc Committee on Dental Therapy Implementation is found in **Appendix 33**.

**Dental Therapy Site Visitors:** The Commission considered the recommendations of the Ad Hoc Committee related to individuals who may serve as dental therapy site visitors. The Commission discussed whether licensed dental therapist educators currently exist, noting that individuals may receive state licensure to practice dental therapy in states where this discipline is currently a licensed profession. Dental therapists who teach may also hold credentials to serve as educators.

**Commission Actions:** The Commission on Dental Accreditation directs that dental therapy education program site visitors must either be a licensed dentist educator (general dentist) or licensed dental therapist educator.

The Commission on Dental Accreditation further directs that the "licensed dentist educator" may be predoctoral dental educator site visitors (*i.e., a general dentist educator who serves as curriculum or clinical predoctoral site visitor*) or allied dental educator site visitors.

The Commission on Dental Accreditation further adopts, with immediate implementation, the criteria for selection of dental therapy site visitors as noted in **Appendix 33**.

The Commission on Dental Accreditation further directs 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:*** The Commission considered the dental therapy site visit team composition. The Commission again discussed the “dental therapist educator” role given that there are no CODA-accredited dental therapy programs at this time. It was noted that with past CODA processes, individuals who attended unaccredited programs have served as site visitors upon CODA’s initial establishment and implementation of an accreditation program for a specific discipline. Further, the Ad Hoc committee proposed establishment of criteria for CODA dental therapy site visitors.

**Commission Action:** The Commission on Dental Accreditation directs 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:*** The Commission noted the Ad Hoc Committee’s proposed placement of dental therapy within the PREDOC RC. Commissioners noted that due to the small number of programs that currently exist, it appears there will be little burden on the workload of the PREDOC RC.

**Commission Actions:** The Commission on Dental Accreditation directs that dental therapy education program review be assigned to the Commission’s Review Committee on Predoctoral Dental Education (PREDOC RC), effective immediately.

The Commission on Dental Accreditation adopts, with immediate implementation, the revisions to the 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 (**Appendix 33**).

The Commission on Dental Accreditation directs 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:** The Commission considered all accreditation documents noted within the Ad Hoc Committee's report and identified that these documents would be publicized and made available for use.

**Commission Actions:** The Commission on Dental Accreditation adopts, with immediate implementation, the following dental therapy accreditation documents (**Appendix 33**):

- 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;
- Site Visitor Evaluation Report Dental Therapy Education Program.

The Commission on Dental Accreditation further directs CODA staff to notify its communities of interest that the dental therapy accreditation materials are available for public use.

**Updates to CODA Documents to Include Dental Therapy:** The Commission also considered the Ad Hoc Committee's recommendation that CODA's documents be generally reviewed to incorporate the term "dental therapy" where appropriate.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to review all CODA documents and incorporate the term "dental therapy" as applicable.

Following review and action on the Ad Hoc Committee's report, CODA staff provided information on how these actions will be applied, the availability of accreditation materials, the timeline for site visitor and review committee member nominations, and the steps a program must take to apply for accreditation of a dental therapy education program. It was noted that if applications are received prior to CODA selecting and training site visitors, there may be a delay in review of applications. The Commission also noted the current number of dental therapy programs that exist, which may choose to pursue accreditation in the future. Finally, the Commission reviewed its process for the potential addition of future positions on its Review Committees and on the Board of Commissioners for dental therapy and other disciplines in general.

**Report of the Ad Hoc Committee to Establish an Accreditation Process for Advanced General Dentistry Education Programs in Special Care Dentistry:** The Ad Hoc Committee's report (**Appendix 34**) was considered by the Commission. The Commission affirmed the recommendation of the Committee, noting that the request did not adequately address the criteria required for establishment of a process of accreditation for programs in special care dentistry.

**Commission Action:** The Commission on Dental Accreditation directs that a process of accreditation for advanced general dentistry education programs in special care dentistry not be established at this time.

The Commission on Dental Accreditation further directs a formal communication of its decision to not establish a process of accreditation for advanced general dentistry education programs in special care dentistry be forwarded to the Special Care Dentistry Association (SCDA).

**Report of the Standing Committee on Quality Assurance and Strategic Planning (QASP):**

Below are actions taken by the Commission related to the Report of the Standing Committee on Quality Assurance and Strategic Planning.

**Recruitment and Retention of Allied Education Programs:** The Commission considered the report of QASP, reviewed the proposed CODA “Tear Sheet” and believed this document should be disseminated to CODA’s communities of interest as a communication tool.

**Commission Actions:** The Commission on Dental Accreditation adopts the CODA “Tear Sheet” (**Appendix 35**) for use as a communication tool to educate the communities of interest regarding CODA’s mission and purpose.

The Commission on Dental Accreditation further directs CODA staff to circulate the “Tear Sheet” electronically to all state dental boards, state dental associations and component societies (pending acquisition of e-mail addresses 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:** In association with CODA’s strategic plan, the Commission reviewed the data of a community of interest survey to determine support for CODA’s transition to an independent operational structure where CODA has independent governance and financial authority to meet its mission. The Commissioners noted the overall survey response rate was 55.4%. CODA noted that survey data appeared to indicate mixed feelings about the Commission’s future role and association with the ADA. Respondents indicated CODA should have full authority over its Rules and budget, and concurrently believed that CODA should maintain an association with the ADA. It was also noted that a 4% annual fee increase and \$5000 annual monetary grant from appointing and nominating organizations were the threshold levels for financial support to CODA.

**Commission Actions:** The Commission on Dental Accreditation directs 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.

The Commission on Dental Accreditation further directs the survey data of the CODA operational structure survey to its communities of interest (**Appendix 36**) be considered during CODA’s upcoming strategic planning initiative.

The Commission on Dental Accreditation further directs that the survey data of the CODA operational structure survey to its communities of interest (**Appendix 36**) be shared with the Standing Committee on Finance, for consideration related to the Commission's financial planning activities.

**Request for Reciprocity with the Dental Council of New Zealand:** The Commission reviewed the QASP recommendations related to the Dental Council of New Zealand's request for a reciprocal agreement with CODA. The Commission concluded that open lines of communication with international dental education and accreditation communities, including the Dental Council, should be maintained to foster positive international relations. However, at this time, given the number of initiatives currently underway by CODA, including strategic planning, USDE re-recognition and further activity on CODA's governance and financial structure, it was advised that CODA not pursue reciprocity with the Dental Council of New Zealand at this time.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to formally notify the Dental Council of New Zealand that CODA will not pursue its request for reciprocity at this time.

**Preliminary Discussion of 2017-2021 Strategic Plan and Outcomes Assessment Plan:** The QASP Committee recommended that CODA initiate the planning process for CODA's 2017-2021 strategic plan, given that the current strategic plan is due to expire in 2016. The QASP Committee and the Commission believed that the Commission would benefit from a strategic planning facilitator to guide CODA through this process. The Commission noted that funds for the strategic planning development process for QASP would be requested at a later date through CODA's Research and Development Fund.

**Commission Actions:** The Commission on Dental Accreditation directs 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.

The Commission on Dental Accreditation further directs a Mega Issue discussion prior to the Summer 2016 CODA meeting to finalize CODA's strategic plan.

**Report of the Standing Committee on Documentation and Policy Review:** Below are actions taken by the Commission related to the Report of the Standing Committee on Documentation and Policy Review.

**Consideration of the Policy Statement on Accreditation of Off-Campus Sites:** The Commission reviewed the input of its 14 review committees related to the current Policy Statement on Accreditation of Off-Campus Sites and proposed Policy Statement on Approval of Sites Where Educational Activity Occurs. The Commission discussed whether terminology such as "integrated" and "non-integrated" may be clearer; however, following discussion, ultimately determined that "major," "minor," and "supplemental" sites was the most appropriate terminology to describe the type of site that may be used for educational activity.

The Commission believes that the purpose of this policy is to ensure appropriate student oversight, protection of the public and students, and assurance of a quality educational experience. The Commission noted that sites are used for competency assessment and may also be used to enhance experiences.

The Commission determined that when the sponsoring institution “owns” the site (e.g., when no affiliation agreement is needed), the program site should not require prior approval before utilization, although the site will be reported under CODA’s program change policy. Terminology was added to the draft policy to address this perspective.

The Commissioners discussed competency assessment as the primary difference between “major” and “minor” activity sites. The Commission believed that in “minor” sites evaluation may occur although the type of evaluation may not be at the level of competency assessment.

The program discussed the proposed wording related to a “significant portion” of training as used in the proposed policy to describe which sites might be evaluated during an on-site visit. The CODA removed the “significant portion” terminology and noted that site visit teams will visit educational activity sites based upon the educational experience (length of training, educational experience achieved, or evaluation/competencies achieved). The Commission discussed the use of technology to conduct visits of sites located remotely from the primary program site. The Commission was reminded that technology may be used to conduct interviews of faculty/attending at remote activity sites; however, CODA does not use technology to conduct review of the clinical components and facility of educational activity sites. Due to the clinical component of dental education, there could always be some on-site review to the site visit of educational activity sites. The Commission may, at a later date, explore the efficiencies of technology since its last study of this topic was several years ago. The Commission believed that a detailed study would be required to assess the potential benefits and deficiencies of using technology to assess remote sites. The Commission emphasized that site visitors should understand the importance of visiting the educational activity sites.

The Commission concluded its review and modification of the proposed policy by adding additional language to the exemption for dental public health. Additionally, a statement for predoctoral dental education was added to allow sites to be classified as “minor” for reporting purposes when a primary program faculty travels with students to a site, even when competency is assessed. The Commission also determined that a site may be used when CODA takes action to approve the site and request additional information, and revised the proposed policy accordingly. Following a full and detailed discussion, the Commission adopted the revised policy.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed Policy Statement on Reporting and Approval of Sites Where Educational Activity Occurs found in **Appendix 37**, with immediate implementation.

The Commission on Dental Accreditation further approves the proposed revisions to the *Policy on Reporting Program Changes* found in **Appendix 38**.

The Commission on Dental Accreditation further directs 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.

**Review of Additional Policies and Procedures:** The Commission reviewed the proposed revisions to policy found in the Evaluation and Operational Policies and Procedures (EOPP) Manual. The Commission discussed the proposed change to its Accreditation Status Definitions, particularly the “approval with reporting requirements” status. The Commission confirmed the intent that the deadline for compliance with initially identified deficiencies would not be modified with the identification of new deficiencies during the reporting period. As a result of this discussion, the Commission believed the proposed language was acceptable, but believed the Documentation and Policy Committee should further study this issue.

The Commission further studied the proposed revisions to the policy in EOPP. The Commission discussed the proposed changes to the policies on voluntary discontinuance and teach-out, noting that programs must now engage in a teach-out while enrolling students/residents in a CODA-accredited program that plans to either voluntarily discontinue its accreditation or close. The Commission also reviewed the policy, noting the penalties for failure to comply with teach-out requirements.

**Commission Actions:** The Commission on Dental Accreditation adopts and immediately implements the proposed revisions to policies found in **Appendix 39**.

The Commission on Dental Accreditation further directed that the Documentation and Policy Committee review how accreditation statuses are published on CODA’s webpage, with a report to the Commission at its Summer 2016 meeting.

The Commission on Dental Accreditation further directs Commission staff to update the Commission’s EOPP and all related Commission documents to reflect changes made in the policies, as amended by CODA.

**Update on USDE:** Dr. Sherin Tooks provided an update on important national topics related to education and accreditation that could have an impact on the Commission.

**Survey of Meeting:** Dr. Sherin Tooks reminded Commissioners to complete the electronic post-meeting survey following the meeting. The survey is important for determining whether the Commission is achieving its goals for the year.

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