

## MINUTES

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

February 2, 2012

**Call To Order:** The Chair, Dr. Steven Tonelli, called a regular meeting of the Commission on Dental Accreditation to order at 1:00 P.M. on Thursday, February 2, 2012, in the 22<sup>nd</sup> Floor Board room of the ADA Headquarters Building, Chicago, in closed session for the purpose of reviewing educational programs.

**Roll Call:** Dr. Byron Benson, Dr. Michael Biermann, Dr. Richard Buchanan, Ms. Kristi Burr, Dr. Thomas Cangialosi, Dr. Eric Carlson, Ms. Elizabeth Curran, Dr. Geri Ann DiFranco, Dr. William Dodge, Dr. Kevin Donly, Mr. Joseph Eliason, Dr. Lorraine Gagliardi, Dr. Lily Garcia (for Dr. Kent Knoernschild), Mr. Robert Giasolli, Dr. Henry Greenwell, Dr. Stan Hardesty, Dr. Judith Messura, Dr. Brad Neville, Dr. Robert Ray, Dr. Yilda Rivera-Nazario, Dr. Charlotte Royeen, Dr. Steven Schonfeld, Ms. Kathi Shepherd, Dr. James Sherrard, Dr. Paul Sims, Dr. Steven Tonelli, Dr. Perry Tuneberg, Dr. Christopher Wenckus, Dr. B. Alex White, and Dr. John Williams.

In addition to the staff of the Commission, Dr. Maxine Feinberg, ADA Trustee Liaison, attended.

Representatives of the Commission on Dental Accreditation of Canada (CDAC) and the Mexican National Council on Dental Education (MNCDE) were unable to attend.

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

**Prohibition Against Harrassment:** Ms. Cathryn Albrecht, ADA staff attorney, reviewed the ADA Prohibition Against Harassment Policy.

**Reminder of Confidentiality:** The Commission reviewed the Confidentiality Policy related to accreditation decisions.

**Policy on Conflict of Interest:** The Commission reviewed the Policy on Conflict of Interest related to accreditation decisions.

**Consideration of Consultant Appointments:** Consultants are appointed annually for one-year terms but for no more than six 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 all Review Committees for a 1 year appointment and reappointment as consultants for 2011-2012.

**Commission Action:** The Commission approved all consultant appointments for 2012-2013 (Appendix 1).

**Consideration of Matters Relating to Accreditation Status:** The Commission reviewed site visit evaluations, progress 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 August 2011 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 4:34 P.M.

## MINUTES

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

February 3, 2012

**Call To Order:** The Chair, Dr. Steven Tonelli, called the regular open meeting of the Commission on Dental Accreditation to order at 8:30 A.M. on Friday, February 3, 2012, in the 22<sup>nd</sup> Floor Board room of the ADA Headquarters Building, Chicago.

**Roll Call:** Dr. Byron Benson, Dr. Michael Biermann, Dr. Richard Buchanan, Ms. Kristi Burr, Dr. Thomas Cangialosi, Dr. Eric Carlson, Ms. Elizabeth Curran, Dr. Geri Ann DiFranco, Dr. William Dodge, Dr. Kevin Donly, Mr. Joseph Eliason, Dr. Lorraine Gagliardi, Dr. Lily Garcia (for Dr. Kent Knoernschild), Mr. Robert Giasolli, Dr. Henry Greenwell, Dr. Stan Hardesty, Dr. Judith Messura, Dr. Brad Neville, Dr. Robert Ray, Dr. Yilda Rivera-Nazario, Dr. Charlotte Royeen, Dr. Steven Schonfeld, Ms. Kathi Shepherd, Dr. James Sherrard, Dr. Paul Sims, Dr. Steven Tonelli, Dr. Perry Tuneberg, Dr. Christopher Wenckus, Dr. B. Alex White, and Dr. John Williams.

Dr. Maxine Feinberg, ADA Trustee Liaison, was unable to attend.

Representatives of the Commission on Dental Accreditation of Canada (CDAC) and the Mexican National Council on Dental Education (MNCDE) were unable to attend.

**American Dental Association (ADA) Conflict of Interest Statement:** Dr. Tonelli read the ADA conflict of interest statement as required by ADA House of Delegates resolution 99-H-2010.

**Approval of Minutes from August 2011 Meeting:** The minutes of the August 2011 meeting of the Commission were approved as written.

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

- Report of the Review Committee on Dental Laboratory Technology Education (Appendix 3)
- Approval of Mail Ballot since last Commission Meeting: # 599 OMS Permanent Enrollment Increase

**Report of the Review Committee on Predoctoral Dental Education:** Chair: Dr. John Williams. Committee Members: Dr. Stephen Campbell, Dr. Cecile Feldman, Dr. Gerald Ferretti, Dr. Sally Mauriello, Dr. Charlotte Royeen, and Dr. Marshall Titus. Staff Members: Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education. Guests: Dr. Eugene Anderson and Dr. Karen Novak, American Dental Education Association were present for the policy portion of the meeting.

The meeting of the Review Committee on Predoctoral Dental Education was held via telephone conference call on January 9, 2012.

**Consideration of Proposed Revisions to Selected Dental Education Accreditation Standards:** The Predoc RC received a request from the Council on Dental Education and Licensure (CDEL) to revise selected Dental Education Accreditation Standards related to instruction and training in sedation and the management of medical emergencies (Appendix 3). The Predoc RC noted the proposal included a revision to Standards 2-23(e) and Standard 5-6. In addition, it included the addition of a new standard related to didactic instruction in sedation.

Following consideration of the proposed revisions, the Predoc RC believed the revision to Standard 2-23(e), which includes the addition of the word “local,” is appropriate and recommended its approval. In addition, because this revision is editorial in nature, the Predoc RC believed circulation to the communities of interest for review and comment is not necessary.

The Predoc RC, following consideration of the addition of a Standard 2-26, came to the consensus that instruction in moderate sedation is beyond the scope of pain and anxiety control instruction typically expected of predoctoral training. In addition, dental education programs may not be prepared to provide the didactic instruction of minimal and moderate sedation to the level of competency.

Finally, regarding the revision to Standard 5-6, the Predoc RC noted that basic life support (BLS) for healthcare providers certification now includes the use of the automated external defibrillator (AED). Therefore, the addition of this to the standard is redundant.

**Commission action:** The Commission directs that revision of Standard 2-3(e), as noted in Appendix 3, be implemented on July 1, 2013, the date which the most recent version of the Dental Education Accreditation Standards will be implemented.

**Report of the Review Committee on Postdoctoral General Dentistry Education:** Chair: Dr. Judith Messura. Committee members: Dr. Michael Brennan, Dr. Sebastian Ciancio, Dr. John Coke, Dr. Tracy Dellinger, Ms. Marlene Futterman, Dr. Henry Gremillion, Dr. Agnes Lau, Dr. Miriam Robbins, Dr. Dara Rosenberg, Dr. James Tom, and Dr. Stephen Young. CODA Staff: Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education and Dr. Anthony J.

Ziebert, interim director, CODA. Guests: Dr. Karen Novak, American Dental Education Association; Dr. Michelle Jehenson, Academy of Orofacial Pain.

The meeting of the Postdoctoral General Dentistry Review Committee (PGD RC) was held January 12-13, 2012 in the Association Headquarters Building.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced General Dentistry Education Programs in Dental Anesthesiology:* At its January 2011 meeting, the Review Committee on Postdoctoral General Dentistry (PGD RC) reviewed a request from the Dental Anesthesiology Program Directors to consider proposed revisions to Accreditation Standards for Advanced General Dentistry Education Programs in Dental Anesthesiology. Following a lengthy discussion of the proposed revisions and the rationale behind them, PGD RC recommended that the request should not be further considered at this time and should be returned to the Dental Anesthesiology Program Directors with directions to provide further clarification of the purpose and need for the proposed revisions. At its Winter 2011 meeting, the Commission on Dental Accreditation concurred with the recommendation of the PGD RC.

At its July 2011 meeting, the PGD RC considered an explanation for the proposed revisions submitted by the Dental Anesthesiology Program Directors. Following careful review of the proposed revisions and the explanation for the revisions, the PGD RC recommended that a task force comprised of representatives from the PGD RC and the dental anesthesiology community should be formed to further review the proposed revisions. The Commission, at its Summer 2011 meeting, concurred.

The Task Force met via conference call on December 6, 2011 and January 11, 2012 to review the proposed revisions. Task Force members included: Drs. Judith Messura (chair), James Tom, Jeffery Hicks, Agnes Lau from the PGD RC and Drs. Steven Nguyen and Ralph Epstein. As a result, the Task Force finalized a document with proposed revisions for review by the Postdoctoral General Dentistry Review Committee at its January 12-13, 2012 meeting.

At this meeting, the PGD RC reviewed and discussed the proposed revisions. The Committee noted all questions about the original version of the revisions had been addressed and recommended the proposed revisions be circulated to the communities of interest for review and comment.

**Commission action:** The Commission directs that the proposed revisions to the Accreditation Standards for Advanced General Dentistry Education Programs in Dental Anesthesiology, found in Appendix 4, be circulated to the communities of interest for review and comment until December 1, 2012. In addition, the Commission directs that an open hearing be held at the 2012 Annual Meeting of the American Dental Education Association, the 2012 Annual Meeting of the American Society of Dentists Anesthesiologists and the 2012 Annual Meeting of the American Dental Association.

Comments received will be reviewed at the Winter 2013 meetings of the PGD RC and the Commission.

*Report on the 2011 Validity and Reliability Study of the Accreditation Standards for Advanced Education Programs in General Dentistry and General Practice Residency:* The Accreditation Standards for Advanced Education Programs in General Dentistry (AEGD) and General Practice Residency (GPR) were adopted by the Commission on Dental Accreditation at its January 2007 meeting for implementation January 1, 2008.

According to the Commission's Policy on Assessing the Validity and Reliability of the Accreditation Standards, "the validity and reliability of accreditation standards will be assessed after they have been in effect for a period of time equal to the minimum academic length of the accredited program plus three years." Thus, the validity and reliability of the new standards for a one-year program will be assessed after four years. In accord with this policy, the Validity and Reliability Study for Advanced Education Programs in General Practice and Advanced Education in General Dentistry Accreditation Standards was initiated in 2011 with the results to be reviewed in 2012.

At this meeting, the PGD RC reviewed the results of the survey, as well as written comments gathered (Appendix 5). It noted that a total of 8,409 individuals were contacted by e-mail to complete the online survey on August 29, 2011. Data collection ended on October 10, yielding 1,132 respondents, for an overall adjusted response rate of 14.6% (excluding those individuals no longer in practice or whose e-mail addresses were invalid).

Because of the amount of data received, and to ensure careful, thorough review of the data and comments received, the PGD RC believed further study of the survey data is warranted and a report of its findings should be submitted at the Summer 2012 meeting of the PGD RC and Commission.

**Commission action:** The Commission directs that further study of the survey data (Appendix 5) be conducted by the PGD RC and a report of its findings be submitted for review at the Summer 2012 meeting of the PGD RC and Commission.

*Consideration of Proposed Revisions to Selected Accreditation Standards for Advanced Education in General Dentistry, General Practice Residency and Advanced General Dentistry Education Programs in Orofacial Pain:* The Postdoc RC received a request from the Council on Dental Education and Licensure (CDEL) (Appendix 6) to revise selected Accreditation Standards in Advanced Education in General Dentistry (AEGD), General Practice Residency (GPR) and Advanced General Dentistry Education Programs in Orofacial Pain (Orofacial Pain). The RC noted that for GPR and AEGD disciplines, the proposed revisions were included in Standard 2-4 and were related to the evaluation and treatment of medical emergencies, and instruction in minimal and moderate sedation. For Orofacial Pain, the proposed revisions included the addition of a new standard related to instruction in minimal and moderate sedation.

Following review of the proposed revisions, the PGD RC noted that the current Accreditation Standards for AEGD, GPR or Orofacial Pain do not require sedation training. It also noted that the proposed revision in Standard 2-4(f) for GPR and AEGD programs is redundant, as medical emergency training and airway management are currently addressed in the Standards 2-5 and 5-4. Further, since sedation training is not required in any of the Accreditation Standards, the PGD RC believed that the proposed revision regarding the instruction in minimal and moderate sedation in accordance with the ADA Guidelines for Teaching Pain Control and Sedation Control to Dentists and Dental Students would be more appropriately addressed on the program level, not in the Accreditation Standards.

As a result of consideration of the proposed revisions, the PGD RC believes the proposed revisions to the AEGD, GPR and Orofacial Pain Accreditation Standards are not warranted at this time.

**Commission action:** The Commission concurs with the PGD RC and does not adopt the proposed revisions to the Accreditation Standards for Advanced Education Programs in General Dentistry, Advanced Education Programs in General Practice Residency, and Advanced General Dentistry Education Programs in Orofacial Pain at this time (Appendix 6).

**Report of the Review Committee on Dental Assisting Education:** Chair: Dr. Lorraine Gagliardi. Committee members: Ms. Ethel Campbell, Dr. Gene Kelber, Ms. Donna Lepkoski, Dr. Frank Licari, Ms. Cathy Roberts; Ms. Deanna Stentiford, Ms. Diana Sullivan and Dr. Steven Tonelli. Staff Members: Ms. Patrice Renfrow, manager, Dental Assisting and Dental Laboratory Education, Commission on Dental Accreditation (CODA). Dr. Anthony J. Ziebert, *interim* director, CODA attended portions of the meeting. Guests: Ms. Jennifer Blake, director, Education and Professional Affairs, American Dental Assistants Association, Ms. Tami Grzesikowski, senior director, Allied Dental Education; Ms. Cynthia Durley, executive director, Dental Assisting National Board, attended the policy portion of the meeting.

The meeting of the Review Committee on Dental Assisting Education was held on January 10-11, 2012 in Room 2A at the ADA Headquarters, Chicago, Illinois.

**Consideration of Proposed Dental Assisting Standards Revisions to Address Programs With an EFDA Component:**

The subcommittee of the Dental Assisting Review Committee met January 9, 2012 to compile proposed revisions to the Accreditation Standards for Dental Assisting Education Programs to provide for a comprehensive review of accredited programs with an expanded function component. The subcommittee reviewed and revised the organization and language of the “must” and intent statements and drafted examples of evidence throughout the standards

document. The subcommittee finalized a comprehensive draft of the proposed revised standards for further consideration by the Dental Assisting Review Committee

At the open portion of its January 10, 2012 meeting, the Dental Assisting Review Committee (DA RC) considered the comprehensive draft of the proposed revised standards. Following analysis of the document, the DA RC made minor modifications to the subcommittee's draft within the general formatting of Standard 2-Educational Program and revised examples of dental assisting skills within the subheading: Preclinical Content. In addition, the DA RC amended the language of standards relevant to faculty qualifications and articulated intent statements to provide further clarification. The DA RC reached the consensus that the proposed revised standards document (Appendix 7) will work to strengthen the educational process and serve the greater needs of the public by offering more definition and guidance to CODA-accredited dental assisting programs, including those which offer additional or expanded functions curriculum.

**Commission action:** The Commission directs the revised Accreditation Standards for Dental Assisting Education Programs (Appendix 7) be circulated to the communities of interest for review and comment until December 1, 2012. In addition, the Commission directs that an open hearing be held at the 2012 Annual Meeting of the American Dental Education Association, the 2012 Annual Meeting of the American Dental Assistants Association, and the 2012 Annual Meeting of the American Dental Association. Comments received will be reviewed at the Winter 2013 meetings of the DA RC and the Commission.

**Report of the Review Committee on Dental Hygiene Education:** Chair: Ms. Kathi Shepherd  
Committee members: Dr. Lynn Austin, Ms. Barbara Dixon, Dr. Susan Duley, Dr. Ellen Grimes, Dr. James Jones, Dr. Melanie Peterson, Mr. Alan Rogalski and Dr. Perry Tuneberg. Staff members: Ms. Gwen Welling, manager, Dental Hygiene Education. Dr. Anthony Ziebert, *interim* director, CODA, and Ms. Cathryn Albrecht, senior associate general counsel, ADA, attended a portion of the meeting. Guests: Ms. Pamela Steinbach, director, Education and Ms. Cathy Elliott, manager, Education, American Dental Hygienists' Association and Dr. Karen F. Novak, senior director for research and analysis, American Dental Education Association attended the policy portion of the meeting.

The meeting of the Review Committee on Dental Hygiene Education (DH RC) was held on January 10-11, 2012 at the ADA Headquarters Building.

**Consideration of Revisions to the Accreditation Standards for Dental Hygiene Education Programs:** At its July 2010 meeting, the Review Committee on Dental Hygiene Education (DHRC) reviewed requests from the American Dental Hygienists' Association (ADHA) and an accredited dental hygiene program in Alabama to consider proposed revisions to Accreditation

Standards for Dental Hygiene Education Programs. The Committee also reviewed a request that applications from institutions developing new dental hygiene programs include outcomes from a formal needs assessment survey.

Accordingly, the proposed revisions of the Accreditation Standards for Dental Hygiene Education Programs were reviewed at the July 2010 and January 2011 DH RC meetings. Following discussion and review of the information provided requesting changes in Standard 2, Educational Program, Standard 3, Administration, Faculty and Staff, and Standard 4, Educational Support Services, the DH RC prepared proposed revisions to the dental hygiene Initial Application document and the Accreditation Standards for Dental Hygiene Education for the Commission's consideration. At its February 2011 meeting the Commission directed that the proposed revisions be circulated to the communities of interest for review and comment through the CODA newsletter and placement in the "Accreditation News" area of ada.org as well as other appropriate means. Further, it was directed that the comments be circulated through open hearings conducted at the March 2011 ADEA Annual Session, the June 2011 ADEA Allied Directors' Conference, the June 2011 ADHA Annual Session, and the October 2011 ADA Annual Session. To that end, the proposed revisions were made available to communities of interest, and comments were collected until November 2011.

At its January 10, 2012 meeting, the DH RC considered the comments received. The Committee noted that only a few comments related to the proposed changes in the DH Standards were in support of the changes. A total of 697 comments from 45 states were received at the Commission office related to the Initial Application for developing new dental hygiene programs. In addition numerous comments were submitted during open hearings conducted in 2011. The DH RC determined that the Standards be revised as amended (Appendix 8) and the Initial Application include a requirement for a formal needs assessment prior to the development of a new program (Appendix 9).

**Commission action:** The Commission adopts the proposed revisions to the Initial Application document (Appendix 8) and the Accreditation Standards for Dental Hygiene Education Programs (Appendix 9) for implementation on January 1, 2013.

**Report of the Review Committee on Dental Public Health Education:** Chair: Dr. B. Alexander White. Committee members: Dr. David Cappelli, Dr. Gordon Jones, Dr. James Sherrard and Dr. Marilyn Woolfolk. Staff member: Ms. Sherin Tooks, manager, Advanced Specialty Education, CODA. Guests: Ms. Diane Brunson, president, American Association of Public Health Dentistry, Dr. Steven Levy, president, American Board of Dental Public Health and Dr. Karen Novak, Senior Director for Research and Analysis, American Dental Education Association.

The meeting of the Review Committee on Dental Public Health Education was held via telephone conference call on Friday, January 13, 2012.

*Consideration of Revised Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health:* The Review Committee on Dental Public Health Education (DPH RC) reviewed and discussed the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health, which were submitted by the American Association of Public Health Dentistry. The Committee noted that the proposed changes included the new common language for all specialties and the new standard on ethics and professionalism. The DPH RC made additional changes which provide clarity to the standards.

Following modification of the document, the DPH RC recommended that the proposed Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health (Appendix 10) be circulated for a period of one year, with open hearings conducted at the 2012 annual meetings of the American Dental Education Association, National Oral Health Conference, and American Dental Association. Comments received could be reviewed at the winter 2013 meetings of the Dental Public Health Review Committee and Commission.

**Commission action:** The Commission directs the proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health (Appendix 10) be circulated to the communities of interest for review and comment until December 1, 2012. In addition, the Commission directs that open hearings be held at the 2012 annual meetings of the American Dental Education Association, National Oral Health Conference and American Dental Association. Comments received will be reviewed at the Winter 2013 meetings of the DPH RC and the Commission.

**Report of the Review Committee on Endodontics Education:** Chair: Dr. Christopher Wenckus. Committee members: Drs. Jane Casada, Stephen Clark, M. Lamar Hicks, John Ludington, and Diane Neefe. Staff: Dr. Catherine A. Horan, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA). Guests: Ms. Beverly Albert, assistant executive director, Education, American Association of Endodontists (AAE) and Commissioner-Designate Dr. William Schindler.

The meeting of the Review Committee on Endodontics Education was held via telephone conference call on January 9, 2012.

*Consideration of Revised Accreditation Standards for Advanced Specialty Education Programs in Endodontics:* The Endodontics Education Review Committee on (ENDO RC) considered proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Endodontics from the American Association of Endodontists (AAE), received October 18, 2011. The Committee noted that this document was in response to the Commission's directive to incorporate revised language common to all specialties ("specialty

boilerplate”), adopted at the Summer 2010 meetings, and the discipline-specific accreditation standard on Ethics/Professionalism, adopted at the Winter 2011 meetings, for implementation no later than January 1, 2014.

In reviewing the incorporation of the CODA-approved “specialty boilerplate” and ethics/professionalism standard with complementary intent statement for endodontics into the proposed revised standards, the ENDO RC recommended two “housekeeping” edits: page 20, incorporation of a boilerplate edit at the beginning of Standard 2; and page 27, underlining of a proposed addition to an intent statement, for the proposed Standard 4-8, regarding hard and soft tissue management in the surgical site.

Additionally, the Committee carefully considered language proposed by the Council on Dental Education and Licensure (CDEL) of the ADA to address education and training in sedation. The Committee noted that not all endodontics programs teach sedation techniques and recommended that the language proposed by CDEL not be incorporated in the proposals for revision of the Accreditation Standards for Advanced Specialty Education Programs in Endodontics at this time. The Committee concluded that, while the learning experience of sedation education and training may enhance endodontics programs, the topic remains a part of the elective curriculum.

As a result of its review, the ENDO RC recommends to the Commission consideration of the proposed revised Accreditation Standards for Advanced Specialty Education Programs in Endodontics (Appendix 11), for circulation to the communities of interest, with Open Hearings to be conducted at the 2012 American Dental Education Association (ADEA), April 2012 AAE and 2012 American Dental Association (ADA) Annual Sessions, with comments to be considered at the Commission’s Winter 2013 meetings.

**Commission action:** The Commission directs that the proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Endodontics (Appendix 11), be circulated to the communities of interest for review and comment until December 1, 2012. In addition, the Commission directs that open hearings be held at the 2012 annual meetings of the ADEA, AAE, and ADA. Comments received will be reviewed at the Winter 2013 meetings of the ENDO RC and the Commission.

**Report of the Review Committee on Oral and Maxillofacial Pathology Education:** Chair: Dr. Brad Neville. Committee Members: Ms. Kristi Burr, Dr. Leslie Roeder and Dr. Steven Vincent. Dr. Alfredo Aguirre was unable to attend and provided input prior to the meeting. Staff Member: Ms. Sherin Tooks, manager, Advanced Specialty Education, CODA. Guest: Ms. Janet Svazas, executive director, American Academy of Oral and Maxillofacial Pathology.

The meeting of the Review Committee on Oral and Maxillofacial Pathology Education was held via telephone conference call on Thursday, January 12, 2012.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Pathology:* The Review Committee on Oral and Maxillofacial Pathology Education (OMP RC) reviewed and discussed the proposed Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Pathology submitted by the American Academy of Oral and Maxillofacial Pathology. The Committee noted that the proposed changes provided additional clarity to the standards and included use of the new common language definitions as directed by the Commission. In further discussion of the proposed standards, the Committee noted that some standards, particularly in Standard 4, Curriculum and Program Duration, include multiple must statements and intent statements within one numerical requirement.

The OMP RC believed that separating the must statements from the intent statements and enumerating the must statements, as appropriate, would better highlight the requirements of the standards document. Following modification of the document, the OMP RC recommended that the proposed Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Pathology (Appendix 12) be circulated for a period of one year, with open hearings to be conducted at the 2012 annual meetings of the American Dental Education Association, American Academy of Oral and Maxillofacial Pathology, and American Dental Association. Comments received could be reviewed at the winter 2013 meetings of the Oral and Maxillofacial Pathology Review Committee and Commission.

**Commission action:** The Commission directs that the proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Pathology (Appendix 12), be circulated to the communities of interest for review and comment until December 1, 2012. In addition, the Commission directs that open hearings be held at the 2012 annual meetings of the American Dental Education Association, American Academy of Oral and Maxillofacial Pathology, and American Dental Association. Comments received will be reviewed at the Winter 2013 meetings of the OMP RC and the Commission.

**Report of the Review Committee on Oral and Maxillofacial Radiology Education:** Chair: Dr. Byron “Pete” Benson. Committee members: Dr. James Geist, Mr. Paul Lemont, Dr. Sanjay Mallya, and Dr. Charles Massler. Staff member: Ms. Sherin Tooks, manager, Advanced Specialty Education, CODA. Guest: Dr. Brad Potter, president, American Board of Oral and Maxillofacial Radiology and Dr. Mansur Ahmad, secretary/treasurer, American Board of Oral and Maxillofacial Radiology attended the policy portion of the meeting.

The meeting of the Review Committee on Oral and Maxillofacial Radiology Education was held via telephone conference call on Monday, January 9, 2012.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Radiology:* The Review Committee on Oral and Maxillofacial Radiology Education (OMR RC) reviewed and discussed the letter submitted by Dr. Allan Farman, president of The American Academy of Oral and Maxillofacial Radiology, regarding the progress that the Academy has made on the required revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Radiology. The OMR RC noted that the Academy anticipates completing the task of reviewing the standards by June 1, 2012. The OMR RC accepted the letter from the American Academy of Oral and Maxillofacial Radiology with the proposed timetable for completion of the standards revision. The OMR RC has tabled the discussion of proposed revision to the standards until such time as the proposed document is received from the Academy. The OMR RC expects to review the proposed standards revisions during the summer 2012 meeting.

**Commission action:** The Commission acknowledges the receipt of the letter submitted by the American Academy of Oral and Maxillofacial Radiology regarding the proposed standards revisions. The Commission reaffirms the expectation that the proposed changes will be submitted to CODA staff by June 1, 2012 for review during the Commission's summer 2012 meetings.

**Report of the Review Committee on Oral and Maxillofacial Surgery Education:** Chair: Dr. Eric R. Carlson. Committee members: Drs. Jeffrey Bennett, and Mary Ellen Cuccaro, and Ghali E. Ghali, Mr. Robert Giasolli and Dr. Paul S. Tiwana. Staff: Dr. Catherine A. Horan, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA). Guests: Drs. Arthur C. Jee, president, Miro A. Pavelka, president-elect, Larry Moore, immediate past-president; and Ms. Randi V. Andresen, associate executive director, Advanced Education and Professional Affairs and Ms. Mary Allaire-Schnitzer, director, Advanced Education and Professional Affairs, the American Association of Oral and Maxillofacial Surgeons (AAOMS). Dr. Mary Delsol, president, Ms. Cheryl Mounts, executive director, and Ms. Erin Elizabeth Killeen, manager, Certification Programs, American Board of Oral and Maxillofacial Surgery (ABOMS).

The meeting of the Review Committee on Oral and Maxillofacial Surgery Education was held at ADA Headquarters Building on January 10, 2012.

*Consideration of Revised Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery:* The Oral and Maxillofacial Surgery Education Review Committee (OMS RC) received comment and considered for final adoption proposals for revision to the Accreditation Standards for Advanced Specialty Education in Oral and Maxillofacial Surgery (Residency).

The Review Committee carefully considered the one and only comment received, from the Council on Dental Education and Licensure (CDEL) of the American Dental Association (ADA), regarding the appropriateness of an accreditation standard – proposed Accreditation Standard 1-3, requiring all programs and residents to use a single proprietary examination as a measure of program effectiveness.

In doing so, the Committee noted that the OMSITE in-service examination, currently administered by the American Board of Oral and Maxillofacial Surgery, has a proven track record for over 30 years of successfully providing important feedback to program directors on improvement on an individual resident basis and on a comparative basis among other CODA-accredited residency programs. As such, the results of this examination represent an outcomes assessment to promote program improvement and resident self-study. It was further emphasized that the OMSITE is revenue-neutral, thus making it affordable for all programs, with no fiscal gain by any organization. The Committee nevertheless revised proposed Standard 1-3, in keeping with the way revised Standards 4-19 and 5-2 had been treated previously, where the specific educational tool is placed as an example of evidence.

**Commission action:** The Commission adopts the revised Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery (Appendix 13), as amended, with an implementation date of July 1, 2012. The Commission further directs that a letter be sent to CDEL from the Commission explaining the rationale for proposed revised Standard 1-3 and the related amendment.

*Consideration of Revised Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery:* The Oral and Maxillofacial Surgery Education Review Committee (OMS RC) received comment and considered for final adoption proposals for revision to the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery. In doing so, the Committee noted that the one and only comment received, from the Council on Dental Education and Licensure (CDEL) of the ADA, was supportive.

Additionally, the Committee reviewed several amendments approved at the Winter 2011 meetings, and recommended that the document be adopted without further amendment (Appendix 14), with an implementation date of July 1, 2012.

**Commission action:** The Commission adopts the revised Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery (Appendix 14) with an implementation date of July 1, 2012.

The OMS RC reviewed a proposed revised Standard 6-4.2 on Surgical Experience for the Pediatric Craniomaxillofacial Surgery category and recommends to the Commission consideration of the proposal, (Appendix 15), for circulation to the communities of interest, with Open Hearings to be conducted at the 2012 American Dental Education Association (ADEA) Annual Session, and comments to be considered at the next meeting, in Summer 2012, with an immediate implementation.

Rationale for an immediate date of implementation is that there was only one comment received on the majority of the fellowship proposals, the comment was supportive and it was not from the fellowship programs, only two (2) of which are applicable to these proposed revisions. Further the proposals were thoroughly vetted through the appropriate Committee/Section of the sponsoring organization. The Committee noted that the proposals were in development for a lengthy period of time, and there was only one standard that was additionally proposed. While ultimately the proposals will better reflect the scope and practice of craniofacial oral and maxillofacial surgery, the Committee emphasized that lack of timely implementation of the additional proposals would also be a safety issue.

**Commission action:** The Commission directs that the proposals for revision of Standard 6-4.2 of the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery (Appendix 15), be circulated to the communities of interest for review and comment, with Open Hearings conducted at the annual meeting of the ADEA and comments reviewed at the Commission's next meetings, in Summer 2012, for immediate implementation.

**Consideration of Methods of Calculating Program Rotations:** The OMS RC discussed new business relating to a change in calculating program rotation duration in terms of 13 four-week rotation blocks that mirrors a protocol observed by the ACGME-accredited surgical programs. OMS programs currently utilize a full calendar month experience of 12 one-month rotation blocks, as do medical non-surgical programs.

During the discussion the Committee noted that going by weeks (versus months) ensures equity of time and helps with duty hour accounting by report within the institution. Further, the Committee believed that this issue is both innovative and time-conserving, supporting the educational process. The Committee was concerned, however, that OMS programs residing in a hospital setting with ACGME-accredited graduate medical education surgical residency programs, may be pressured, or required to comply with ACGME-accredited program rotation duration calculation, which could open the door for interpretation by CODA-appointed consultants/site visitors who may not be calibrated on this issue. The OMS RC concluded that the Committee on Residency Education and Training of the American Association of Oral and Maxillofacial Surgeons (CRET/AAOMS) should further study this issue.

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

**Report of the Review Committee on Orthodontics and Dentofacial Orthopedics:** **Chair:** Dr. Thomas Cangialosi. **Committee members:** Drs. Eladio De Leon, Jr., H. Garland Hershey, Virginia Merchant, and James L. Vaden. Dr. Ernest Horany, public member, was *in absentia*. **Staff:** Dr. Catherine A. Horan, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA). **Guests:** Mr. Chris Vranas, executive director and Ms. Anita Craig, director, Education and Membership Development, American Association of Orthodontists (AAO), via telephone conference call.

The meeting of the Review Committee on Orthodontics and Dentofacial Orthopedics Education was held at ADA Headquarter on January 13, 2012.

**Consideration of Revised Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics:** The Orthodontics Education Review Committee (ORTHO RC) considered proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics from the American Association of Orthodontists (AAO). The Committee noted that this document was in response to the Commission's directive to incorporate revised language common to all specialties ("specialty boilerplate"), adopted at the Summer 2010 meetings, and the discipline-specific accreditation standard on Ethics/Professionalism, adopted at the Winter 2011 meetings, for implementation no later than January 1, 2014.

The ORTHO RC discussed possible other discipline-specific areas of the Orthodontics Standards for revision and this will be pursued through the AAO's Council on Orthodontics Education. As a result of its discussion, the Commission recommends consideration of the proposed revised Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics (Appendix 16) for circulation to the communities of interest, with Open Hearings to be conducted at the 2012 American Dental Education Association (ADEA), the May 2012 AAO and 2012 American Dental Association (ADA) Annual Sessions, and comments to be considered at the Commission's Winter 2013 meetings.

**Commission action:** The Commission directs that the proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics (Appendix 16), be circulated to the communities of interest for review and comment, with Open Hearings conducted at the annual meetings of the ADEA, AAO, and ADA and comments reviewed at the Commission's January 2013 meetings.

*Consideration of a new Public Member to the Orthodontics Education Review Committee:* The ORTHO RC noted the lack of a public presence for the third meeting in a row. The absences of the currently CODA-appointed public member to the Committee have been recorded and all communication and responses from the member have been collected and reported. The Committee concludes that, in order for the ORTHO RC to benefit from the participation of a public member, in accord with Commission policy, a new public member should be appointed.

**Commission action:** The Commission directs the Standing Committee on Nominations to consider applications for a new public member to the ORTHO RC, with a recommendation for consideration by the Commission as soon as possible.

**Report of the Review Committee on Pediatric Dentistry Education:** Chair: Dr. Kevin Donly. Committee Members: Drs. Renee DeVries, Jeffrey Hochstein, Janice Jackson, Amr Moursi and Rosie Roldan. Staff Member: Ms. Sherin Tooks, manager, Advanced Specialty Education, CODA. Guest: Mr. Scott Dalhouse, manager, Education, American Academy of Pediatric Dentistry (AAPD) attended the policy portion of the meeting.

The meeting of the Review Committee on Pediatric Dentistry Education was held via telephone conference call on Tuesday, January 10, 2012.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry:* The Review Committee on Pediatric Dentistry Education (PED RC) considered all of the comments received during the past year related to the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry. The Committee noted that the comments focused on three themes, sedation, orthodontics, and general comments.

Following lengthy discussion regarding the comments on sedation, proposed Standard 4-6(b), the PED RC believed that the expectation of the proposed standard should be retained. The committee noted that a national benchmark would ensure that graduates of pediatric dentistry programs had an appropriate level of training to treat the demographic groups which they serve and the documentation required for state licensure. However, the PED RC felt the presentation of the sedation standard could be modified to clearly illustrate the intent that of the 50 required patient encounters, with the student/resident acting as operator on a minimum of 25 and gaining experience in the remaining cases through a variety of activities or settings.

Regarding the proposed changes to the standards in the area of Growth and Development (proposed standards 4-7 and 4-8), the PED RC noted that the American Association of Orthodontists in conjunction with the American Academy of Pediatric Dentistry (AAPD) developed alternate language. The PED RC believed that the proposed changes maintained the original intent of the AAPD and were acceptable.

Finally, the PED RC reviewed additional general comments received on the standards. While comments were received in other areas of the standards, there was no overwhelming opposition to the proposed changes. Therefore, the PED RC believed that the proposed revisions should be adopted.

The PED RC recommends the Commission review and adopt the final proposed changes to the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry (Appendix 17) with implementation on July 1, 2013. The committee believed that the implementation date of July 1, 2013 provides sufficient time for all pediatric dentistry programs to demonstrate compliance, including those scheduled for site visits following that date.

**Commission action:** The Commission adopts the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry (Appendix 17) with an implementation date of July 1, 2013.

**Report of the Review Committee on Periodontics Education:** Chair: Dr. Henry Greenwell. Committee members: Drs. Daniel Assad and Michael Mills, Ms. Nancy Norris, and Drs. David Paquette and Diane Talentowski. Commission staff: Dr. Catherine A. Horan, manager, Advanced Specialty Education, CODA. Guests: Ms. Alice DeForest, executive director, Cheryl Parker, Education and Liaison Director and Ms. Shana Berezin, Education Manager, American Academy of Periodontology (AAP); Dr. Kent Palcanis, executive director, American Board of Periodontology (ABP) via telephone conference call; and Dr. Karen F. Novak, senior director, Research and Analysis, for a portion of the open session.

The meeting of the Review Committee on Periodontics Education was held via telephone conference call on January 12, 2012.

**Consideration of Revised Accreditation Standards for Advanced Specialty Education Programs in Periodontics:** The Periodontics Education Review Committee (PERIO RC) considered proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Periodontics from the American Academy of Periodontology (AAP), received December 14, 2011. The Committee noted that the document received in December was a second set of proposed revised Accreditation Standards and submitted in response to the Commission's action at its last meeting in Summer 2011.

The Committee noted changes from the initial submission (4-4, 4-8, 4-14) and a change to eliminate a redundancy in proposed revised Standard 4-10.1.2 regarding clinical training in dental implants. The Committee also noted that the ADA Anesthesia Guidelines are taken into account in the revision of clinical training to the level of competency in methods of pain control and sedation in proposed revised Standard 4-11.a.b. The Committee additionally considered

language proposed by the Council on Dental Education and Licensure (CDEL) of the ADA and believed they addressed the topic through the 4-11 proposal.

As a result of its review, the PERIO RC recommends to the Commission consideration of the proposed revised Accreditation Standards for Advanced Specialty Education Programs in Periodontics, (Appendix 18) to this summary report with circulation to the communities of interest, with Open Hearings to be conducted at the 2012 American Dental Education Association (ADEA), the September 2012 AAP and the 2012 ADA Annual Sessions, with comments to be considered at the Commission's Winter 2013 meetings.

**Commission action:** The Commission directs the proposals for revision to the Accreditation Standards for Advanced Specialty Education Programs in Periodontics (Appendix 18), be circulated to the communities of interest for review and comment, with Open Hearings conducted at the annual meetings of the ADEA, AAP, and ADA and comments reviewed at the Commission's January 2013 meetings.

**Report of the Review Committee on Prosthodontics Education:** **Chair:** Dr. Kent Knoernschild. **Committee Members:** Drs. Donald Curtis, Lily Garcia, Richard Leupold, Martin Rutt and James Sherrard. **Staff Member:** Ms. Sherin Toops, manager, Advanced Specialty Education, CODA. **Guests:** Ms. Nancy Deal Chandler, executive director, American College of Prosthodontists and Dr. Karen Novak, Senior Director for Research and Analysis, American Dental Education Association attended the policy portion of the meeting.

The meeting of the Review Committee on Prosthodontic Education was held via telephone conference call on Wednesday, January 11, 2012.

**Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics:** The Review Committee on Prosthodontic Education (PROS RC) reviewed and discussed the January 6, 2012 e-mail submitted to the Commission from The American College of Prosthodontists (ACP), regarding the progress that the College has made on the revisions to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics. The PROS RC noted that the College believed additional time was needed to further modify the prosthodontic standards. As such, a proposal for revision was not submitted for consideration at this time. The PROS RC also reviewed correspondence from the American Dental Association's Council on Dental Education and Licensure (CDEL) and its Committee on Anesthesiology, which included proposed language to address education and training in sedation for postgraduate prosthodontics.

Following review of the communications received, the PROS RC determined that further discussion on the revision to the prosthodontics standards should be tabled until such time as the ACP's proposed revisions are submitted to the Commission, with an expected review at the next meeting of the Commission in summer 2012. The PROS RC also noted that the Commission should communicate to the ACP its expectation that the proposed revisions be submitted to Commission staff by no later than June 1, 2012 to allow time for the Committee's review prior to the summer 2012 PROS RC meeting.

**Commission action:** The Commission will communicate with the American College of Prosthodontists to acknowledge receipt of the e-mail submitted regarding the proposed standards revisions and to reinforce the expectation that the proposed changes be submitted to CODA staff by June 1, 2012 for review during the Commission's summer 2012 meetings. Further, the Commission will inform the ADA's Council on Dental Education and Licensure of its plan to consider the CDEL's proposed standards revisions addressing sedation at the summer 2012 meeting.

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

*Reminder of Review Committee and Commission Meeting Dates:* The Commission reviewed meeting dates for the Review Committees and the Commission for 2012-2013. In addition, the Commission was reminded of the open hearing dates for the ADEA Annual Session in March 2012 and the tentative open hearing dates for the ADA Annual Session in October 2012. Commissioners who will be able to attend the open hearings were asked to inform the Commission chair and the Commission director.

**Commission action:** This report was informational in nature, no action was taken.

*Consideration of Resolutions Adopted by the ADA House of Delegates Related to the Commission on Dental Accreditation and Dental Education:* The Commission chair reviewed the resolutions adopted by the House of Delegates at the 2011 Annual Session, and the Board of Trustees meeting in December 2011, related to education, accreditation and the Commission on Dental Accreditation. Dr. Ronald Venezia, Council on Dental Education and Licensure (CDEL) vice-chair, was introduced as this year's CDEL appointee for reporting on Commission activities to the appropriate ADA agencies. Dr. Venezia's appointment for the 2012 meetings of the Commission is in response to resolution 39H-2011, which sunset the ADA Monitoring Committee and transferred the communication activities of the ADA Monitoring Committee to the Council on Dental Education and Licensure. The Commission chair noted that with the funding obtained through resolution 40H-2011 for CODA strategic planning, the Standing Committee on Quality Assurance and Strategic Planning (QASP) met with an outside facilitator prior to the Commission meeting to begin the strategic planning process.

There was significant discussion on resolution B-213a-2011 regarding the following motion:

The Commission directs the Taskforce on Development of Accreditation Standards for Dental Therapy Education programs to continue the process of writing standards for a baccalaureate, dental therapy education program; however, there will be no

implementation date until further documentation has been provided which shows that criteria #2 and #5 are fully satisfied.

Several Commissioners spoke in opposition to the motion, stating that the Commission has an obligation to protect the public through the timely development and implementation of accreditation standards for educational programs that are already graduating students who are now licensed to provide dental care to the public. In addition, the Commission has the opportunity to define the scope of practice for dental therapists, as there are several different models, proposed in several different states and provides an opportunity to set the national standard. Several Commissioners spoke in favor of the motion, stating that the number of programs is limited and the scope of the programs has not been established on a nation-wide basis. As a number of states consider a dental therapist personnel category, the duties and functions permissible for dental therapists may vary. Before standards are developed, there should be evidence that there will be enough programs to conduct a national accreditation program. The dental therapy educational model needs to demonstrate that it is something that will last and be widespread on a national level, and that it is deserving of the Commission expending considerable resources. The motion passed.

**Commission action:** The Commission directs the Taskforce on Development of Accreditation Standards for Dental Therapy Education programs to continue the process of writing standards for a baccalaureate, dental therapy education program; however, there will be no implementation date until further documentation has been provided which shows that criteria #2 and #5 are fully satisfied.

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

*ADA Strategic Plan Update:* Mr. Ken Ohr, ADA senior vice-president for communications and marketing, updated the Commission on the ADA strategic plan.

**Commission action:** This report was informational in nature, no action was taken.

*CODA Operating Plan Update 2012:* Dr. Ziebert reviewed the 2012 CODA Operating Plan:

- Implement a communications and public relations plan as developed by outside consultants to meet the communication recommendations as outlined in the ADA Task Force on CODA Report.
- Be the trusted resource for information about the quality of dental and allied dental education programs through re-recognition by the USDE.
- Increase the use of technology in aspects of the accreditation process to allow educational programs to more effectively submit required information and to allow CODA more efficient and up-to-date access to information through a critical review of all surveys under the purview of the Liaison Committee on Surveys and Reports.

- Implement strategies to begin to decrease the percentage of the ADA contribution to CODA annual budget per plan approved by CODA and ADA in 2010.

**Commission action:** This report was informational in nature, no action was taken.

*USDE Reauthorization:* Dr. Ziebert reported that in June of 2011, the Commission was advised that application for renewal of its listing by the U.S. Secretary of Education as a nationally recognized accrediting agency, or compliance report, has been scheduled to be reviewed at the Spring 2012 meeting of the National Advisory Committee on Institutional Quality and Integrity (NACIQI) in Washington, DC. In addition to submitting a petition which documents Commission compliance with USDE recognition criteria, the USDE analyst assigned to conduct the review observes one or more accreditation activities (an on-site visit, decision-making meeting, training workshop, file review, etc.) of the petitioning accrediting agency. Commission staff provided the assigned USDE analyst a schedule of site visits, decision meetings, and training workshops that have been planned for the 2011-12 academic year. On January 3, 2012, the USDE Director of the Accreditation Division informed the Director of CODA that the analyst assigned to CODA retired effective December 31, 2011 and that a new analyst would be assigned. The Commission submitted its petition for renewal by the January 9, 2012 deadline. Also on January 9, 2012 the Commission received notice that a new analyst had been assigned to CODA; however, that analyst was not scheduled to begin work at USDE until January 17, 2012. On January 19, 2012, the new analyst assigned to the Commission requested a list of accreditation activities for observation. The Director of the Commission forwarded a list of all CODA accreditation activities from January through December 2012 to the new analyst.

**Commission action:** This report was informational in nature, no action was taken.

*Finance Committee Report:* The Commission chair provided background regarding CODA budget and fees. Until 1995, the ADA provided full financial support for accreditation activities. This support linked to ADA's decision to initiate an accreditation program in 1938 and its goal of ensuring the long-term viability of the profession through support for quality dental education. Accreditation fees were first charged in 1995, according to the formula recommended by Resolution B-71-1993. In 1996, the Board directed that the ADA support 65% of accreditation expenses; this required a 50% increase in accreditation fees in 1997. Since that time, CODA has made recommendations regarding its budget, including fees, to the Board of Trustees and House of Delegates following ADA's standard budget process. In 1999, CODA added a separate fee for new program applications for accreditation and additional fees for programs with multiple sites. CODA's ratio of revenue to expenses increased from approximately 35% to near 50% in 1999 and has been 50% or greater since 2000. Accordingly, CODA revenue has covered at least 50% of direct expenses, and the ADA has covered the remainder of direct expenses and all indirect expenses. In 2003, CODA adopted a policy of maintaining this balance and

implementing regular, annual, cost-of-living fee increases. In addition, in some years, CODA has implemented greater fee increases to fund special projects, such as development of site-visit consultant training materials. In 2009, the ADA Monitoring Committee and the Commission agreed to form a Joint Workgroup on CODA Structure and Finances to conduct an in-depth study and analysis of issues related to CODA Task Force Recommendations 1-3:

- 1-CODA should restructure to better meet the current and future needs of the dental profession and the public. (Structure)
- 2-CODA should conduct a comprehensive investigation of appropriate structures. This investigation should build on and extend the work of the Task Force. (Structure)
- 3-CODA should develop a detailed business plan, complete with timelines and fiscal implications for implementing any recommendations regarding structure. (Structure)

The Joint Workgroup first evaluated the Commission structure, then the Joint Workgroup evaluated the financial implications. In regards to CODA finances, historically both ADA and CODA have discussed potential policy relating to the proportion of CODA expenses that should be supported by the ADA. However, such policy has never been adopted due to the limitation of the annual operating budget approval process. ADA's current budget format reflects only revenues and direct expenses. There is currently no reliable or documented process for determining and allocating indirect support provided by ADA. Workgroup members concurred that ADA has traditionally valued education and will likely need to support approximately half the cost of accreditation to maintain a strong educational system for the profession. Accordingly, in response to CODA Task Force Recommendation #3, the Joint Workgroup recommended a funding model with a goal of CODA assuming responsibility for 50% of total expenses, including both direct and indirect expenses. At the time of this analysis, it was determined that to achieve a 50-50% split in expenses, program fees would have to increase at a rate of 7.2% per year for six years, a rate approximately 3% higher than CODA's anticipated annual cost-of-living increases. This recommendation was also based on the accepted ADA indirect cost rate of 37.5%, which is currently being re-evaluated by the ADA. It is anticipated though, that the ADA indirect cost rate will not be significantly different than the current 37.5%. At the 2010 ADA Annual Session, the House of Delegates endorsed the 50-50% split with the Commission for expenses, achieved through a 7.2% increase in annual fees per year for six years. In 2011, the Commission increased annual accreditation fees, as well as application fees, by 5.75% for the 2012 fiscal year. This was less than the originally projected 7.2% increase because costs associated with site visits for 2012 were projected to be the same as for 2011.

The Standing Committee on Finance met via conference call on January 20, 2012. The Committee discussed their charge and the background and history of the Finance Committee. In addition, there was a brief discussion of trends in the CODA budget. The Committee then reviewed the materials developed by staff on the Commission's 2013 proposed operating budget. The committee noted that in regard to expenses:

- The number of site visits to be conducted in 2013 will be fourteen less than 2012. There will be two more comprehensive dental school site visits in 2013 as compared to 2012. There will be less (by twenty-two) site visits in 2013 compared to 2012 for advanced

education programs. There will be six more site visits in the allied education area in 2013 compared to 2012.

- It is anticipated there will be a slight increase in 2013 expenses for Commission meeting expenses, including Review Committee meetings; Standing Committee meetings; and staff attendance at the ADEA Annual Session. In addition, the Commission will be conducting a special training session on the new accreditation standards for predoctoral site visitors tentatively scheduled for January of 2013. Approximately 60 site visitors will come to Chicago for one day of in-house training.

The committee then reviewed the actual budget amounts for 2006 through 2011, along with the projected budget for 2012. While expenses for 2011 have not been finalized, the expectation is that expenses will increase no more than 10% over the current, preliminary amount. In 2011, accreditation fees and application fees were higher than projected, while expenses were significantly lower than expected. The reason for lower expenses was three-fold: a decrease in the number of RCs holding in-house meetings; a decrease in staff travel to meetings; and a decrease in the cost of site visitor travel. For 2011, the CODA-ADA expense ratio is 53%-47%. Concern was expressed that the Commission is not self-sustaining and it was suggested that the Commission explore other revenue streams, including charging for site visits. The committee noted though that increasing annual fees too much may have an impact on students because programs may just pass on the added expense to students. In addition, programs are also being pressed to be fiscally responsible. The agreement to a 50%-50% split in expenses between the Commission and the ADA is only recent, so the discussion of a change in this agreement may be more appropriate in the context of the strategic planning which will be done by the Commission in 2012. The committee came to the consensus that the Commission's strategic planning process should include a re-evaluation of the current funding model.

**Commission action:** The Commission directs that the current funding model of the Commission be analyzed as part of the 2012 Commission strategic planning process. In particular, the Commission directs a review and evaluation of all existing and yet to be identified revenue sources, including fees for site visits; fees for sponsoring organizations; fees for the size/type of program; and/or fees for the number of students enrolled in a program (sliding scale). The Commission directs that the outcome of this analysis be discussed at the Commission-wide strategic planning session scheduled to be held in conjunction with the August 2012 Commission meeting.

After considering all budgetary factors, including general inflationary costs and planned Commission activities, the committee believed that revenue for 2013 should be budgeted at an increased level from 2012 figures to correlate with anticipated higher operating expenses in 2013. An increase in accreditation fees of 4% is projected to bring the CODA-ADA split in expenses close to 50%-50%. The Committee discussed initial application fees, and came to the

consensus that despite significant increases in the fee in 2010 and 2011, expenses associated with multiple site visits that are conducted for new programs were still not adequately covered. Finally, the committee discussed a CODA staff proposal to charge an administrative fee for special-focused site visits. While programs pay all expenses associated with the special-focused site visit, staff report that there is significant amount of time spent by both staff and volunteers in planning and communicating with a program in this situation.

**Commission action:** The Commission directs accreditation fees and application fees for 2013 to be increased 4%.

**Commission action:** The Commission directs the initial accreditation application fee to be set at \$9,600.00 for 2013.

**Commission action:** The Commission directs that an administrative fee of \$1,250.00 be charged to programs that undergo a special-focused site visit, with immediate implementation.

**Commission action:** The Commission approves the proposed 2013 operating budget.

*Report of the Standing Committee on Documentation and Policy Review:* Dr. Greenwell reported that the Standing Committee on Documentation and Policy Review met at ADA Headquarters on February 2, 2012. The committee recommends the following policy be revised:

- **Policy on Off-campus Sites:** In order to ensure that complete documentation be available at the regularly scheduled meetings of the Commission, but at the same time provide some flexibility for programs planning to initiate off-campus sites, the Standing Committee on Documentation and Policy Review recommends revising the deadline for submission of requests for initiating off-campus sites to "at least 30 days prior to the meeting of the appropriate RC." The current policy requires a six-month notice to the Commission before initiation of any teaching program at an off-campus site. The committee also added a new sentence to clarify that CODA approval is required before the implementation of a new off-campus site. A statement, approved at the last CODA meeting, regarding the prohibition of developing dental hygiene programs requesting approval for off-campus sites, has also been added.

**Commission action:** The Commission approves the revisions/additions to the Policy on Off-Campus Sites as outlined in Appendix 19.

In order to ensure that the changes noted above be incorporated in the CODA Policy for Program Changes as a parallel document, relevant changes to the Policy were made.

**Commission action:** The Commission approves revisions/additions to the Policy on Program Changes as outlined in Appendix 20.

The committee considered the need to include faculty training in educational methodology accreditation standards, in response to Commission action to do so from the last meeting. The committee reviewed examples from allied education program standards, and recommends that all review committees representing disciplines that do not have such a standard, consider a discipline-specific standard (or inclusion in an intent statement or example of evidence), and review by the Standing Committee.

**Commission action:** The Commission directs that all review committees representing disciplines that do not have a standard on faculty training in educational methodology, consider a discipline-specific standard (or inclusion in an intent statement or example of evidence), for review by the Standing Committee at the Summer 2012 meetings.

*Report of the Standing Committee on Quality Assurance and Strategic Planning:* Dr. Biermann provided background information on the ADA Task Force Report on CODA and the recommendation that the Commission undertake a strategic planning initiative. The Standing Committee on Quality Assurance and Strategic Planning (QASP) has met twice since the Commission's standing committees were reorganized following the August 2010 Commission meeting. One of the primary charges of the QASP is to coordinate and monitor Commission strategic planning initiatives. At the August 2011 QASP meeting, the committee recommended that an outside facilitator be hired to aid the Commission in strategic planning, as there is no in-house expertise within CODA, nor within the ADA, for strategic planning. A request for funding was made to the ADA House of Delegates to support this effort, and at the 2011 ADA Annual Session, the House of Delegates voted to provide additional budgetary support to the Commission specifically for strategic planning activities and to hire an outside facilitator.

The QASP met on February 1, 2012 with Mr. Bennett Napier as the facilitator to begin the strategic planning process. The QASP developed a revised mission statement, vision statement, and values statement during this meeting, including CODA goals for the next five years. These documents will be sent to the Commission for input with a May 1, 2012 deadline, with a follow-up strategic planning meeting planned for the entire Commission prior to the August 2012 meeting. The QASP presents the following proposed statements for consideration by the Commission at the next meeting:

#### Mission Statement - Proposed

The Commission on Dental Accreditation is the globally recognized leader which serves the public by accrediting dental and dental-related educational programs based on the highest standards that promote quality and reflect the ever changing delivery of oral health care.

## Vision Statement - Proposed

The Commission on Dental Accreditation is a respected member of the dental community which operates in a fiscally responsible manner with integrity and transparency to ensure the continuous improvement of dental and dental related educational programs.

## Values - Proposed

- Financially stable
- Objective and Collegial accreditation process
- Transparent
- Subject matter expertise
- Independent
- Innovative

## Goals-Proposed

Goal #1: By January 1, 2016, CODA will be an independently chartered not for profit organization classified as a tax exempt organization by the IRS and shall be in a position to be financial self-funding as of this date.

Goal #2: Resources must be sufficient to allow CODA to fulfill its mission and vision.

Goal #3: CODA is the globally recognized leader for accrediting dental and dental related educational programs.

Goal #4: CODA is postured to be proactive on changing mechanisms for educational delivery.

Goal #5: CODA has an ongoing communications/marketing strategy to promote its brand to communities of interest (internal and external).

**Commission action:** This report was informational in nature, no action was taken.

*Report of the Task Force on Joint Commission Equivalency:* At its Winter 2009 meeting, the Commission directed the Standing Committee on Documentation to study two new business items presented by the Review Committee on Postdoctoral General Dentistry Education (PGD RC), one of which related to review of the advanced education Accreditation Standard that requires accreditation of hospital-based programs by The Joint Commission or its equivalent. As a result of its review, the Standing Committee on Documentation proposed circulation of a public notice of potential action related to the elimination of “or its equivalent” from Standard 1, Institutional Commitment/Program

Effectiveness of the Accreditation Standards documents in advanced dental education and to seek comment, for a period of one year. The Commission concurred with the Documentation Committee's recommendation and directed circulation of this item from July 2009 through June 2010. Input from the nine (9) specialty review committees and the Postdoctoral General Dentistry Review Committee was also sought. The Documentation Committee reviewed the comments received from the advanced education review committees on the proposed deletion of "or its equivalent" from Standard 1 of the advanced dental education Accreditation Standards. Following discussion, the Documentation Committee recommended that the Commission retain the language "or its equivalent" in Standard 1 of the Accreditation Standards for all advanced education programs. The Committee recognized the need for guidance as to what accrediting bodies would offer institutional accreditation "equivalent" to that of The Joint Commission for anticipated future challenge and, additionally, recommended that the Commission establish an ad hoc committee to further study this issue and identify which agencies could be considered equivalent to The Joint Commission. The Documentation Committee believed that the ad hoc committee should include all stakeholder groups who have a vested interest in this issue. The Documentation Committee believed that the following seven disciplines should be represented on the ad hoc committee: oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, prosthodontics, and postdoctoral general dentistry. At its August 6, 2010 meeting, the Commission on Dental Accreditation concurred with the recommendations of the Documentation Committee.

The Taskforce on Joint Commission Equivalency met at ADA Headquarters on August 4, 2011 and reviewed the background and charge, as well as supporting materials related to a number of healthcare accrediting agencies. This included information about the Accreditation Association for Ambulatory Health Care (AAAHC), the American Association for Accreditation of Ambulatory Surgery Facilities (AAAASF), the Healthcare Facilities Accreditation Program (HFAP), Det Norske Veritas Health Care (DNVHC), and The Joint Commission (TJC). Material from the Centers for Medicare and Medicaid Services (CMS) were also reviewed. Following review of the information from other accrediting organizations, the Task Force noted that one commonality among them is that they have all been granted "deeming authority" status or recognition, by the Centers for Medicare and Medicaid Services, giving them authority to inspect healthcare organizations to determine whether they comply with the minimum CMS national standards. In addition, the Task Force discussed the implications, if any, to making this determination and concluded that instead of restricting the options for sponsoring institution accreditation, this decision could, in fact, result in increased opportunities for advanced education programs sponsored by organizations not necessarily accredited by TJC, such as community health centers. Following discussion, the Task Force concluded that accreditation by an accreditation organization recognized by the CMS is equivalent to accreditation by TJC and believed the appropriate accreditation standard for all advanced education disciplines should be revised. In addition, the Task Force believed the proposed revisions should be circulated to the communities of interest for review and comment until December 1, 2011 and that the Commission should formally inform the sponsoring organizations that the proposed revision is being circulated for public comment. At its Summer 2011 meeting, the Commission concurred with the Task Force's recommendations.

Following circulation of the revisions to the communities of interest and the conduct of open hearings, no comments, written or oral, were received. As a result, the Task Force on Joint Commission Equivalency recommended that the revisions be approved with an implementation date of July 1, 2012.

**Commission action:** The Commission adopted the proposed revision to all advanced dental education standards (Appendix 21), with an implementation date of July 1, 2012.

*Report of the Joint Advisory Committee on International Accreditation:* Dr. Ziebert reported that the Joint Advisory Committee on International Accreditation (JACIA) met via conference call on January 30, 2012. Dr. Roger Kiesling, current member of the ADA Board of Trustees and past Trustee Liaison to the Commission, was appointed the new chair of this joint standing committee of the ADA and the Commission.

Dr. Ziebert reported that final travel arrangements are progressing for the PACV Site Visit to the King Abdulaziz University Faculty of Dentistry in Jeddah, Saudi Arabia in April 2012. The site visit team has met via conference call to finalize the site visit schedule.

The JACIA determined that the Universidad de la Salle Bajio, Faculty of Odontology, located in Leon, Mexico has the potential to pursue accreditation and that a comprehensive Preliminary Accreditation Consultation Visit (PACV) can be scheduled for the Fall, 2012.

The JACIA determined that the SDM College of Dental Sciences and Hospital, Dharwad, India is not yet ready to pursue CODA accreditation due to the significant number of accreditation standards that may be difficult for the program to meet. The Committee made the following recommendations to the program as a result of the site visit report:

- SDM College of Dental Sciences and Hospital should seek independent consultation with U.S. dental school faculty and administrators who have expertise in competency-based education and outcomes assessment.
- SDM College of Dental Sciences and Hospital should send a representative group of faculty and administrators to the ADEA Annual Session on an annual basis to develop professional contacts and attend workshops/seminars related to competency-based education and outcomes assessment.
- A member of the SDM College of Dental Sciences and Hospital faculty and a member of SDM College of Dental Sciences and Hospital administration should observe a U.S. accreditation site visit in which the revised predoctoral dental education standards are the basis for the program evaluation.
- SDM College of Dental Sciences and Hospital may submit a new self-study for evaluation by the JACIA, but only after independent consultation has been completed and no sooner than two years from transmittal of the recommendations of the Committee to the program.

**Commission action:** This report was informational in nature, no action was taken.

Survey of Meeting and Update on Commission Staffing: The Commission learned that the ADA executive director has requested that all ADA Councils and Commission members be surveyed following each meeting to solicit input on whether the meetings are serving the members' needs and to determine whether improvements can be made, especially in the area of communication. The surveys will be uniform across all councils and commissions and will be distributed electronically, with results to be reported directly to the executive director. The survey will be anonymous, and all Commission members were encouraged to complete it. In addition, the Commission learned that due to several changes in staff personnel, there are currently five open positions; including two manager positions.

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

**New Business:** Dr. Schonfeld made a motion to appoint a Commission Task Force to study the issues surrounding programs that have a significant number of affiliated sites and whether programs reach a point where administrative control is compromised. He suggested a business consultant be hired with experience in evaluating the viability this type of model.

**Commission action:** The Commission directs the formation of a task force to evaluate whether Commission policies and/or procedures should be revised regarding the effectiveness of program monitoring of its affiliated and distance sites

**Adjourn:** The meeting adjourned at 11:16 AM.

