

## MINUTES

### COMMISSION ON DENTAL ACCREDITATION TELEPHONE CONFERENCE CALL

MONDAY, SEPTEMBER 19, 2016 (SPECIAL MEETING)

**Call to Order:** Dr. Karen West, chair, called a special meeting of the Commission on Dental Accreditation (CODA) to order at 6:00 P.M. on Monday, September 19, 2016, via telephone conference call, for the purpose of reviewing actions taken during the Summer 2016 CODA meeting.

**Roll Call:** Dr. Ralph Attanasi, Dr. Susan Callahan Barnard, Dr. Stephen Campbell, Mr. David Cushing, Dr. Loren Feldner, Dr. Catherine Flaitz, Dr. James Geist, Dr. H. Garland Hershey, Jr., Dr. Tariq Javed, Dr. Denise Kassebaum, Dr. Bruce Kinney, Mr. Dennis Lanier, Dr. William Leffler, Dr. Mark Lerman, Dr. Harold Livingston (vice-chair), Dr. William Lobb, Dr. Michael Mills, Dr. William Schindler, Dr. Robert Sherman, Dr. David Stanton, Ms. Cindy Stergar, Dr. Stanley Surabian, Mr. Glenn Unser, Dr. Karen West (chair) and Dr. Matthew Wheeler.

Dr. Lorraine Gagliardi, Dr. Milton Glicksman, Ms. Alexandra Hebert, Dr. Richard Kahn, and Dr. Ana Karina Mascarenhas were unable to attend.

**Commissioner Trainees:** Dr. Steven Friedrichsen, Dr. Joseph Hagenbruch, Dr. Arthur Chen-shu Jee, Dr. Bradford Johnson, and Ms. Deanna Stentiford. Dr. Steven Levy was unable to attend.

**Trustee Liaison and ADA Staff:** Dr. Raymond Cohlma, Twelfth District Trustee, Board of Trustees Liaison to CODA, American Dental Association (ADA), and Dr. Anthony Ziebert, senior vice president, Education and Professional Affairs, ADA.

**CODA Staff:** Dr. Sherin Tooks, *ex-officio*, director, CODA, Ms. Cathy Baumann, and Mr. Gregg Marquardt, 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 special meeting was adopted.

**Resolutions Regarding CODA Financial Authority:** The Commission received an update on the directives of its Summer 2016 meeting related to CODA's financial authority. CODA learned that in September 2016 CODA staff submitted a resolution to the ADA Board of Trustees encouraging the Board to sponsor an informational session on CODA's budget process during ADA 2016. Additionally, as directed, the Standing Committee on Finance would discuss CODA's establishment of a timeline (long-term plan) by which CODA would assume its total expenses, with a report to CODA in Winter 2017.

CODA also received an update on the directive that CODA submit, either to the ADA House of Delegates or Board of Trustees (as appropriate), a resolution to cooperatively establish and adopt a shared services formula which is documented in the ADA-CODA Memorandum of Understanding (MOU). The Commission learned that CODA staff consulted with ADA

Executive Staff and the ADA Speaker of the House and determined that this resolution should be submitted to the ADA Board of Trustees following CODA and ADA staff development of a formula that is approved by CODA and presented to the ADA Board of Trustees through a resolution or report. As such, the Commission Staff will work with ADA Staff on the shared services formula for consideration in Winter 2017 by the Finance Committee and CODA, with a report/resolution to the Board of Trustees following CODA approval. The Commission also noted that its Chair would provide an update on this activity in an upcoming presentation to the ADA Board of Trustees. The Commission affirmed its directive to submit a resolution to the ADA Board of Trustees following development of a shared services formula approved by the Commission.

The Commission also discussed its Summer 2016 directive that CODA submit a resolution to the ADA House of Delegates requesting a revision of the ADA *Bylaws*, Duties of the Commission, to grant CODA sole authority to determine and manage its annual operating budget, with Board of Trustees oversight (not approval) as a fiduciary responsibility of the Association. The Commission noted that in addition to establishing a shared services formula with the ADA Board of Trustees that is documented in the MOU, CODA should also establish its long-term plan to assume all of its expenses and compensate CODA for indirect expenses prior to submitting a resolution to the ADA House of Delegates requesting a *Bylaws* change. It was noted that when CODA took action in Summer 2016, CODA did not specify which ADA House it would submit the resolution; therefore, no modification of the Summer 2016 CODA directive was necessary.

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

**Discussion Related to CODA's Electronic Accreditation Tool:** The Commission learned that since the CODA Summer 2016 meeting, CODA staff received updated information on CODA's electronic accreditation tool from the ADA Information Technology (IT) Department. The information received from ADA IT indicated that 1) ADA IT understands CODA's business need and is prepared to create a separate instance of Aptify and a supporting database specifically and solely for CODA's use, 2) funding of the Aptify system is within ADA IT's budget, as is the licensing support for 2016 and 2017, 3) all operation tasks to support CODA's electronic accreditation tool will be performed by existing ADA IT staff, 4) costs to develop and implement Aptify are provided through the ADA IT budget/staff resources for 2016 and may be carried into 2017, and 5) additional functionality not in the initial plan and maintenance costs beyond 2017 would be submitted to the ADA Board of Trustees and House of Delegates for budget approval, and may be subject to the shared services agreement that is under development. Based upon this information, the Commission believed CODA staff should proceed with development of its electronic accreditation tool with the ADA IT Department, while conducting its two inquires (identifying electronic accreditation tools used by other accreditors and the survey of dental education programs on tools used in academia) in fall 2016, since data of these inquires may provide additional information to enhance CODA's electronic accreditation tool.

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

**Adjournment:** The Commission adjourned the special meeting at 6:30 P.M.