



## MINUTES

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

**THURSDAY, JANUARY 30, 2020 (CLOSED SESSION)**

**Call to Order:** The Chair, Dr. Arthur Chen-Shu Jee, called a regular meeting of the Commission on Dental Accreditation (CODA) to order at 10:00 A.M. on Thursday, January 30, 2020, in the Executive Board Room of the American Dental Association (ADA) Headquarters Building, Chicago, in closed session for the purpose of reviewing educational programs by the Commission.

**Roll Call:** Dr. John Agar, Dr. Joel Berg, Dr. Linda Casser, Dr. Eladio DeLeon, Mr. Scott DeVito, Dr. Steven Friedrichsen, Dr. Christopher Hasty, Dr. Kevin Haubrick, Dr. Monica Hebl, Dr. John Hellstein, Dr. Jeffery Hicks (vice chair), Dr. Adolphus Jackson, Dr. Arthur Chen-Shu Jee (chair), Dr. Bradford Johnson, Dr. Susan Kass, Dr. James Katancik, Dr. Steven Levy, Dr. Sanjay Mallya, Mr. Charles McClemens, Dr. William Nelson, Dr. Marsha Pyle, Dr. Bruce Rotter, Dr. Timmothy Schwartz, Dr. Marybeth Shaffer, Ms. Ambika Srivastava, Dr. Alan Stein, Ms. Deanna Stentiford, Dr. Marshall Titus, and Dr. Lawrence Wolinsky.

Dr. Barbara Krieg-Menning was not in attendance.

**Trustee Liaison:** Dr. Roy Thompson, Sixth District Trustee, Board of Trustees Liaison to CODA, American Dental Association (ADA).

**CODA Staff:** Dr. Sherin Tooks, *ex-officio* (director), Mr. Gregg Marquardt, Ms. Michelle Smith, Ms. Jennifer Snow, and Ms. Peggy Soeldner. Ms. Cathryn Albrecht, senior associate general counsel, 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. Sherin Tooks, CODA Director, 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, five (5) mail ballots related to program accreditation actions, which had been considered since the Summer 2019 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. Some members of the Commission’s Review Committees are also considered site visitors; they serve one (1) four-year term. The Commission considered the names of individuals recommended by the 14 Review Committees for a one-year appointment as site visitors for 2020-2021.

**Commission Action:** The Commission on Dental Accreditation approves the site visitor appointments for 2020-2021 (**Appendix 1**).

**Discussion of Commission Members Serving as Site Visitors:** While considering site visitor appointments, the Board of Commissioners noted that there are some Commission members who, prior to appointment as a Commissioner, also served as Site Visitors and therefore appear on CODA Site Visitor lists. The Commission believed that retaining Commissioners on the site visit list ensures that they will complete annual site visitor training, even though they are not eligible to serve as site visitors while on the Board of Commissioners. A motion failed, which proposed retaining Commissioners on the CODA site visitor list, with the addition of an asterisk to distinguish those individuals. Additionally, the Commission discussed whether eligible Review Committee members should be site visitors, noting it could be difficult for some small disciplines to find individuals to fulfill all Review Committee appointment criteria. The Commission also noted that the vetting process for Review Committee appointments occurs through the Standing Committee on Nominations and, like Commissioners, any Review Committee member who is already a site visitor is expected to maintain yearly mandatory site visitor training although participation on site visits is subject to CODA’s policies and procedures.

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

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

**Commission Action:** Accreditation status was granted to programs evaluated since the Summer 2019 meeting. Accreditation actions are summarized in the “Report on the Accreditation Statuses of Educational Programs.” (**Appendix 2**).

**New Business:** There was no new business discussed at the meeting.

**Adjournment:** The Commission adjourned the closed session at 3:00 P.M.

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## MINUTES

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

**FRIDAY, JANUARY 31, 2020 (OPEN SESSION)**

**Call to Order:** The Chair, Dr. Arthur Chen-Shu Jee, called a regular meeting of the Commission on Dental Accreditation (CODA) to order at 8:30 A.M. on Friday, January 31, 2020, in the Executive Board Room of the American Dental Association (ADA) Headquarters Building, Chicago, in open session.

**Roll Call:** Dr. John Agar, Dr. Joel Berg, Dr. Linda Casser, Dr. Eladio DeLeon, Mr. Scott DeVito, Dr. Steven Friedrichsen, Dr. Christopher Hasty, Dr. Kevin Haubrick, Dr. Monica Hebl, Dr. John Hellstein, Dr. Jeffery Hicks (vice chair), Dr. Adolphus Jackson, Dr. Arthur Chen-Shu Jee (chair), Dr. Bradford Johnson, Dr. Susan Kass, Dr. James Katancik, Dr. Steven Levy, Dr. Sanjay Mallya, Mr. Charles McClemens, Dr. William Nelson, Dr. Marsha Pyle, Dr. Bruce Rotter, Dr. Timmothy Schwartz, Dr. Marybeth Shaffer, Ms. Ambika Srivastava, Dr. Alan Stein, Ms. Deanna Stentiford, Dr. Marshall Titus, and Dr. Lawrence Wolinsky.

Dr. Barbara Krieg-Menning was not in attendance.

**Trustee Liaison:** Dr. Roy Thompson, Sixth District Trustee, Board of Trustees Liaison to CODA, American Dental Association (ADA).

**CODA Staff:** Dr. Sherin Tooks, *ex-officio* (director), Mr. Gregg Marquardt, Ms. Michelle Smith, Ms. Jennifer Snow, and Ms. Peggy Soeldner were in attendance. Ms. Cathryn Albrecht, senior associate general counsel, 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:** Dr. Sherin Tooks reminded the Commissioners of the presentation made by Ms. Cathryn Albrecht during the Commission's Closed Session on January 30, 2020, and made specific reference to the fiduciary responsibilities of the Commissioners. Dr. Arthur Chen-Shu Jee reminded Commissioners of the confidentiality of the Closed Session.

**Approve the Minutes from Summer 2019 Meetings:** The minutes of the Summer 2019 Commission meetings were approved.

**Report of the Review Committee on Predoctoral Dental Education (PREDOC RC):**  
**Committee Chair:** Dr. Bruce Rotter. **Committee Members:** Dr. William Akey, Dr. Abby Brodie, Dr. Marcia Ditmyer, Dr. Carla Evans, Dr. Chester Evans, Dr. Susan Long, Dr. Karl Self, and Dr.



John Valenza. Guests (Open Session Only): Ms. Ann Lynch, director, Advocacy and Education, American Dental Hygienists' Association (ADHA) and Dr. Anthony Palatta, chief learning officer, American Dental Education Association (ADEA) attended the policy portion of the meeting. Staff Members: Dr. Sherin Tooks, director, and Ms. Danielle Patrick-Wade, senior project assistant, Commission on Dental Accreditation (CODA). Ms. Peggy Soeldner, manager, Advanced Dental Education, CODA, and Ms. Cathryn Albrecht, senior associate general counsel, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Predoctoral Dental Education (PREDOC RC) was held on January 6-7, 2020 at the ADA Headquarters, Chicago, Illinois. The PREDOC RC report is found in **Appendix 3**.

Informational Report on the Conduct of a Validity and Reliability Study for the Accreditation Standards for Dental Education Programs: There was no discussion on this report.

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

Consideration of the Use of the Term "Should" Within the Accreditation Standards: There was no discussion on this report.

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

Consideration of Proposed Revision to Standard 2-24n of the Accreditation Standards for Dental Education Programs: Following consideration of the proposed deletion of Dental Standard 2-24n and insertion of a new standard related to "malocclusion and space concerns" within the Accreditation Standards for Dental Education Programs, the Commission determined the requirement of Standard 2-24n should be retained as written.

**Commission Action**: The Commission on Dental Accreditation directs that there be no revision at this time to Standard 2-24n (malocclusion and space maintenance) within the Accreditation Standards for Dental Education Programs.

Consideration of Proposed Revision to the Self-Study Guide for Dental Education Programs: Following consideration of a request from the Council of Deans of the American Dental Education Association (ADEA) proposing removal of the "Table 14 Biosketch" from the Self-Study Guide for Dental Education Programs, the Commission determined the CODA biosketch will be retained.

**Commission Action**: The Commission on Dental Accreditation directs a formal letter to the American Dental Education Association Council of Deans informing the Council that the CODA biosketch will be retained in the Self-Study Guide for Dental Education Programs and that educational programs have flexibility to submit faculty biosketches in either the self-study document submitted by the program or via on-site availability for site visit team review.



Report of the Standing Committee on International Accreditation: There was no discussion on this report.

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

**Report of the Review Committee on Advanced Education on General Dentistry, General Practice Residency, Dental Anesthesia, Oral Medicine and Orofacial Pain Education**

**(AGDOO RC):** Committee Chair: Dr. Jeffery Hicks. Committee Members: Dr. Doug Barnes, Dr. Michael Brennan, Dr. Tracy Dellinger, Dr. Joseph Giovannitti, Dr. Gary Heir, Dr. Neal Henning, Dr. Miriam Robbins, Dr. William Stewart, Mr. Glenn Unser, and Dr. Michael Webb. Dr. Evan Rosen was unable to participate. Dr. Henry Gremillion (substitute as needed for discipline specific program review). Staff Member: Ms. Peggy Soeldner, manager, Advanced Dental Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Education (AGDOO RC) was held January 9-10, 2020 at ADA Headquarters, Chicago, Illinois. The AGDOO RC report is found in **Appendix 4**.

Report on Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Annual Survey Curriculum Section: The Commission considered the AGDOO RC's recommendation that the curriculum section of the annual accreditation survey, which will be disseminated in Fall 2020, be retained as written.

**Commission Action:** The Commission on Dental Accreditation directs the Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Annual Survey Curriculum Sections (**Appendix 4a**) be retained with no changes for use in Fall 2020.

The Commission on Dental Accreditation further directs, through the Chair, the appointment of a workgroup composed of the current Dental Anesthesiology, Oral Medicine and Orofacial Pain discipline-specific review committee members, one (1) General Practice Residency review committee member, one (1) Advanced Education in General Dentistry review committee member, and the review committee chair to further study the Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain Annual Survey Curriculum Sections with a report to the Commission at the Summer 2020 meeting.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The AGDOO RC recommended to CODA that no changes to the Accreditation Standards are required related to the "Should" statement, beyond updating the definition of "Should" within the



Definition of Terms, as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.* The Commission concurred with AGDOO's recommendation.

**Commission Action:** The Commission on Dental Accreditation adopts the revision to the definition of "Should" as noted above within the Definition of Terms in the Accreditation Standards for Advanced Dental Education Programs in Advanced Education in General Dentistry, General Practice Residency, Dental Anesthesiology, Oral Medicine and Orofacial Pain, effective immediately, with no further revision to the Standards at this time.

**Report of the Review Committee on Dental Assisting Education:** Committee Chair: Ms. Deanna Stentiford. Committee Members: Ms. Julie Bera, Ms. Margaret Bowman-Pensel, Dr. James Day, Ms. Carol Johnson, Ms. Carol Little, Ms. Nichole Magnuson, Ms. Martha McCaslin, and Dr. Debra Schneider. Ms. Dorothea Cavallucci attended the meeting via conference call. Guests (Open Session Only): Ms. Cindy Durley, executive director, Dental Assisting National Board, Ms. Sidonia Peto, education director, American Dental Assistants Association, and Ms. Rebecca Stolberg, senior director, Allied Dental Education and Faculty Development, American Dental Education Association attended the policy portion of the meeting. Commission Staff: Ms. Michelle Smith, manager, Allied Dental Education and Mr. Daniel Sloyan, senior project assistant, Allied Dental Education, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director and Ms. Cathryn Albrecht, senior associate general counsel, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Dental Assisting Education (DA RC) was held on January 9-10, 2020 at the ADA Headquarters Building. The DA RC report is found in **Appendix 5**.

Informational Report on Dental Assisting Programs Annual Survey Curriculum Data: There was no discussion on this report.

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

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The DA RC noted that the Accreditation Standards for Dental Assisting Education Programs did not have a definition of "Should" within the Definition of Terms Used in Dental Assisting Accreditation Standards. The DA RC recommended the addition of the "Should" statement to the Accreditation Standards within the Definition of Terms, as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.* The Commission concurred with the DA RC recommendation.

**Commission Action:** The Commission on Dental Accreditation adopts the definition of "Should" as noted above within the Definition of Terms in the Accreditation Standards for Dental Assisting Education Programs, effective July 1, 2020.



*New Business: Consideration of a Proposed Definition of “Dental Emergencies” in the Definition of Terms of the Accreditation Standards for Dental Assisting Education Programs:* The Commission considered the DA RC’s report that there has been an increase in citations to Standard 2-9 related to identifying and responding to dental emergencies. The Review Committee noted that there is some confusion among site visitors and dental assisting programs as to what constitutes a dental emergency. Therefore, the DA RC recommended a definition of “dental emergencies” be added to the Definition of Terms Used in Dental Assisting Accreditation Standards to clarify dental emergencies. After discussion, the Commission determined this definition could be adopted and implemented in the July 1, 2020 Accreditation Standards for Dental Assisting Education Programs, without circulation to the communities of interest.

(Addition is underlined)

**Dental Emergencies: Those emergencies treated by a dental professional.**

**Commission Action:** The Commission on Dental Accreditation adopts the proposed definition of “Dental Emergencies” as noted above within the Definition of Terms in the Accreditation Standards for Dental Assisting Education Programs, with implementation July 1, 2020.

*Consideration of Proposed Revision to Dental Assisting Standard 2-11:* The Commission considered the DA RC’s recommendation on Standard 2-11, with regard to the additional functions defined by the program’s state-specific dental board or regulatory agency, that graduates are authorized to perform. The DA RC noted that there is confusion among site visitors, dental assisting programs, and state dental boards as to the level, depth, and scope of these additional functions taught in CODA-accredited programs, and that many states have numerous functions that a dental assistant may perform. Due to the length of dental assisting programs and the current Standard 2-11 language related to the “must” statements within the Standard, the DA RC noted that programs may include some but not all allowable additional functions within their curriculum as part of the CODA-accredited dental assisting program. Conversely, additional functions may be taught following graduation and outside of the program. Therefore, the DA RC recommended revising Standard 2-11, to clarify that programs can elect to include the additional functions defined by the program’s state-specific dental board or regulatory agency, and that students are to be informed about the duties for which they are trained. The Commission concurred with the DA RC’s recommendation and determined this definition could be implemented in the July 1, 2020 Accreditation Standards for Dental Assisting Education Programs, without circulation to the communities of interest.

(Additions are underlined; deletions are ~~stricken~~)

**2-11 Where graduates of a CODA-accredited program are authorized to perform additional functions defined by the program’s state-specific dental board or regulatory agency, and the program has chosen to include those functions in the program curriculum, the program curriculum must include content at the level, depth, and scope required by the state. Further, curriculum content must**



**include didactic and laboratory/preclinical objectives for the additional dental assisting skills and functions. Students must demonstrate laboratory/preclinical competence in performing these skills in the program facility prior to clinical practice. Students must be informed of the duties for which they are trained in the educational program.**

**Intent:**

*Functions allowed by the state dental board or regulatory agency for dental assistants are taught and evaluated at the depth and scope required by the state. The inclusion of additional functions does not compromise the length and scope of the educational program or content required in the Accreditation Standards.*

**Examples of evidence may include but are not limited to:**

- a. Place and/or remove retraction cord
- b. Take final impressions
- c. Place, pack, finish restorations
- d. Perform polishing of coronal surfaces of teeth
- e. Perform pit and fissure sealant application
- f. Perform cement removal
- g. Perform restoration polishing
- h. Perform monitoring and/or administration of Nitrous Oxide-Oxygen analgesia
- i. Remove sutures
- j. Perform pulp vitality tests
- k. Place and remove periodontal dressing
- l. Perform orthodontic functions

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to Dental Assisting Standard 2-11 of the Accreditation Standards for Dental Assisting Education Programs, with implementation July 1, 2020.

*Consideration of Proposed Revision to Dental Assisting Standard 3-7:* The Commission considered the report of the DA RC that many dental assisting programs employ dental hygienists as faculty. Currently, the intent statement permits licensed dental hygiene faculty who teach dental radiography to teach dental assisting students without obtaining additional certification. However, coronal polishing and the placement of pit and fissure sealants were not included in the additional functions that may be taught to dental assisting students by a dental hygienist. These functions are within the scope of practice for licensed dental hygienists.

Additionally, there are many dental assisting and dental hygiene programs offered at the same institution with licensed dental hygienists teaching in the dental assisting and dental hygiene programs. The intent statement as currently written could find a program out of compliance if a dental hygienist was teaching coronal polishing or pit and fissure sealant placement to dental assisting students if the licensed dental hygienist did not hold the Dental Assisting National





Board “Certified Dental Assistant” credential. Therefore, the DA RC recommended revising Standard 3-7, to clarify that licensed dental hygiene faculty who teach coronal polishing and the placement of pit and fissure sealants do not require additional certification to teach these functions. The Commission concurred with the DA RC recommendation and determined this definition could be implemented in the July 1, 2020 Accreditation Standards for Dental Assisting Education Programs, without circulation to the communities of interest.

(Addition is underlined; deletions are ~~stricken~~)

**3-7 Laboratory, preclinical and clinical faculty must hold any current dental assisting credential required by the state in addition to a Dental Assisting National Board “Certified Dental Assistant” credential\*.**

**Intent:**

*Faculty members teaching additional or expanded dental assisting functions should be credentialed appropriately in those functions as required by the state. Faculty who are state-licensed dentists are not required to obtain additional certification. Licensed dental hygiene faculty who teach dental radiography, coronal polishing, and the placement of pit and fissure sealants would be eligible to teach these functions ~~dental radiography~~ to dental assisting students without obtaining additional certification.*

**Examples of evidence to demonstrate compliance may include:**

- Copy of certification certificate or card
- Copy of license or dental credential
- Clinical faculty have recent experience in the application of four-handed dentistry principles
- Curriculum vitae

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to the intent statement of Dental Assisting Standard 3-7 of the Accreditation Standards for Dental Assisting Education Programs, with implementation July 1, 2020.

**Report of the Review Committee on Dental Hygiene Education:** Committee Chair: Dr. Susan Kass. Committee Members: Ms. Laura Baus, Ms. Lynne Brodeur, Ms. Tami Grzesikowski, Ms. Carrie Hobbs, Ms. Lorie Holt, Dr. Tariq Javed, Ms. Betty Kabel, Dr. Richard Leyba, Dr. Barbara Krieg-Menning, and Dr. Sheila Vandebush. Guests (Open Session Only): Ms. Ann Lynch, director, Education and Advocacy, American Dental Hygienists’ Association attended the policy portion of the meeting. Commission Staff: Ms. Michelle Smith, manager, Allied Dental Education, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director, and Ms. Cathryn Albrecht, senior associate general counsel, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Dental Hygiene Education (DH RC) was held on January 7-8, 2020 at the ADA Headquarters, Chicago, Illinois. The report of the DH RC is found in **Appendix 6**.



Informational Report on Dental Hygiene Programs Annual Survey Curriculum Data: There was no discussion on this report.

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

Consideration of Proposed Revisions to the Accreditation Standards for Dental Hygiene Education Programs Resulting from the Validity and Reliability Study: The Commission considered recommendations from the DH RC to circulate proposed revisions to the Accreditation Standards, based on review of the validity and reliability study report. The Commission noted that the DH RC recommended two (2) additional hearings beyond the two (2) annual hearings conducted by the Commission during the American Dental Education Association (ADEA) and American Dental Association (ADA) annual meetings. The DH RC believed that two (2) additional hearings, one at the ADEA Allied Director's Meeting and one at the American Dental Hygienists' Association Meeting, would provide additional opportunities for the dental hygiene community to of educators and practitioners to comment on the proposed revised standards. The Commission discussed the budget impact to conduct additional hearings, noting that each hearing requires attendance of at least two (2) Commissioners and one (3) staff, and these two (2) additional hearings were not budgeted for this year. Nonetheless, the Commission concluded that it would use funds through either its operational budget or its Research and Development Fund, as necessary, to support the additional hearings.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Dental Hygiene Education Programs (**Appendix 6**) to the communities of interest for review and comment for one (1) year with hearings conducted at the 2020 American Dental Education Association (ADEA) Annual Session, the 2020 American Dental Hygienists' Association (ADHA) Annual Meeting, the 2020 ADEA Allied Program Directors' Conference, and the 2020 American Dental Association (ADA) Annual Meeting, with review of comments received at the Commission's Winter 2021 meetings.

The Commission on Dental Accreditation further directs funding through the Commission's operational budget or Research and Development Fund, as necessary, to support the two (2) additional hearings on proposed standards during the 2020 American Dental Hygienists' Association (ADHA) Annual Meeting and the 2020 ADEA Allied Program Directors' Conference.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The DH RC recommended revision to the definition of the "Should" statement within the Accreditation Standards Definition of Terms in the proposed revisions to the Accreditation Standards for Dental Hygiene Education Programs, as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.* The DH RC recommended that the revised Definition of Terms be added to the proposed revisions to the Accreditation Standards for Dental Hygiene Education Programs, with an effective date that correlates with the date of implementation of the revised Standards. The Commission concurred with the DH RC's



recommendation and noted that its prior action to circulate the proposed revised Standards included circulation of the revision to the definition of “Should;” therefore, no additional action was required.

**Commission Action:** See above for the Commission on Dental Accreditation action related to circulation of the proposed revisions to the Accreditation Standards for Dental Hygiene Education Programs.

**Report of the Review Committee on Dental Laboratory Technology Education:** **Committee Chair:** Mr. Charles McClemens. **Committee Members:** Ms. Arax Cohen, Dr. Stan Frohlinger, Mr. Gary Gann and Dr. Alice Mehlhorn. **Guests (Open Session Only):** Mr. Bennett Napier, chief staff executive, National Association of Dental Laboratories and Ms. Rebecca Stolberg, senior director, Allied Dental Education and Faculty Development, American Dental Education Association attended the policy portion of the meeting. **Commission Staff:** Ms. Michelle Smith, manager, Allied Dental Education, Ms. Peggy Soeldner, manager, Advanced Dental Education, and Mr. Daniel Sloyan, senior project assistant, Allied Dental Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Dental Laboratory Technology Education (DLT RC) was held on January 6, 2020 via telephone conference call. The report of the DLT RC is found in **Appendix 7**.

**Informational Report on Dental Laboratory Technology Programs Annual Survey Curriculum Data:** There was no discussion on this report.

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

**Consideration of Proposed Revisions to the Accreditation Standards for Dental Laboratory Technology Education Programs Resulting from the Validity and Reliability Study:** The Commission considered recommendations from the DLT RC to circulate proposed revisions to the Accreditation Standards, based on review of the validity and reliability study report.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Dental Laboratory Technology Education Programs (**Appendix 7**) to the communities of interest for review and comment for one (1) year with hearings conducted at the 2020 American Dental Education Association (ADEA) Annual Session and the 2020 American Dental Association (ADA) Annual Meeting, with review of comments received at the Commission’s Winter 2021 meeting.

**Consideration of the Use of the Term “Should” Within the Accreditation Standards:** The Commission considered the DLT RC recommendation to add the “Should” statement to the Accreditation Standards within the Definition of Terms in the proposed revisions to the Accreditation Standards for Dental Laboratory Technology Education Programs, as follows:



*Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.* The Commission concurred with the DLT RC's recommendation and noted that its prior action to circulate the proposed revised Standards included circulation of the proposed addition of "Should;" therefore, no additional action was required.

**Commission Action:** See above for the Commission on Dental Accreditation action related to circulation of the proposed revisions to the Accreditation Standards for Dental Laboratory Technology Education Programs.

**Report of the Review Committee on Dental Public Health Education:** Committee Chair: Dr. Steven Levy. Committee Members: Dr. Victor Badner, Dr. Linda Kaste, Dr. James Leonard, and Dr. Michael Wajdowicz. Guest (Open Session Only): Dr. Frances Kim, executive director, American Association of Public Health Dentistry attended the policy portion of the meeting. Staff Members: Dr. Sherin Tooks, director, Ms. Peggy Soeldner, manager, Advanced Dental Education, and Ms. Jennifer Snow, manager, Advanced Dental Education, Commission on Dental Accreditation (CODA). Ms. Danielle Patrick-Wade, senior project assistant and Ms. Bridget Blackwood, senior project assistant, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Dental Public Health Education (DPH RC) was held on January 10, 2020 via telephone conference call. The report of the DPH RC is found in **Appendix 8**.

Report on Dental Public Health Annual Survey Curriculum Section: The Commission considered the DPH RC's proposed revisions to the curriculum section of the annual survey, which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation directs revision of the Dental Public Health Annual Survey Curriculum Section (**Appendix 8**), with implementation in Fall 2020.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The DPH RC determined that no changes to the Accreditation Standards are required related to the "Should" statement, beyond updating the definition of "Should" within the Definition of Terms, as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.*

**Commission Action:** The Commission on Dental Accreditation adopts the revision to the definition of "Should" as noted above within the Definition of Terms in the Accreditation Standards for Advanced Dental Education Programs in Dental Public Health, effective immediately, with no further revision to the Standards at this time.

**Report of the Review Committee on Endodontics Education:** Committee Chair: Dr. Bradford Johnson. Committee Members: Dr. William Johnson, Dr. Scott McClanahan, Dr. Ankur Patel, and Dr. Roberta Pileggi. Dr. Jan Lancaster was unable to participate. Guest (Open Session Only):



Mr. Srini Varadarajan, assistant executive director, American Association of Endodontics attended the policy portion of the meeting. **Staff Members:** Ms. Jennifer Snow, manager, Advanced Dental Education and Mr. Christopher Castaneda, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Endodontics Education (ENDO RC) was held on January 6, 2020 via telephone conference call. The report of the ENDO RC is found in **Appendix 9**.

*Report on Endodontics Programs Annual Survey Curriculum Section:* The ENDO RC reported it had discussed the Endodontics Annual Survey Curriculum Section, which will be disseminated in Fall 2020, and recommended the Section be retained with no changes.

**Commission Action:** The Commission on Dental Accreditation directs the Endodontics Annual Survey Curriculum Section for endodontics programs (**Appendix 9a**) be retained with no changes for use in Fall 2020.

*Progress Report on Revisions to the Accreditation Standards for Advanced Dental Education Programs in Endodontics Resulting from the 2019 Validity and Reliability Study:* The Commission considered recommendations from the ENDO RC to circulate proposed revisions to the Accreditation Standards, based on review of the validity and reliability study report.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Dental Education Programs in Endodontics, found in **Appendix 9**, to the communities of interest for review and comment, with Hearings conducted at the March 2020 American Dental Education Association and October 2020 American Dental Association annual meetings, with comments reviewed at the Commission's Winter 2021 meetings.

*Consideration of Proposed Revision to Accreditation Standards Definition of Terms Related to Special Needs:* The Commission considered a recommendation from the ENDO RC to retain Accreditation Standards without revision, related to consideration of a definition for "special needs."

**Commission Action:** The Commission on Dental Accreditation directs the Accreditation Standards for Advanced Dental Education Programs in Endodontics be retained without further modification related to the definition of "Special Needs."

*Consideration of the Use of the Term "Should" Within the Accreditation Standards:* The ENDO RC recommended the application of the revised definition of "Should" within the Definition of Terms as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.* The Commission concurred with the ENDO RC's recommendation and noted that its prior action to circulate the proposed revised Standards included circulation of the revision to the definition of "Should;" therefore, no additional action was required.



**Commission Action:** See above for the Commission on Dental Accreditation action related to circulation of the proposed revisions to the Accreditation Standards for Advanced Dental Education Programs in Endodontics.

**Report of the Review Committee on Oral and Maxillofacial Pathology Education:**

**Committee Chair:** Dr. John Hellstein. **Committee Members:** Dr. Darren Cox, Mr. James Hinds, Dr. Kathryn Korff, and Dr. Vikki Noonan. **Guest (Open Session Only):** Ms. Lisa Mikita, executive director, American Academy of Oral and Maxillofacial Pathology attended the policy portion of the meeting. **Staff Members:** Dr. Sherin Tooks, director, Ms. Jennifer Snow, manager, Advanced Dental Education, and Ms. Danielle Patrick-Wade, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Oral and Maxillofacial Pathology Education (OMP RC) was held on January 9, 2020 via telephone conference call. The report of the OMP RC is found in **Appendix 10**.

**Report on Oral and Maxillofacial Pathology Annual Survey Curriculum Section:** The Commission considered the OMP RC's proposed revisions to the curriculum section of the annual survey, which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation directs revision of the Oral and Maxillofacial Pathology Annual Survey Curriculum Section (**Appendix 10**), with implementation in Fall 2020.

**Informational Report on the Conduct of a Validity and Reliability Study for the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Pathology:** There was no discussion on this report.

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

**Consideration of the Use of the Term "Should" Within the Accreditation Standards:** There was no discussion on this report.

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

**Report of the Review Committee on Oral and Maxillofacial Radiology Education:**

**Committee Chair:** Dr. Sanjay Mallya. **Committee Members:** Dr. Angela Broome, Dr. Anita Gohel, Dr. Gene Kelber, and Dr. Boris Bacanurschi. Dr. Brad Potter (substitute as needed for discipline specific program review). **Guests (Open Session Only):** Dr. Mansur Ahmad, president, American Association of Oral and Maxillofacial Radiology (AAOMR); Dr. Hassem Geha, past president, American Board of Oral and Maxillofacial Radiology (ABOMR); Dr. William Scarfe, immediate past president, AAOMR; Dr. Dan Colosi, president-elect, AAOMR. **Staff Members:** Ms. Peggy Soeldner, manager, Advanced Dental Education, Ms. Jennifer Snow, manager,



Advanced Dental Education, and Ms. Bridget Blackwood, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Oral and Maxillofacial Radiology Education (OMR RC) was held on January 6, 2020 via telephone conference call. The report of the OMR RC is found in **Appendix 11**.

Report on Oral and Maxillofacial Radiology Annual Survey Curriculum Section: The Commission considered the OMR RC's recommendation that the curriculum section of the annual accreditation survey, which will be disseminated in Fall 2020, be retained as written.

**Commission Action:** The Commission on Dental Accreditation directs the Oral and Maxillofacial Radiology Annual Survey Curriculum Section (**Appendix 11a**) be retained for use in Fall 2020.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The OMR RC recommended that no changes to the Accreditation Standards are required related to the "Should" statement, beyond updating the definition of "Should" within the Definition of Terms, as follows: Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.

**Commission Action:** The Commission on Dental Accreditation adopts the revision to the definition of "Should" as noted above within the Definition of Terms in the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Radiology, effective immediately, with no further revision to the Standards at this time.

**Report of the Review Committee on Oral and Maxillofacial Surgery Education:** Committee Chair: Dr. William Nelson. Committee Members: Dr. George Kushner, Dr. Faisal Quereshy, Dr. Martin Steed, and Ms. Cindy Stergar. Dr. Philip Rinaudo was unable to participate. Guests (Open Session Only): Ms. Mary Allaire-Schnitzer, associate executive director, American Association of Oral and Maxillofacial Surgeons (AAOMS); Ms. Erin Killeen, executive vice president, American Board of Oral and Maxillofacial Surgery (ABOMS); Ms. Adrianna Lagunas, vice president, Certification Program Operations, ABOMS; Dr. Victor Nannini, president, AAOMS; Ms. Laurie Oddo, manager, Advanced Education and Resident Affairs, AAOMS; and Dr. B.D. Tiner, president-elect, AAOMS attended the policy portion of the meeting. Staff Members: Ms. Jennifer Snow, manager, Advanced Dental Education and Mr. Christopher Castaneda, senior project assistant, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director and Ms. Cathryn Albrecht, senior associate general counsel, CODA attended a portion of the meeting.

The meeting of the Review Committee on Oral and Maxillofacial Surgery Education (OMS RC) was held on January 7, 2020 at the ADA Headquarters, Chicago, Illinois. The report of the OMS RC is found in **Appendix 12**.



Report on Oral and Maxillofacial Surgery Programs (Residency and Fellowship) Annual Survey Curriculum Sections: The Commission considered the OMS RC's proposed revisions to the curriculum section of the annual survey, which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the Oral and Maxillofacial Surgery Annual Survey Curriculum Section for residency programs noted in **Appendix 12** and direct implementation of the revised Annual Survey Curriculum Section in Fall 2020.

The Commission also adopts the proposed revision to the Oral and Maxillofacial Surgery Annual Survey Curriculum Section for fellowship programs noted in **Appendix 12** and direct implementation of the revised Annual Survey Curriculum Section in Fall 2020.

Report on the 2019 Validity and Reliability Studies of the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery and the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery: The Commission considered recommendations from the OMS RC to appoint a workgroup to further study the findings of the residency and fellowship Validity and Reliability Studies and revise Standards.

**Commission Action:** The Commission on Dental Accreditation, through the Chair, directs the appointment of a workgroup composed of five (5) members of the Oral and Maxillofacial Surgery Review Committee, to further study the findings of the residency and fellowship Validity and Reliability Studies and identify Accreditation Standards, if any, which warrant revision with a report for consideration by the Oral and Maxillofacial Surgery Review Committee and Commission in Summer 2020.

The Commission on Dental Accreditation further adopts the proposed revision to Standard 4-3.2 of the July 1, 2020 implementation of the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery, found in **Appendix 12**.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: The OMS RC recommended, and the Commission concurred, with the application of the revised definition of "Should" within the Definition of Terms as follows: *Should: Indicates a method to achieve the standard; highly desirable, but not mandatory.*

**Commission Action:** The Commission on Dental Accreditation adopts the revision to the definition of "Should" as noted above within the Definition of Terms in the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery, effective July 1, 2020.

Consideration of Proposed Revisions to the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery: The Commission considered the OMS





RC's report on proposed revisions to the OMS standards, noting that the Review Committee recommended circulation of the revisions for a period of one (1) year to obtain comments from the communities of interest.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Dental Education Programs in Oral and Maxillofacial Surgery, found in **Appendix 12**, to the communities of interest for review and comment, with Hearings conducted at the March 2020 American Dental Education Association and October 2020 American Dental Association annual meetings, with comments reviewed at the Commission's Winter 2021 meetings.

The Commission further directs the review of the proposed revisions related to the use of international rotations for oral and maxillofacial surgery programs found in **Appendix 12a** be postponed until the Commission has completed its formal study of the use of sites where educational activity occurs (domestic and international).

**Report of the Review Committee on Orthodontics and Dentofacial Orthopedics:** Committee Chair: Dr. Eladio DeLeon. Committee Members: Mr. David Cushing, Dr. Patrick Foley, Dr. James Hartsfield, Dr. Steven Lindauer, and Dr. Wendy Woodall. Guest (Open Session Only): Dr. Steve Segal, board of trustees member, American Association of Orthodontists attended the policy portion of the meeting. Staff Members: Ms. Jennifer Snow, manager, Advanced Dental Education and Mr. Christopher Castaneda, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Orthodontics and Dentofacial Orthopedics Education (ORTHO RC) was held on January 10, 2020 at the ADA Headquarters, Chicago, Illinois. The report of the ORTHO RC is found in **Appendix 13**.

*Report on the 2019 Validity and Reliability Studies of the Accreditation Standards for Advanced Dental Education Programs in Orthodontics and Dentofacial Orthopedics and the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics:* The Commission considered recommendations from the ORTHO RC to appoint a workgroup to further study the findings of the residency and fellowship Validity and Reliability Studies.

**Commission Action:** The Commission on Dental Accreditation, through the Chair, directs the appointment of a workgroup composed of at least four (4) members of the Orthodontics and Dentofacial Orthopedics Review Committee and no more than two (2) additional individuals representing the American Association of Orthodontics (AAO), to further study the findings of the residency and fellowship Validity and Reliability Studies and identify Accreditation Standards, if any, which warrant revision with a report for consideration by the Orthodontics and Dentofacial Orthopedics Review Committee and Commission in Summer 2020.



Consideration of Proposed Revisions to the Accreditation Standards for Advanced Dental Education Programs in Orthodontics and Dentofacial Orthopedics: The Commission considered recommendations from the ORTHO RC that its Validity and Reliability Studies workgroup additionally study proposed revisions to Standards, along with all comments received.

**Commission Action:** The Commission on Dental Accreditation directs the Validity and Reliability Studies workgroup to additionally study the proposed revisions to the Accreditation Standards for Advanced Dental Education Programs in Orthodontics and Dentofacial Orthopedics and all comments received (**Appendix 13a**) in conjunction with its study of the findings of the residency and fellowship Validity and Reliability Studies and identify Accreditation Standards, if any, which warrant revision with a report for consideration by the Orthodontics and Dentofacial Orthopedics Review Committee and Commission in Summer 2020.

Report on Orthodontics and Dentofacial Orthopedics Programs (Residency and Fellowship) Annual Survey Curriculum Sections: The Commission considered the ORTHO RC's proposed revisions to the curriculum section of the annual survey, which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the Orthodontics and Dentofacial Orthopedics Annual Survey Curriculum Section for residency programs noted in **Appendix 13** and direct implementation of the revised Annual Survey Curriculum Section in Fall 2020.

The Commission on Dental Accreditation further directs the Craniofacial and Special Care Orthodontics Annual Survey Curriculum Section for fellowship programs (**Appendix 13b**) be retained with no changes for use in Fall 2020.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: There was no discussion on this report.

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

**Report of the Review Committee on Pediatric Dentistry Education:** Committee Chair: Dr. Joel Berg. Committee Members: Dr. Martin Donaldson, Dr. Cynthia Hipp, Dr. Kevin Haubrick, Dr. Joseph Morales, and Dr. Janice Townsend. Guests (Open Session Only): Dr. Jeffrey A. Dean, executive director, American Board of Pediatric Dentistry. Staff Members: Ms. Peggy Soeldner, manager, Advanced Dental Education and Ms. Bridget Blackwood, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Pediatric Dentistry Education (PED RC) was held on January 7, 2020 via telephone conference call. The report of the PED RC is found in **Appendix 14**.



Report on Pediatric Dentistry Programs Annual Survey Curriculum Section: The Commission considered the PED RC's recommendation that the curriculum section of the annual accreditation survey, which will be disseminated in Fall 2020, be retained as written.

**Commission Action:** The Commission on Dental Accreditation directs the Pediatric Dentistry Annual Survey Curriculum Section (**Appendix 14a**) be retained with no changes for use in Fall 2020.

Consideration of the Use of the Term "Should" Within the Accreditation Standards: There was no discussion on this report.

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

**Report of the Review Committee on Periodontics Education:** Committee Chair: Dr. James Katancik. Committee Members: Dr. Linda Hatzenbuehler, Dr. Georgia Johnson, Dr. Paul Luepke, Dr. Charles Powell, and Dr. Jaqueline Sobota. Guests (Open Session Only): Dr. Nico Geurs, education consultant, American Academy of Periodontology (AAP); Ms. Eileen Loranger, associate executive director, Governance, Advocacy and Education, AAP; Ms. Jodi Sassana, manager of governance and education, AAP; and Ms. Tameisha Williams, project specialist, Governance, Advocacy and Education, AAP attended the policy portion of the meeting. Staff Members: Ms. Jennifer Snow, manager, Advanced Dental Education and Mr. Christopher Castaneda, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Periodontics Education (PERIO RC) was held on January 9, 2020 via telephone conference call. The report of the PERIO RC is found in **Appendix 15**.

Report on Periodontics Programs Annual Survey Curriculum Section: The Commission considered the PERIO RC's proposed revisions to the curriculum section of the annual survey, which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the Periodontics Annual Survey Curriculum Section for periodontics programs noted in **Appendix 15** and direct implementation of the revised Annual Survey Curriculum Section in Fall 2020.

Report on the 2019 Validity and Reliability Study of the Accreditation Standards for Advanced Dental Education Programs in Periodontics: The Commission considered the recommendation of the PERIO RC that its members further study the findings of the Periodontics Validity and Reliability study.

**Commission Action:** The Commission directs that the six (6) members of the Periodontics Review Committee further study the findings of the Periodontics Validity and Reliability Study and identify Accreditation Standards, if any, which warrant revision



with a report for consideration by the Periodontics Review Committee and Commission in Summer 2020.

Consideration of Proposed Revision to Standard 4-12e of the Accreditation Standards for Advanced Dental Education Programs in Periodontics: The Commission considered the proposed revision to Periodontics Standard 4-12e and the comments received during the one (1) year period of circulation to the communities of interest.

(Additions are underlined; deletions are ~~stricken~~)

**4-12 The educational program must provide instruction in the following interdisciplinary areas:**

- a. The management of orofacial pain to a level of understanding;
- b. Orthodontic procedures in conjunction with periodontal therapy to a level of understanding;
- c. Surgical exposure of teeth for orthodontic purposes, to a level of understanding; ~~and~~
- d. Management of endodontic-periodontal lesions to a level of understanding; treatment should be provided in consultation with the individuals who will assume the responsibility for the completion of the case or supervision of endodontics therapy-; ~~and~~
- e. The management of patients with disabilities to a level of understanding.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to Standard 4-12e of the Accreditation Standards for Advanced Dental Education Programs in Periodontics found in **Appendix 15**, with an implementation date of January 1, 2021.

Consideration of the Use of the Term “Should” Within the Accreditation Standards: There was no discussion on this report.

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

**Report of the Review Committee on Prosthodontics Education:** Committee Chair: Dr. John Agar. Committee Members: Dr. Louis DiPede, Dr. Joseph Hagenbruch, Dr. Hiroshi Hirayama, Dr. Kent Knoernschild, and Dr. Scott DeVito. Guests (Open Session Only): Mr. Adam Reshan, Director of Membership Services and Academic Relations, American College of Prosthodontists, attended the policy portion of the meeting. Staff Members: Ms. Peggy Soeldner, manager, Advanced Dental Education, Ms. Jennifer Snow, manager, Advanced Dental Education, and Ms. Bridget Blackwood, senior project assistant, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Prosthodontic Education (PROS RC) was held on January 8, 2020 via telephone conference call. The report of the PROS RC is found in **Appendix 16**.



*Report on Prosthodontics Annual Survey Curriculum Section:* The Commission considered the PROS RC's report on the annual survey curriculum section for Prosthodontics and for Maxillofacial Prosthetics, both of which will be disseminated in Fall 2020.

**Commission Action:** The Commission on Dental Accreditation directs the August 2018-approved Prosthodontic Annual Survey Curriculum Section (**Appendix 16**) be retained with no changes for use in Fall 2020.

The Commission further directs that the revisions to the August 2018-approved Maxillofacial Prosthetics Annual Survey Curriculum Section (**Appendix 16**) be approved for implementation in Fall 2020.

*Consideration of the Use of the Term "Should" Within the Accreditation Standards:* The Commission considered the report of the PROS RC regarding the use of the word "Should" within Accreditation Standards.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the Accreditation Standards for Advanced Dental Education Programs in Prosthodontics found in **Appendix 16** with immediate implementation.

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

**Informational Report of Review Committee and Commission Meeting Dates:** The Commission reviewed the meeting dates of the 2020, 2021 and 2022 meetings. The Chair reminded Commission members about the upcoming August 5, 2020 Mega Issue Discussion.

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

**Reminder of Professional Conduct Policy and Prohibition Against Harassment:** The Commission was reminded of the 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 considered the resolutions adopted by the ADA House of Delegates and ADA Board of Trustees.

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



## Miscellaneous Affairs – Matters for the Commission as a Whole

**Report of the Standing Committee on Finance:** The report of the Standing Committee on Finance can be found in **Appendix 17**. Below are actions taken by the Commission related to the Report of the Standing Committee on Finance.

*Review of CODA Research and Development Fund (R&D Fund):* There was no discussion on this report.

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

*Review of Shared Services (Indirect Expenses):* The Commission noted that the Shared Services Agreement is extended for a period of two (2) calendar years, and expired on January 1, 2020. A proposed revised agreement (with revisions noted) was considered in accordance with necessary changes to update dates, activities, and the shared service cost allocation for the upcoming agreement cycle. The Finance Committee considered the proposed revisions to the Shared Services Agreement and recommended that CODA submit the proposed, revised agreement to the ADA for final review. Following review and approval of the revised Shared Services Agreement by the ADA and CODA, the agreement will be finalized and in force until January 1, 2022.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revised Shared Services Agreement (**Commission Only document**) to the ADA for final review and execution by the ADA and CODA.

### **Consideration of Ongoing Business and CODA Directives:**

*Timeline (Long-Term Plan) to Assume Total Expenses:* The Commission noted the discussion of the Finance Committee related to the most recent information from the ADA-CODA Relationship Workgroup. It was noted that the Commission could modify its current Research and Development Fund (R&D Fund) or develop a similarly structured contingency fund in lieu of its request to establish a separate reserve fund.

The Finance Committee reiterated the importance of a CODA contingency/administrative fund to ensure the Commission's fiscal responsibility when unexpected expenses arise, such as projects or studies related to the strategic plan; the conduct of business through newly formed ad hoc or sub-committees not previously budgeted; engagement of site visitors or consultants; ongoing review and enhancement of business resources; human resources; technology resources; expenses related to the Shared Services Agreement with the ADA not previously budgeted; and other business purposes as applicable to the work of the Commission.

Following discussion, the Finance Committee believed the best option was to rename the R&D Fund to a CODA Administrative Fund with one (1) annual administrative fee per program. The structure and function of the CODA Administrative Fund will remain the same as it was when called the CODA R&D Fund; the Commission will collect all fees and solely manage this fund



and will provide the ADA Board of Trustees with an annual informational report on the use of administrative funds. Additionally, the Committee believed that CODA should rescind the Policy on CODA Research and Development Fund (R&D Fund) and the Policy on Operating Reserve Fund and replace both policies with the proposed new Policy on CODA Administrative Fund. Following consideration of the Finance Committee report, the Commission concurred with the recommendations.

**Commission Action:** The Commission on Dental Accreditation directs that the current Research and Development Fund be renamed to the CODA Administrative Fund.

The Commission on Dental Accreditation further rescinds the Policy on CODA Research and Development Fund (R&D Fund) and the Policy on Operating Reserve Fund and adopt the proposed new Policy on CODA Administrative Fund, within the Commission's Evaluation and Operational Policies and Procedures manual, effective immediately.

The Commission further directs CODA staff to notify the ADA-CODA Relationship Workgroup and the ADA Board of Trustees of the Commission's action to modify the Commission's existing Research and Development Fund.

**Authority to Determine and Manage Annual Operating Budget:** The Finance Committee report noted that in Summer 2017 the Commission postponed its request to obtain sole authority to set and administer its annual budget, in accordance with Strategic Plan Goal 2-Objective 2 action items until the year 2020.

The Shared Services Agreement has formally been in place since 2018, although prior information indicates that CODA has had the ability to cover all of its expenses (direct and indirect) for several years. In order to establish a proven track record of the Commission's ability to be fiscally responsible and cover all of its expenses (direct and indirect) the Finance Committee recommended that the Commission delay its request to obtain sole authority to set and administer its annual budget, in accordance with Strategic Plan Goal 2-Objective 2 action items for an additional two (2) years, until the year 2022, which corresponds with the term of the new Shared Services Agreement. Through discussion, the Commission noted that although the request will be delayed until 2020, it may continue to work toward its strategic plan goal and objective in the interim. Additionally, regulatory changes should be monitored regarding the impact on this aspect of CODA's strategic plan.

**Commission Action:** The Commission on Dental Accreditation directs a delay for two (2) years, until 2022, of its plan to obtain sole authority to set and administer its annual operating budget.

The Commission on Dental Accreditation further directs CODA staff to inform the ADA-CODA Relationship Workgroup of its plan to obtain sole authority to set and administer its annual budget in the year 2022.



*Annual Fees and Application Fees:* The Commission considered the Finance Committee's report and noted that the ADA's contribution to CODA has decreased over the years, with CODA covering 100% of its total expenses (direct and indirect) from 2015 to the present, based upon the current shared services model and CODA's fee structure.

The Commission has attempted to maintain reasonable accreditation fees for programs while assuming greater fiscal responsibility toward its total (direct and indirect) expenses. The Commission continues to monitor annual fees to account for inflation and potential increase in travel expenses, along with other needs the Commission may have regarding its strategic plan initiatives, technology, communication, and resources to administer the accreditation program and to maintain a balanced budget.

Following consideration of annual fees and application fees, the Commission determined that there will be no (0%) fee increase in 2021, which will result in projected revenue covering 150% of its direct expenses and 117% of its total (direct and indirect) expenses.

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

- Adopts a 0% increase in annual fees for all disciplines in 2021; \$8,210 for predoctoral dental education programs, \$2,050 for dental assisting, dental hygiene, dental therapy, and advanced dental education programs, and \$1,460 for dental laboratory technology programs.
- Affirms that during the year a program is due for a regular accreditation site visit, the annual fee will be doubled.
- Maintains the application fees of \$67,400 for predoctoral dental education programs and \$16,850 for allied and advanced education programs.

*International Fees (For CODA Accreditation Process):* The Commission considered the application fee, annual accreditation fee, site visit fee, and site visit administration fee for international predoctoral dental education programs. The Commission believed that the 2021 application fee for international programs should be retained at \$76,660 with no (0%) fee increase, and the annual fee should be retained at \$19,283 with no (0%) fee increase.

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

- Maintains the international predoctoral dental education application fee of \$76,660 in 2021.
- Maintains the 2021 international predoctoral dental education annual accreditation fee of \$19,283.
- Affirms that in 2021 international predoctoral dental education programs pay all site visit expenses (actual expenses) for all site visits during the application and regular site visit schedule.
- Affirms that in 2021 international predoctoral dental education programs pay an administrative fee of 25% of the total site visit cost for coordination of each site visit.





- Maintains the International Consulting Fee (outside of PACV process) of \$5,000.
- Affirms that all international fees must be paid in U.S. Dollars.

*Other Accreditation Fees:* The Commission also considered additional fees that may be assessed to programs, including the R&D Fund administrative fee (to be renamed CODA Administrative Fund fee), special focused site visit administrative fee, the HIPAA policy administrative fee, the electronic conversion of paper documents fee, and the email/contact distribution fee.

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

- Maintains the Special Focused Site Visit Administrative Fee of \$5,000.
- Maintains the CODA Administrative Fee for Non-Compliance with CODA Policy on HIPAA of \$4,000 per program per submission.
- Removes the Electronic Conversion of Paper Documents Fee from the fee schedule.
- Maintains the Email/Contact Distribution List Fee of a \$200 minimum.
- Increases the CODA Administrative Fund fee from \$35 to \$100 per program annually.

*International Fees (For International Consultation and Accreditation PACV Process):* The considered the Finance Committee's recommendations related to international fees and concluded that the current PACV international consultation and accreditation fees should be maintained.

**Commission Action:** The Commission on Dental Accreditation maintains the current PACV International Consultation and Accreditation Fees (**Appendix 17**).

*Commission Policies Related to Fees:* The Commission reviewed the policies related to fees along with the Finance Committee's proposed revisions. The Finance Committee believed that CODA should rescind the Policy on CODA Research and Development Fund (R&D Fund) and the Policy on Operating Reserve Fund and replace both policies with the proposed new Policy on CODA Administrative Fund. The Committee also believed that the policy on Invoicing Process for Special Focused Site Visits should be revised to streamline the invoicing and payment collection process. The Commission concurred with the Finance Committee's recommendations.

**Commission Action:** The Commission on Dental Accreditation adopts, with immediate implementation, the proposed revisions to policies on fees, as noted in **Appendix 17**.

**Report of the Standing Committee on Quality Assurance and Strategic Planning (QASP):** The report of the Standing Committee on Quality Assurance and Strategic Planning can be found in **Appendix 18**. Below are actions taken by the Commission related to the Report of the Standing Committee on Quality Assurance and Strategic Planning.



Consideration of 2017-2021 CODA Strategic Plan Tracking Sheet and Operational Effectiveness Tracking Sheet: There was no discussion on this report.

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

Update on Ongoing Quality Assurance and Strategic Planning Activities

CODA Request for Mechanism to Establish a Reserve Fund: The Commission considered the QASP recommendation to notify the ADA of the Commission's actions to modify the existing Research and Development Fund to the CODA Administrative Fund.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to notify the ADA-CODA Relationship Workgroup and the ADA Board of Trustees of the Commission's action to modify the Commission's existing Research and Development Fund.

Development of Annual Web-Based Mandatory Site Visitor Training: There was no discussion on this report.

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

Additional Quality Assurance and Strategic Planning Items for Discussion

Discussion of Shared Services Agreement between the Commission on Dental Accreditation and the American Dental Association: The Commission considered the QASP recommendation to circulate the proposed Shared Services Agreement to the ADA.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed Shared Services Agreement (**Commission Only document**) to the ADA for final review and approval by the ADA and CODA including, as needed, the addition of a provision for ADA audit of CODA's finances.

Discussion of Trends in Dental Education, Practice, Research and Higher Education (Update on Ad Hoc Committees): There was no discussion on this report.

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

Update on United States Department of Education Reauthorization of Higher Education Act and CODA Timeline for Re-Recognition: Dr. Jee noted that Commission staff was informed by the USDE that the re-recognition process will begin in Fall 2020 with submission of the Commission's petition for re-recognition.

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

**Report of the Standing Committee on Documentation and Policy Review:** The report of the Standing Committee on Documentation and Policy Review can be found in **Appendix 19**. Below



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

Consideration of Proposed Revisions to the Rules of the Commission: The Commission considered revisions to the CODA Rules.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to the CODA Rules found in **Appendix 19**, including the revision of the Rules in the Commission's Evaluation and Operational Policies and Procedures manual (EOPP) and in all appropriate Commission documents, with immediate implementation.

Consideration of Proposed Revisions to Miscellaneous Policies:  
Policy on Enrollment Increases in Advanced Dental Education Programs: The Commission considered revisions to the Policy on Enrollment Increases in Advanced Dental Education.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revision to the Policy on Enrollment Increases in Advanced Dental Education found in **Appendix 19**, including the revision of the policy in the Commission's EOPP and in all appropriate Commission documents.

Policy on Electronic Submission of Accreditation Materials, Commission Policy and Procedure Related to Compliance with the Health Insurance Portability and Accountability Act (HIPAA), and Policy on Preparation and Submission of Reports to the Commission: The Commission considered revisions to various policies on the preparation and submission of documents to the Commission.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the new Policy on Preparation and Submission of Documents to the Commission, found in **Appendix 19**, for inclusion in the Commission's EOPP and in all appropriate Commission documents.

The Commission on Dental Accreditation further directs that the Policy on Electronic Submission of Accreditation Materials, Commission Policy and Procedure Related to Compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Policy on Preparation and Submission of Reports to the Commission be rescinded and deleted from the Commission's EOPP and in all appropriate Commission documents, effective immediately.

Policy on Contact Distribution Lists: There was no discussion on this report.

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

Self-Study General Information: The Commission considered revisions to the Self-Study General Information.



**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revisions to the Self-Study General Information found in **Appendix 19**, including the revision of the information in the Commission’s EOPP and in all appropriate Commission documents.

*Policy on Reporting Program Changes in Accredited Programs:* The Commission considered revisions to the Policy on Reporting Program Changes in Accredited Programs.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revisions to the Policy on Reporting Program Changes in Accredited Programs found in **Appendix 19**, including the revision of the policy in the Commission’s EOPP and in all appropriate Commission documents.

*Policy on Review Committees and Review Committee Meetings:* The Commission considered revisions to the Policy on Review Committees and Review Committee Meetings.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revisions to the Policy on Review Committees and Review Committee Meetings found in **Appendix 19**, including the revision of the policy in the Commission’s EOPP and in all appropriate Commission documents.

*Policy on Reprints:* The Commission considered revisions to the Policy on Reprints. The Commission also informally suggested that the Annual Report include a statement that it may be reprinted for educational purposes.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revisions to the Policy on Reprints found in **Appendix 19**, including the revision of the policy in the Commission’s EOPP and in all appropriate Commission documents.

*Commission History and Background:* The Commission considered revisions to the Commission History and Background.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revisions to the Commission History and Background found in **Appendix 19**, including revision in the Commission’s EOPP and in all appropriate Commission documents.

*Policy on Site Visitors:* The Commission considered revisions to the Criteria for Nomination of Site Visitors section of the Policy on Site Visitors.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the proposed revision to the Criteria for Nomination of Site Visitors section



of the Policy on Site Visitors found in **Appendix 19**, including the revision of the policy in the Commission's EOPP and in all appropriate Commission documents.

Policy on Public Statements: The Commission considered revisions to the Policy on Public Statements.

**Commission Action:** The Commission on Dental Accreditation adopts and implements immediately the Policy on Public Statements found in **Appendix 19**, including the revision of the policy in the Commission's EOPP and in all appropriate Commission documents.

**Report of the Standing Committee on Communication and Technology:** The Commission reviewed the report of the Standing Committee on Communication and Technology (**Appendix 20**), without comment.

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

**Report of the Standing Committee on International Accreditation:** The Commission reviewed the report of the Standing Committee on International Accreditation (**Appendix 21**), without comment.

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

**Report of the Ad Hoc Committee on Review Committee and Commission Structure and Function:** The Commission reviewed the Ad Hoc Committee on Review Committee and Commission Structure and Function report (**Appendix 22**), without comment.

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

**Report of the Ad Hoc Committee on Educational Activity Sites:** The Commission reviewed the Ad Hoc Committee on Educational Activity Sites report (**Appendix 23**), without comment.

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

**Report on Appointment of Commissioners and Appeal Board Members:** The Commission reviewed the Appointment of Commissioners and Appeal Board Members report (**Appendix 24**), without comment.

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

**Update on USDE and Higher Education Accreditation Issues:** Dr. Tooks provided an update on the re-authorization of the Higher Education Act, as well as changes in the United States



Department of Education's schedule for the Commission's upcoming submission of materials for re-recognition as an accrediting agency.

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

**Survey of Meeting (verbal):** Dr. Tooks reminded Commission members of the deployment of an electronic survey to the members.

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

**New Business:** *Consideration of Requests for Retroactive, Permanent Enrollment Increases:*

The Commission considered whether programs should be permitted to request a retroactive *permanent* increase in enrollment. In doing so, the Commission reviewed its policy on Reporting Program Changes in Accredited Programs. Following discussion, the Commission determined that requests for retroactive *permanent* increases in enrollment will not be considered, while requests for retroactive *temporary* increases in enrollment may be considered due to special circumstances on a case-by-case basis. Accordingly, the Commission modified the policy on Reporting Program Changes in Accredited Programs, with immediate implementation.

**Commission Action:** The Commission on Dental Accreditation adopts the revisions to the policy on Reporting Program Changes in Accredited Programs found in **Appendix 25**, including the revision of the policy in the Commission's EOPP and in all appropriate Commission documents, with immediate implementation.

**Adjourn:** The Commission adjourned the open session at 11:00A.M.

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