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# CODA Communicator

Winter/Spring 2021

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*The Commission on Dental Accreditation calls for nominations for  
Review Committee members. See page 7 for details.*

**CODA**★

*Commission on Dental Accreditation*

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# An Introduction from the Chair

At the time of the Commission on Dental Accreditation (CODA) Winter Meeting, held virtually on February 11-12, 2021, the Coronavirus pandemic continued to drive robust discussion regarding the pandemic's effect on education institutions, programs, site visits and even CODA itself. During the meeting, CODA took numerous actions regarding interruption of education and other elements of accreditation being driven by the current realities caused by COVID-19. (Details regarding CODA actions are provided in the [Unofficial Report of Major Actions](#).)

In spite of the tremendous obstacles faced since the beginning of the pandemic in early 2020, however, the Commission has managed to not only maintain operational effectiveness in all accreditation duties but also develop major advances in those duties.

A large part of these advances revolves around the use of virtual communications for meetings and even alternative site visit methods. The United States Department of Education (USDE) issued guidance providing accreditors with temporary flexibility during the pandemic to permit, but not require, accrediting agencies to conduct virtual site visits as long as the agency's board approves changes to its policies governing site visits. After thorough study and discussion, the Commission has directed its staff to implement such policies and procedures to conduct site visits virtually. The elements include the technology and policy revolving around virtual site visits, electronic accreditation portals which reduce the use of email and shipping services, training webinars to guide program directors and site visitors in these new procedures, and more.

In an additional move toward increased virtual communications, the Commission is accepting all commentary on Standards proposed for revision via an [online comment portal](#). Comments will no longer be accepted through email, the U.S. Post, or shipping services.

Again, further details regarding actions the Commission took at its Winter Meeting are in the [Unofficial Report](#). As the Commission on Dental Accreditation moves forward amid the ever-changing pandemic, I am confident we will continue to make important advances in our mission to develop and implement accreditation standards that promote and monitor the continuous quality and improvement of dental education programs.

Sincerely,

**Dr. Jeffery L. Hicks**  
Chair, Commission on  
Dental Accreditation



# Winter 2021 Commission Meeting Highlights

*This year's Winter 2021 Meeting was held virtually on February 11-12, 2021. The [Unofficial Report of Major Actions](#) provides a summative review of the major activities during this meeting.*

## Major Actions of Interest to All Accredited Programs

The Commission on Dental Accreditation (CODA) reviewed accreditation reports and took 231 accreditation actions on dental, advanced dental, and allied dental education programs and recorded four (4) mail ballots on dental assisting, dental laboratory technology and prosthodontics education programs. [Accreditation Status Actions](#) can be found on the Commission's website.

One (1) predoctoral dental, one (1) dental hygiene, two (2) dental assisting, and two (2) general practice residency education programs received a formal warning that accreditation will be withdrawn in August 2021 unless the requested information, demonstrating compliance with the Accreditation Standards or Commission policy, is submitted prior to that time.

The Commission affirmed mail ballots on the reported voluntary discontinuance effective date of two (2) dental assisting and one (1) dental laboratory technology education programs, at the request of their respective sponsoring institutions.



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# Additional Commission Actions of General Interest

## Finances

At its Winter 2021 Meeting, the Commission:

- Adopted a 0% increase in annual accreditation fees for all domestic disciplines in 2022
- Maintained all International fees and expenses
- Assessed the CODA Administrative Fund fee of \$25 per program in 2022 (the Commission waived this fee for 2021)

You will find more details on the CODA website's [Fees page](#).

## Commission Structure and Function

After discussion, the Commission took multiple actions related to its structure and function. Of note was the establishment of Review Committees for Dental Anesthesiology, Oral Medicine, and Orofacial Pain education, effective January 1, 2022 pending sufficient nominees from the respective sponsoring organizations and certifying boards. The actions also included the appointment of three new Commissioners and three new Appeal Board members for each of the disciplines above, as well as the direction of updates to related CODA policies and procedures.

## Alternative Site Visit Methods

At its August 2020 meeting, CODA considered ongoing operations in response to the COVID-19 pandemic and the impact on site visits. The Commission directed that it pursue alternative site visit methods, as needed to employ in 2021. The Commission further directed investigation and development of policies and procedures for alternative site visit methods, with a report to CODA in Winter 2021.

Following a review of the report of the Ad Hoc Committee on Alternative Site Visit Methods, the Commission adopted a number of actions regarding the use of alternative site visit methods, including but not limited to establishing new policy on the use of virtual site visits, creating new site visitor and program manuals covering alternative site visit methods, and producing new educational webinars.

Visit CODA's [Post Meeting Actions](#) page and read the *February 2021 Unofficial Report of Major Actions* for more information on these and other Commission actions taken at the Winter 2021 Meeting.

## *CODA Develops Educational Webinars*

*CODA directed staff to develop educational webinars, either synchronous or asynchronous, to inform all affected individuals and programs of the Commission's expectations related to alternative site visit methods. Staff has posted these and other materials to the [CODA website](#).*

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# Upcoming Commission Hearings, Events and Meetings

Proposed Standards currently in circulation for public comment are due December 1, 2021. Visit the [Proposed Accreditation Standards](#) webpage for the list of standards open for comment and their respective due date for submission of comments. Note: CODA has begun an Online Commentary Process to accept comment submissions, and will no longer accept comment submissions via email, U.S. Post, or overnight shipping service. See the "CODA Begins Online Commentary Process" article later in this newsletter for more information.

## Spring/Summer 2021 Commission on Dental Accreditation Meetings:

- Special Commission Meetings to consider Interruption of Education Reports for Class of 2021 – April 2021 (Virtual)
- Training Program for New Site Visitors – June 10-11, 2021 (Virtual)
- Review Committee Meetings – July 12-16, 2021 (Virtual)
- Commission Meeting – August 5, 2021 (Closed Session) and August 6, 2021 (Open Session)
- The Open Session, August 6, will begin at 10:00am Central (Format TBD)
- On August 4, 2021, the Commission will engage in a closed session Mega Issue Discussion on development of its 2022-2026 Strategic Plan.

For a more comprehensive list of all upcoming meeting dates, read [Review Committee and CODA Meeting Dates](#).

## Online CODA Resources Available

The Commission has made resources from several CODA events available online. Click the links below to visit the CODA webpages housing these resources:

[Commission on Dental Accreditation Q&A Session](#)

[Alternative Site Visit Methods Orientation for Programs](#)

[Ongoing Site Visitor Updates](#)

[Alternative Site Visit Methods Orientation for Site Visitors](#)

General Site Visit Orientations:

[Dental School Programs](#)

[Advanced Education Programs](#)

[Allied Education Programs](#)



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# CODA Extra

## Call for Review Committee Nominations

CODA requests nominations to fill vacancies for Review Committee roles. You can learn more about all of these positions on the Commission's [Call for Nominations](#) page. Review Committee Nomination Forms are due to CODA staff by **June 1, 2021** for consideration at the Commission's Summer 2021 meeting.

Accreditation is a peer-review process, and CODA volunteers are an integral part of that process. The Commission provides comprehensive training to all its volunteers, so volunteers will be ready to serve when their term begins. In addition, CODA staff is available to support volunteers throughout their term.

## Electronic Accreditation Portal Launched

In Winter 2021, Commission staff launched an *Electronic Accreditation Portal* to support those who wish to submit applications, self-studies and/or large reports to staff without using email. **Land-based shipping of paper and electronic copies is no longer accepted.**

Phase I, an updated internal database, was implemented in August 2019. This represents the next phase, a Web Portal accessible by programs and CODA volunteers. Visit the [Electronic Submissions Guidelines](#) page for more information regarding the Electronic Accreditation (E-Accreditation) Portal.

## CODA Begins Online Commentary Process

The Commission now accepts commentary on proposed standards in circulation for public comments via a dedicated *Online Comment Portal* **only**. **CODA no longer accepts comments via email, U.S. Post or overnight shipping services.** To submit comments on any proposed standard in circulation, click on the URL included in the cover page of each standard, or listed along with the standard on the [Proposed Accreditation Standards](#) webpage. The Annual Survey distribution timeline is as follows:



**CODA**<sup>\*</sup>  
Commission on Dental Accreditation

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# Deadlines for Program Reports

## Deadlines for many Program Change Reports are

**June 1.** Please refer to the [Program Changes and Other Report Guidelines](#) page for details. The Commission expects programs to adhere to published deadlines. These deadlines allow sufficient time for the appropriate Review Committees and the Commission to review the report and determine whether the change could impact the program's potential ability to comply with the accreditation standards. You may also contact Commission staff with specific questions about reports and deadlines.

**NOTE: Program reports and documentation must not include Patient Protected Health Information (PHI) or Personally Identifiable Information (PII). A \$4,000 administrative fee will be assessed if a program submits**

**documentation that does not comply with the CODA policy on privacy and data security. A resubmission that continues to contain PHI or PII will be assessed an additional \$4,000 fee.**

Review the [Policy on Privacy and Data Security Summary for Institutions/Programs](#) on CODA's website. Programs are also reminded that they must comply with CODA's [Electronic Submission Guidelines](#). It is advisable that you continue to contact the Commission office and its staff by email; please do not send postal mail to the Commission office.

Anytime	Applications for programs pursuing CODA accreditation. The first opportunity for the Commission to consider the program, provided that the application is in order, could be approximately 12 to 18 months following the application submission date.
May 15, 2021 (CODA will accept reports on Monday, May 17, 2021)	Deadline for Progress Reports related to Site Visits.
June 1, 2021	Deadline for Initial Response to Site Visit Reports.
June 1, 2021	Deadline for: <ul style="list-style-type: none"> <li>• Program Change Report</li> <li>• Request for Enrollment Increase Report</li> <li>• Sites Where Educational Activity Occurs Report</li> <li>• Teach-Out Report</li> <li>• Other reports for Commission review in Summer 2020</li> </ul>
To Be Determined	<ul style="list-style-type: none"> <li>• As necessary and directed by CODA, additional deadlines will be published related to COVID-19 follow-up.</li> </ul>

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# Staff Contact Information

## CODA Director

[Dr. Sherin Tooks](#), director  
CODA Operations  
International Accreditation Program

## Operations

[Ms. Marjorie Hooper](#), operations coordinator

## Allied Dental Education

[Ms. Michelle Smith](#), manager  
Dental assisting education  
Dental laboratory technology education

## Open, manager

Dental hygiene education

## Advanced Dental Education

[Ms. Jennifer Snow](#), manager  
Endodontics  
Oral and maxillofacial surgery  
Orthodontics and dentofacial orthopedics  
Periodontics

## Advanced Dental Education

[Ms. Kirsten Nadler](#), manager  
Dental public health  
Oral and maxillofacial pathology  
Oral and maxillofacial radiology  
Pediatric dentistry  
Prosthodontics

## Advanced Dental Education

[Ms. Peggy Soeldner](#), manager  
Advanced education in general dentistry  
General practice residency  
Dental anesthesiology  
Oral medicine  
Orofacial pain

## Predoctoral Dental Education

[Ms. Dawn Herman](#), manager  
Predoctoral dental education  
Dental therapy

## Communication and Technology Strategies

[Mr. Gregg Marquardt](#), manager

## Site Visit Coordination

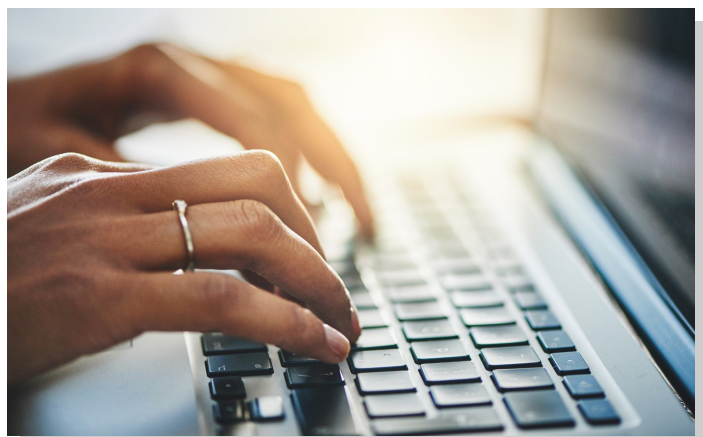
[Ms. Bernadette Molina](#), coordinator  
[Ms. Kelsey Loveless](#), coordinator

## *Please do not call or mail the Commission Office*

*Commission staff are maintaining critical accreditation operations remotely during the COVID-19 pandemic, and will continue to do so for the foreseeable future.*

*It is advisable that the Commission's Communities of Interest continue to contact the Commission office and its staff primarily by email.*

*In addition, please do not send postal mail to the CODA office.*



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