

## MINUTES

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

WEDNESDAY, AUGUST 3, 2016 (MEGA ISSUE DISCUSSION)

**Call to Order:** Dr. Mark Livingston, Vice-Chair and Chair, Standing Committee on Quality Assurance and Strategic Planning, called a Mega Issue Discussion of the Commission on Dental Accreditation (CODA) to order at 1:00 P.M. on Wednesday, August 3, 2016, in Conference Rooms 2B-E of the American Dental Association Headquarters Building, Chicago, in closed session for the purpose of reviewing CODA's proposed 2017-2021 Strategic Plan.

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

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

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

**Strategic Plan Facilitator:** Ms. Elise Scanlon, Esq., principal, Elise Scanlon Law Group

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

**Adoption of the Mega Issue Agenda:** The agenda of the mega issue discussion was adopted.

**Mega Issue Discussion of CODA 2017-2021 Strategic Plan:** The strategic plan process was introduced to the Commissioners, with remarks indicating that the proposed strategic plan was developed through the work of the Standing Committee on Quality Assurance and Strategic Planning (QASP). The QASP committee met for a strategic planning workshop in June 2016 and considered feedback from many communities of interest, including Commission members, in its deliberative process to develop the proposed strategic plan. The strategic plan was developed to support the overall progress of the Commission over the next five years, without specificity toward any one discipline under the Commission's purview.

The Commission first reviewed the current 2012-2016 strategic plan, noting the progress that was made on each goal and action item within the current plan. The Commission then considered the Strategic Planning Report and Recommendations developed by the QASP Committee with the assistance of the strategic planning facilitator. The Commission learned that a stakeholder survey of its communities of interest was conducted, and considered the results of this survey in its deliberation. Additionally, the Commission considered comments received through in-depth interviews with select Commission members. The Commission also considered its 2014 White Paper: Transition to an Operational Structure for Independent Authority in its discussion of the proposed strategic plan.

The Commission noted several broad themes, including CODA's relevance, mission, strategic priorities, and operational priorities. CODA also noted themes within the survey data and QASP discussion related to CODA's future: a need to support education innovation, to calibrate and train site visitors, to communicate its value to students and stakeholders, to address resources, to take steps to address the benefit, feasibility and support for organizational autonomy, to promote a consistent messaging on the value of accreditation to the communities of interest, to consider expanding accreditation internationally, consider establishing standards for emerging fields, to reduce redundancy in the accreditation process, to address perception that accreditation is too costly, to address perception of allied representation inequity on the Commission.

Following discussion of the data, the Commission reviewed its current and proposed mission statement, vision statement, values, and strategic plan, including the specific goals, objectives and action items. The mission statement was modified to emphasize that CODA serves the public and profession by developing and implementing accreditation standards that promote and monitor continuous quality improvement. Minimal modifications were made to the goals and objectives. Goal One emphasized CODA as a leader in accreditation through recognition of emerging areas of dental education in higher education. Goal Two related to CODA's long term sustainability in governance and autonomy, and building relationships and collaborations. Goal Three related to establishing CODA as a global leader in dental accreditation. The Commission was reminded that QASP would present its final report on the strategic plan during the Commission's Open Session meeting on August 5, 2016.

**Commission Action:** See Open Session, Report of the Standing Committee on Quality Assurance and Strategic Planning (below).

Following the Mega Issue Discussion, the Commission engaged in a brief discussion related to its development of an electronic accreditation tool.

**Discussion on CODA's Electronic Accreditation Tool:** The Commission received an update on the development of CODA's electronic accreditation tool. Three cost and structural scenarios were presented to the Commission based upon information from the American Dental Association Information Technology Department, received just prior to the CODA meeting. The Commission briefly discussed the impact to CODA under each scenario, particularly related to the initial and recurring cost of developing and sustaining the electronic accreditation tool, as well as the operational structure of the electronic accreditation tool. The Commission noted that

further discussion of this matter would occur during the Open Session meeting on August 5, 2016.

**Commission Action:** See Open Session, Report of the Standing Committee on Communication and Technology (below).

**Adjournment:** The Commission adjourned the mega issue discussion at 5:00 P.M.

## MINUTES

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

THURSDAY, AUGUST 4, 2016 (CLOSED SESSION)

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

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

**Trustee Liaison and ADA President:** Dr. Raymond Cohlma, Twelfth District Trustee, American Dental Association (ADA) attended the meeting. Dr. Carol Summerhays, ADA President, attended only during the roll call to offer welcome remarks.

**Guests:** Mr. Frederic Duguay, Director, Commission on Dental Accreditation of Canada (CDAC). Dr. Amarjit Rihal, Chair, CDAC was unable to attend.

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

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

**Commissioner Fiduciary Duties and Conflict of Interest Obligations:** Ms. Cathryn Albrecht, ADA/CODA Senior Associate General Counsel, reminded the Commission of its fiduciary responsibilities and the Conflict of Interest policy.

**Policy Reminder of Confidentiality:** Dr. Karen West, CODA Chair, read the Commission's Reminder of Confidentiality, noting the confidential nature of the Commission's materials and deliberations related to the accreditation of programs.

**Accreditation Mail Ballots Since Last Commission Meeting:** The Commission approved for the record, one (1) mail ballot related to program accreditation actions, which had been considered since the Winter 2016 Commission meeting.

**Consideration of Site Visitor Nominations:** Site Visitors are appointed annually for one-year terms but for no more than six (6) consecutive years. Members of the Commission’s Review Committees are also considered site visitors; they serve one four-year term. The Commission considered the names of individuals recommended by the Review Committees on Dental Assisting Education, Predoctoral Dental Education, and Oral and Maxillofacial Surgery Education for a one-year appointment as site visitors for 2016-2017. The individuals recommended included the roles of allied dentist, dental therapy, oral and maxillofacial surgery, and predoctoral site visitor.

**Commission Action:** The Commission approves the site visitor appointments for 2016-2017 (**Appendix 1**).

Following consideration and approval of the site visitor nominations, the Commission discussed the need to provide training to its appointed dental therapy site visitors. The Commission noted that training of all new site visitors in each discipline occurs each June. CODA discussed whether dental therapy site visitor training should occur in fall 2016 in order to ensure these site visitors are prepared to evaluate dental therapy education programs, should CODA receive an application for this discipline prior to next summer. CODA discussed several training options such as in-person and web-based training. CODA also noted that since the fall 2016 training program was not budgeted for 2016, funding from the Commission’s Research and Development Fund would be required to support this activity. Additionally, staff availability to develop and administer the training program in fall 2016 was a concern. Following consideration, CODA took action to approve dental therapy site visitor training through a web-based program in fall 2016 with additional training in June 2016 during CODA’s regular training schedule. Following CODA’s action and after reviewing the CODA staff activity calendar, staff identified and presented to the Commission potential training dates in December 2016. The Commission rescinded its prior motion and took action to approve a two-day in-person training workshop in December 2016.

**Commission Action:** The Commission directs a two-day training workshop for dental therapy site visitors be conducted in December 2016.

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

**Commission Action:** Accreditation status was granted to programs evaluated since the Winter 2016 meeting. Accreditation actions are summarized in the “Report on the Accreditation Statuses of Educational Programs” (**Appendix 2**).

**Consideration of a Formal Complaint Against the Commission on Dental Accreditation:** In accordance with the Commission’s directive June 13, 2016, the Commission Chair, Dr. Karen West called a closed session of the Commission to order at 1:30 P.M. on Thursday, August 4, 2016, in the Executive Board Room of the ADA Headquarters Building, Chicago, for the

purpose of reviewing a complaint filed against the Commission on Dental Accreditation by a Commissioner alleging that CODA did not follow its policies in processing a prior complaint.

Commissioners, Commissioner Trainees, the ADA Trustee Liaison to CODA, the CODA Director, and CODA Legal Counsel were present. Two Commissioners were excluded from portions of the deliberation. Commission managers and staff, and CDAC guests were excused from the complaint deliberation. All voting occurred through anonymous paper ballot. The minutes of the closed session are separately recorded; however, non-confidential actions taken by the Commission are reflected in the minutes.

The Commission was reminded that some aspects of the complaint were adjudicated through the Commission's mail ballot in June 2016. The Commission's actions on the remaining complaint allegations discussed on August 4, 2016 are noted below.

**Commission Action:** The Commission affirmed the Chair's and Vice-chair's ruling that a request to include the Summer 2016 Nomination Committee Report in the complaint deliberations was out of order; therefore, the Commission did not consider the Nomination Report in discussion of the complaint.

The Commission found that the presented evidence failed to demonstrate that any individuals named in the complaint had an actual or perceived conflict of interest as alleged.

The Commission found that the presented evidence failed to demonstrate that the Commission violated its Conflict of Interest Policy during consideration of the prior complaint.

The Commission found that the presented evidence failed to demonstrate that the Commission violated its Policy and Procedures on Complaints Directed at the Commission when conducting its review of a prior complaint in closed session.

**Adjournment:** The Commission adjourned the closed session at 4:30 P.M.

## MINUTES

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

FRIDAY, AUGUST 5, 2016 (OPEN SESSION)

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

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

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

**Guests:** Dr. Amarjit Rihal, Chair, Commission on Dental Accreditation of Canada (CDAC), and Mr. Frederic Duguay, Director, CDAC.

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

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

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

**Approve the Minutes from Winter 2016 Meeting:** The minutes of the Winter 2016 Commission meeting were approved.

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

- Mail Ballots Since the Last Commission Meeting:

- a. CODA Comment on Proposed Revision to Commission on Dental Accreditation of Canada Dental (CDAC) Specialty Accreditation Requirement 3.1.2 – Closed: 3/26/2016.
- b. 2016 QASP Request of Research and Development (R&D) Funds for Strategic Planning – Closed: 5/2/2016.
- c. 2016 QASP Review of USDE Draft Guidance Document – Closed: 6/1/2016.
- d. Commissioner Complaint Against Commission on Dental Accreditation – Closed: 6/13/2016.

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

**Committee Chair:** Dr. William Lobb. **Committee Members:** Drs. Nicolaas Geurs, Liz Kaz, Thomas McConnell, Stephanie Oberhaus, Charlotte Royeen, Robert Trombly and Deborah Weisfuse. **Commissioner Trainees:** Drs. Steven Friedrichsen, Joseph Hagenbruch (for the first day), and Arthur Jee. **Guest (Open Session only):** Dr. Anthony Palatta, chief learning officer, American Dental Education Association (ADEA). **CODA Staff:** Dr. Catherine Horan, manager, Predoctoral Dental Education, Commission on Dental Accreditation (CODA). Dr. Sherin Took, director, CODA attended a portion of the meeting.

A meeting of the Review Committee on Predoctoral Dental Education (PREDOC RC) was held at American Dental Association (ADA) Headquarters in Chicago on July 11-12, 2016. The Report of the PREDOC RC is found in **Appendix 3**.

**Informational Report on Frequency of Citings of 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 Revision to Discipline-Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs:** In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The PREDOC RC believed that the accreditation standards were lacking in the areas of oversight emphasized by the Commission. As such, the Commission learned that the PREDOC RC generated two new standards and proposed revision of two additional standards to address the directive of the Commission. The Commission reviewed the following proposed revisions to the standards:

**Proposed New Standard 2-6:** (re: Faculty calibration)

**Students must receive comparable instruction and assessment at all sites where required educational activity occurs through calibration of all appropriate faculty.**

**Examples of Evidence:**

- **On-going faculty training**
- **Calibration Training Manuals**
- **Periodic monitoring for compliance**
- **Documentation of faculty participation in calibration-related activities**



**Revised Standard 3-1:** (re: Appropriate staff and student oversight)  
The number and distribution of faculty **must** be sufficient to meet the dental school's stated purpose/mission, goals and objectives at all sites where required educational activity occurs.

**Revised Standard 3-2:** (re: Faculty calibration)  
The dental school **must** show evidence of an ongoing faculty development process.

**Intent:**

*Ongoing faculty development is a requirement to improve teaching and learning, to foster curricular change, to enhance retention and job satisfaction of faculty, and to maintain the vitality of academic dentistry as the wellspring of a learned profession*

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

- Participation in development activities related to teaching and learning
- Attendance at regional and national meetings that address education
- Mentored experiences for new faculty
- Scholarly productivity
- Maintenance of existing and development of new and/or emerging clinical skills
- Documented understanding of relevant aspects of teaching methodology
- Curriculum design and development
- Curriculum evaluation
- Student/Resident assessment
- Cultural Competency
- Ability to work with students of varying ages and backgrounds
- Use of technology in didactic and clinical components of the curriculum
- Records of Calibration of Faculty

**Proposed Standard 4-6:** (Written agreements)

Any site not owned by the sponsoring institution where required educational activity occurs **must** have a written agreement that clearly defines the roles and responsibilities of the parties involved.

**Commission Action:** The Commission on Dental Accreditation directs the proposed new and revised dental education accreditation standards noted above (additions are underlined) be circulated to the communities of interest for one year, with hearings conducted at the Fall 2016 ADA and Spring 2017 ADEA meetings, with review of received comment and possible adoption by the Commission, through its PREDOC RC, at its Summer 2017 meeting.

Consideration of the Use of Private Practices for Community-Based Education in the Accreditation Standards for Dental Education Programs: The Commission noted that the PREDOC RC reviewed the history of this policy item in Winter 2016, specifically related to the

use of private practices for community-based education. Standards were previously generated to further discussion on this topic; however, based upon the proposed standards revisions related to sites where educational activity occurs, the PREDOC RC believed there should be no further consideration of the proposed standards of this policy item.

**Commission Action:** The Commission on Dental Accreditation directs there be no further consideration of the proposed revisions to the Accreditation Standards for Dental Education Programs previously circulated related to the use of private practices for community-based education.

*Consideration of a Proposed Revision to Dental Education Standard 2-20:* The PREDOC RC and CODA reviewed a joint letter from the ADA Council on Dental Practice (CDP) and ADA Council on Dental Education and Licensure (CDEL) asking CODA to consider additional language in an intent statement to Standard 2-20. The PREDOC RC believed that the proposed additional language was too specific and difficult to link to predoctoral education, rather it appeared to be geared toward practicing dentists. While ethics and professionalism is viewed as an important topic, the PREDOC RC believed, and the Commission concurred, that the proposed addition to the intent statement would not add to the current language that exists for this requirement.

**Commission Actions:** The Commission on Dental Accreditation directs there be no revision to Dental Standard 2-20 at this time.

*Informational Report for Dental Education 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.

*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 Joint Advisory Committee on Dental Education Information (JACDEI):* JACDEI discussed and made recommendations related to the annual survey based upon information it obtained from the American Dental Education Association's Section on Business, Finance and Clinical Administration (BFACA) and the Section on Academic Affairs. Following consideration, it was believed that revision to the 2016/2017 Annual Survey instrument be revised as proposed by the JACDEI and recommended by the PREDOC RC.

**Commission Actions:** The Commission on Dental Accreditation directs revision of the 2016/17 CODA annual survey instrument for dental education programs to include the following modifications:

- continue using Doctor of Dental Surgery Equivalent (DDSE) in Finance Reports as a way of calculating ratios of expenses and revenue per study;

- drop Group I Q76 on the “Comprehensive Care Model;”
- keep Group IV Q77.a, the “Community-based Clinical Experiences” with changes to reflect the types of educational activity as prescribed by new CODA policy definitions; drop Group I Q24 due to redundancy; and
- keep Group IV Q77.b since it is part of routine site visit planning.

The Commission on Dental Accreditation further directs that all edits in **Appendix 4** be incorporated in the 2016/17 CODA annual survey instrument for dental education programs.

*Consideration of a New Standard on Faculty Qualifications:* The PREDOC RC and Commission considered a letter submitted by seven of the nine ADA-recognized dental specialty sponsoring organizations, requesting CODA to establish a new predoctoral dental education standard on faculty qualifications. The PREDOC RC considered language used within the Accreditation Standards for Advanced Education in General Dentistry, noting that the proposed predoctoral standard allowed for less flexibility thereby requiring both education and clinical experience as qualifications of faculty members for predoctoral education programs. The PREDOC RC believed that the Standard 3-4 currently provides sufficient oversight to ensure the quality of dental education faculty members through assessment of outcomes of hiring qualified faculty. The Commission further discussed this matter and it was suggested that the Review Committee reconsider the specificity and intent of the proposed standard as described in the letter received by CODA. It was noted that in some institutions, the level of training of the “general practice group model” leader can influence the level ability and education of the predoctoral students. A concern was expressed that there should be consideration of education and training of predoctoral faculty under this type of model, since education of students has become more reliant on general dentists rather than specialists training the student to diagnose disease. While no motion was made related to this concern, the chair of the PREDOC RC noted that the Committee would consider this discussion at its next meeting.

**Commission Actions:** The Commission on Dental Accreditation directs there be no further consideration of the proposed new dental education accreditation standard 3-2, regarding qualifications of faculty, at this time.

*New Business: Discussion on Presentation of Accreditation Reports:* There was no discussion on this report.

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

*New Business: Analysis of CODA’s Predoctoral Calibration Workshop:* 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 Postdoctoral Dental Education (PGD RC):** Committee chair: Dr. Harold “Mark” Livingston. Committee members: Dr. Ralph Epstein, Dr. Mahnaz Fatahzadeh, Dr. Kenneth Fedor, Dr. Timothy Halligan, Dr. Jeffery Hicks, Dr. Judith Messura,

Dr. Jeffrey Shaefer, Dr. Robert Strauss, Mr. Glenn Unser, and Dr. Allen Wong. Guest (Open Session only): Ms. Tami J. Grzesikowski, senior director for allied dental education, American Dental Education Association. CODA Staff: Ms. Peggy Soeldner, manager, Postdoctoral General Dentistry Education.

The meeting of the Postdoctoral General Dentistry Education Review Committee (PGD RC) was held July 14-15, 2016 at the ADA Headquarters Building. The Report of the PGD RC is found in **Appendix 5**.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Dentistry: There was no discussion on this report.

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

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Education Programs in General Practice Residency: There was no discussion on this report.

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

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Dental Anesthesiology: There was no discussion on this report.

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

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Oral Medicine: There was no discussion on this report.

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

Informational Report on Frequency of Citings of Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain: There was no discussion on this report.

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

Proposed Revisions to Accreditation Standards for Advanced Education Programs in General Practice Residency, Advanced Education Programs in General Dentistry and Advanced General Dentistry Education Programs in Dental Anesthesiology: The Commission noted that the standards address the qualifications required to serve as a program director for an educational program in each discipline but do not explicitly state a program director is required. Additionally, it was noted that the “grandfathering waiver” found in the General Practice Residency (GPR), Advanced Education Programs in General Dentistry (AEGD) was unclear. Proposed revisions to Standard 3-1 of the GPR, AEGD and Dental Anesthesiology (Standards and Standard 3-2 of the GPR and AEGD Standards were circulated until June 1, 2016, with one comment received. Following consideration, the PGD RC recommended that proposed revisions should be approved by the Commission, with implementation in July 2017.

**Commission Action:** The Commission on Dental Accreditation directs adoption of the proposed revisions to Standard 3-1 of the GPR, AEGD and Dental Anesthesiology Standards and Standard 3-2 of the GPR and AEGD Standards found in **Appendix 6**, with an implementation date of July 1, 2017.

*Consideration of Proposed Revisions to the Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain:* The Commission noted that the validity and reliability study revealed areas in which the orofacial pain standards should be revised. Proposed revisions were circulated for a period of public comment, with one comment received. The Commission noted major changes included elimination of terms “proficient” and “proficiencies” and the ability to address sleep disorders with appliances. The Commission noted that the PGD RC recommended an implementation date of July 1, 2017 to provide programs with sufficient notice of implementation.

**Commission Action:** The Commission on Dental Accreditation directs adoption of the proposed revisions to Accreditation Standards for Advanced General Dentistry Education Programs in Orofacial Pain found in **Appendix 7**, with an implementation date of July 1, 2017.

*Informational Report on Postdoctoral General Dentistry Education Annual Survey Curriculum Section:* The PGD RC reviewed its annual survey curriculum sections, which will be circulated to accredited programs in 2018. The PGD RC recommended proposed revision to some annual survey questions to ensure alignment of the questions with the current Accreditation Standards.

**Commission Action:** The Commission on Dental Accreditation adopts the revisions to the curriculum sections of discipline-specific Annual Surveys, found in (**Appendices 8, 9, 10, and 11**) for implementation in the 2018 Annual Surveys.

*Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs:* In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission learned that the PGD RC had, in response to CODA’s request, proposed revision to the Accreditation Standards to incorporate the new terminology of the CODA policy on sites where educational activity occurs, and clarify/strengthen the standards related to written/affiliation agreements, faculty calibration, and appropriate faculty staffing and student/resident oversight at sites where educational activity occurs.

**Commission Action:** The Commission on Dental Accreditation directs the proposed revisions and new Standards for Postdoctoral General Dentistry disciplines found in **Appendices 12, 13, 14, 15, and 16** be circulated to the communities of interest for a period of one (1) year, including hearings to be conducted at the 2016 and 2017 ADA and ADEA Annual Meetings, with considered of comments at the Summer 2017 meeting of the PGD RC and Commission.

**Report of the Review Committee on Dental Assisting Education (DA RC):** Committee chair: Dr. Lorraine Gagliardi. Committee members: Ms. Teresa Bailey, Dr. Cynthia Baker, Ms. Margaret Bowman-Pensel, Ms. Cynthia Cronick, Dr. Loren Feldner, Dr. Connie Kracher and Ms. Joleen VanBibber. Commissioner Trainee: Ms. Deanna Stentiford. Dr. Paula Friedman was unable to attend the meeting. Guests (Open Portion Only): Dr. Johnna Gueorguieva, director, Credentialing and Client Services, Dental Assisting National Board, Ms. Tami Grzesikowski, senior director, Allied Dental Education, American Dental Education Association, Dr. John Kasper, executive director, American Dental Assistants Association and Ms. Sidonia Peto, director, Education, American Dental Assistants Association. Commission Staff: Ms. Alyson Ackerman, manager, Allied Dental Education and Ms. Patrice Renfrow, manager, Allied Dental Education. Dr. Sherin Tooks attended a portion of the meeting.

The meeting of the Review Committee on Dental Assisting Education (DA RC) was held on July 14-15, 2016 at the ADA Headquarters Building. The Report of the DA RC is found in **Appendix 17**.

Informational Report on Frequency of Citings of Accreditation Standards for Dental Assisting Education Programs: There was no discussion on this report.

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

Informational Report for Allied Education Programs in Dental Assisting 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 Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The DA RC found that the current standards addressed two of the three oversight areas required by CODA. Regarding faculty calibration, the DA RC recommended calibration of faculty at sites where educational activity occurs could be enhanced through the addition of language in Standard 4-10. Additionally, it was noted that the intent statement of Standard 4-10 should be better aligned with the policy.

**Commission Action:** The Commission on Dental Accreditation affirms that existing Dental Assisting Standards 1-6 and 4-10, a and b, sufficiently address two (2) out of three (3) areas of oversight required by the Commission.

The Commission on Dental Accreditation adopts the proposed new language for faculty calibration within Dental Assisting Standard 4-10, g (**Appendix 17**), with immediate implementation.

The Commission on Dental Accreditation further adopts the revision to the Intent Statement for Dental Assisting Standard 4-10 (**Appendix 17**).

*New Business: Proposed Revisions to Dental Assisting Standards 2-9, k and 5-1:* The Commission considered a new business item presented by the DA RC. Frequency of Citings data indicated that clarification of the standards could be provided through revision of Dental Assisting Standards 2-9, k and 5-1.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to Dental Assisting Standards 2-9, k and 5-1 (**Appendix 18**) with immediate implementation.

**Report of the Review Committee on Dental Hygiene Education (DH RC):** Committee chair: Dr. Susan Callahan Barnard. Committee members: Dr. Carolyn Breen, Ms. Michele Carr, Dr. Sebastian Ciancio, Ms. Karen Haldemann, Ms. Carolyn Jackson, Ms. Sri Koduri, Dr. Ronald Kosinski, Ms. Barbara Krieg, Ms. Jo Ann Nyquist and Dr. Sally Mauriello. Guests (Open Portion Only): Ms. Pamela Steinbach, director, Education and Research, American Dental Hygienists' Association, Ms. Michelle Smith, manager, Dental Hygiene Education, American Dental Hygienists' Association, and Ms. Tami Grzesikowski, senior director, Allied Dental Education, American Dental Education Association attended the policy portion of the meeting. Commission Staff: Ms. Alyson Ackerman, manager, Allied Dental Education and Ms. Patrice Renfrow, manager, Allied Dental Education, CODA. Dr. Sherin Tookoos attended portions of the meeting.

The meeting of the Review Committee on Dental Hygiene Education (DH RC) was held July 12-13, 2016 at the ADA Headquarters Building. The Report of the DH RC is found in **Appendix 19**.

*Informational Report on Frequency of Citings of Accreditation Standards for Dental Hygiene Education Programs:* There was no discussion on this report.

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

*Informational Report for Allied Education Programs in Dental Hygiene 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 Development of Interprofessional Education Standard:* The Commission considered the proposed revision to Dental Hygiene Standard 2-15, which would enable the Commission to provide oversight for existing dental hygiene curricula in interprofessional education. Since the proposed revision reflected existing educational trends, the DH RC did not believe circulation of the proposed revision by CODA was warranted.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revisions to Dental Hygiene Standard 2-15 found in **Appendix 20** with immediate implementation.

*Consideration Of Proposed Revisions to Dental Hygiene Standard 3-6:* The Commission considered the proposed revision to Dental Hygiene Standard 3-6, which had been circulated to the communities of interest resulting in overwhelming support for the proposed change.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to Dental Hygiene Standard 3-6 (**Appendix 21**) with an implementation date of July 1, 2017.

*Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs:* In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The DH RC noted that two of the three required oversight areas were sufficiently addressed in the current standards. However, the DH RC recommended that Standard 4-4, f be revised to ensure instruction at off-campus sites is provided and evaluated by calibrated dental hygiene faculty.

**Commission Action:** The Commission on Dental Accreditation affirms that existing Dental Hygiene Standards 1-6 and 4-4, a, e, f and g sufficiently address two (2) out of three (3) areas of oversight for educational activity sites required by the Commission.

The Commission on Dental Accreditation further adopts the revision to Dental Hygiene Standard 4-4, f (**Appendix 22**), with immediate implementation.

**Report of the Review Committee on Dental Laboratory Technology Education (DLT RC):**

**Committee chair:** Mr. Dennis Lanier. **Committee members:** Dr. Steven Bender, Ms. Renata Budny, Dr. Gene Kelber and Mr. Charles McClemens. Ms. Betty Mitchell substitute as needed for discipline specific program review. **Guests (Open Session):** Ms. Tami Gzresikowski, senior director, Allied Dental Education, American Dental Education Association and Mr. Bennett Napier, chief staff executive, National Association of Dental Laboratories attended the open policy portion of the meeting. **Commission Staff:** Ms. Alyson Ackerman, manager, Allied Dental Education and Ms. Patrice Renfrow, manager, Allied Dental Education.

The meeting of the Review Committee on Dental Laboratory Technology Education (DLT RC) was held July 11, 2016 via conference call. The Report of the DLT RC is found in **Appendix 23**.

*Informational Report on Frequency of Citings of Accreditation Standards for Dental Laboratory Technology Education Programs:* There was no discussion on this report.

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

*Informational Report for Allied Education Programs in Dental Laboratory Technology 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 Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The DLT RC reported that two of the three required compliance areas were sufficiently addressed in Standards 1-6 and 4-3. However, the DLT RC recommended that Standard 4-3, j and its intent statement be revised to ensure faculty calibration and add clarification that externship/practical experience sites are exempt from this requirement in accordance with the CODA policy.

**Commission Action:** The Commission on Dental Accreditation affirms that existing DLT Standards 1-6 and 4-3, a, b, d and h sufficiently address two (2) out of three (3) areas of oversight required by the Commission at the Winter 2016 meeting, relative to sites where educational activity occurs.

The Commission on Dental Accreditation adopts the proposed new language for faculty calibration within DLT Standard 4-3, j (**Appendix 24**), with immediate implementation.

The Commission on Dental Accreditation further adopts the proposed Intent Statement for DLT Standard 4-3 (**Appendix 24**) with immediate implementation.

**Report of the Review Committee on Dental Public Health Education (DPH RC):** Committee Chair: Dr. Ana Karina Mascarenhas. Committee Members: Dr. Donald Altman, Dr. Raymond Kuthy, Dr. James Leonard, and Dr. Lauren Patton. Commissioner Trainee: Dr. Steven Levy. Guests (Open Portion Only): Dr. Frances Kim, president, American Association of Public Health Dentistry (AAPHD) and Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA). Staff Members: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Mr. Gregg Marquardt, manager, Communication and Technology Strategies, CODA, was also present. Dr. Sherin Tooks, director, CODA and Ms. Cathryn Albrecht, senior association general counsel, were also in attendance.

The meeting of the Review Committee on Dental Public Health Education was held on Friday, July 15, 2016 at the American Dental Association Headquarters Building. The Report of the DPH RC is found in **Appendix 25**.

Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health: 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 the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health Standard 2 Related to Program Director Time Commitment: The Commission reviewed the proposed revision to Dental Public Health Standard 2, which was circulated to the communities of interest for public comment until June 1, 2016. One comment was received, which was favorable. Therefore, the DPH RC recommended adoption of the proposed revision.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revised Accreditation Standards for the Advanced Specialty Education Programs in Dental Public Health Standard 2 – Program Director and Teaching Staff (**Appendix 26**) with an implementation date of January 1, 2017.

*Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs:* In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission noted that dental public health has a supervised field experience that is a requirement of the program. The DPH RC recommended proposed revision to Standards 1-2, 1-3, 2-3, and select editorial changes to align language with policy. The proposed revisions aligned the Affiliations standard with current policy. Additionally, two proposed new standards related to supervision by qualified faculty, and calibration of faculty to address the CODA directive.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health, found in **Appendix 27**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission’s Summer 2017 meetings.

*Consideration of Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health Standard 4-5 Related to Instruction in Dental Public Health Competencies:* The Commission received a request from the American Association of Public Health Dentistry (AAPHD) to revise the dental public health professional competency statements within Standard 4-5 of the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health. The Commission noted that the Board would begin to examine candidates on the new competencies beginning in April 2018. Since the proposed competencies were generally similar to the current competencies, the DPH RC recommended that CODA adopt the proposed revisions with immediate implementation.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to Dental Public Health Education Standard 4-5 - Instruction in Dental Public Health (**Appendix 28**) with immediate implementation.

*New Business: Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Dental Public Health:* The Commission considered a proposed revision to Standard 4-7 Supervised Field Experience, noting that there may be different interpretations of this requirement. As a result, the DPH RC believed that an intent statement to define an acceptable field experience would provide clarity on the expectation of this Standard. The DPH RC recommended immediate adoption of the intent statement.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revision to Dental Public Health Education Standard 4-7 – Supervised Field Experience (**Appendix 29**) with immediate implementation.

**Report of the Review Committee on Endodontics Education (ENDO RC):** **Committee Chair:** Dr. William Schindler. **Committee Members:** Dr. Brian Bergeron, Dr. John Hatton, Dr. James Johnson, and Dr. Robert Miller, and Ms. Diane Neefe. **Commissioner Trainee:** Dr. Bradford Johnson. **Guests (Open Session only):** Ms. Beverly Albert, assistant executive director for education, American Association of Endodontists (AAE). Ms. Tami J. Grzesikowski, senior director for allied dental education, American Dental Education Association (ADEA) attended by telephone conference call. **Staff Member:** Ms. Jennifer Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA).

The meeting of the Review Committee on Endodontics Education (ENDO RC) was held at the ADA Headquarters Building on July 11, 2016. The Report of the ENDO RC is found in **Appendix 30**.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Endodontics:* There was no discussion on this report.

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

*Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs:* In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission reviewed the ENDO RC's proposed revisions, which included revision to Standard 1, to address written agreements and addition of a new standard on clinical supervision, and a new standard within Standard 2 related to faculty calibration at sites where educational activity occurs.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Endodontics, found in **Appendix 31**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

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

The meeting of the Review Committee on Oral and Maxillofacial Pathology Education (OMP RC) was held via telephone conference call on Thursday, July 14, 2016. The Report of the OMP RC is found in **Appendix 32**.

Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty 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 Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the proposed revision to the Accreditation Standards for oral and maxillofacial pathology, noting that the OMP RC recommended revision of Standard 1, Affiliations and addition of a new standard on clinical supervision at sites where educational activity occurs and, within Standard 2, addition of a new standard on faculty calibration.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs Oral and Maxillofacial Pathology found in **Appendix 33**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

**Report of the Review Committee on Oral and Maxillofacial Radiology Education (OMR RC):** Committee Chair: Dr. James Geist. Committee Members: Dr. Nelia Afonso, Dr. Debra Gander, and Dr. Vijay Parashar. Dr. Mark Schmidt did not participate in the meeting. Dr. Byron "Pete" Benson substituted as needed for a discipline specific program review. Guests (Open Portion Only): Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA). Staff Members: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA.

The meeting of the Review Committee on Oral and Maxillofacial Radiology Education (OMR RC) was held via telephone conference call on Monday, July 11, 2016. The Report of the OMR RC is found in **Appendix 34**.

Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Radiology: There was no discussion on this report.

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

Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of

its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the proposed revision to the Accreditation Standards for oral and maxillofacial radiology, noting that the OMR RC recommended revision of Standard 1, Affiliations and addition of a new standard on clinical supervision at sites where educational activity occurs and, within Standard 2, addition of a new standard on faculty calibration.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Radiology Education found in **Appendix 35**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

**Report of the Review Committee on Oral and Maxillofacial Surgery Education (OMS RC):**

**Committee Chair:** Dr. David Stanton. **Committee Members:** Dr. Alan Herford, Dr. Gregory Ness, Dr. Vincent Perciaccante, and Ms. Cindy Stergar. Dr. Steven Lepowsky and Dr. Paul Tiwana (substitute as needed for discipline specific program review) participated via telephone conference call. **Guests (Open Session Only):** Ms. Mary Allaire-Schnitzer, associate executive director; Ms. Penny Evans, manager advanced education and resident affairs; Dr. Douglas Fain, president-elect; Mr. Scott Farrell, executive director; Dr. Brett Ferguson, vice president; Dr. William Nelson, immediate past president; and Dr. Louis Rafetto, president; American Association of Oral and Maxillofacial Surgeons (AAOMS); Dr. Colin Bell, President and Ms. Erin Elizabeth Killeen, vice president, American Board of Oral and Maxillofacial Surgery (ABOMS); and Ms. Tami Grzesikowski, senior director for allied dental education, American Dental Education Association (ADEA). **Staff Members:** Ms. Jennifer E. Snow, manager, Advanced Specialty Education, and Dr. Sherin Tooks, director, Commission on Dental Accreditation (CODA). 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 at the ADA Headquarters Building on July 12, 2016. The Report of the OMS RC is found in **Appendix 36**.

*Informational Report on Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery:* There was no discussion on this report.

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

*Informational Report on Frequency of Citings of Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery:* There was no discussion on this report.

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

Informational Report on Advanced Specialty Education Programs and Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery 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 Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the proposed revisions to the oral and maxillofacial surgery standards (residency and fellowship). The OMS RC believed that written agreements, faculty calibration and resident oversight were adequately addressed within the standards documents as written; however, in order to align the language in the standards with that of CODA's policy, the OMS recommended the Commission circulate the proposed revisions to the communities of interest for comment.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Oral and Maxillofacial Surgery, found in **Appendix 37**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Oral and Maxillofacial Surgery, found in **Appendix 38**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings

**Report of the Review Committee on Orthodontics and Dentofacial Orthopedics (ORTHO RC):** Committee Chair: Dr. H. Garland Hershey. Committee Members: Dr. G. Frans Currier, Mr. David Cushing, Dr. Scott Jamieson, Dr. James Kiser, and Dr. Leslie Will. Guests (Open Session only): Ms. Anita Craig, director, Education, American Association of Orthodontists and Dr. Anthony Palatta, chief learning officer, American Dental Education Association. Staff Members: Ms. Jennifer Snow, manager, Advanced Specialty Education, Commission on Dental Accreditation (CODA). Dr. Sherin Tooks, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Orthodontics and Dentofacial Orthopedics Education (ORTHO RC) was held at the ADA Headquarters Building on July 15, 2016. The Report of the ORTHO RC is found in **Appendix 39**.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics: There was no discussion on this report.

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

Informational Report on Frequency of Citings of Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics: There was no discussion on this report.

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

Informational Report on Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics 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 Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the ORTHO RC's proposed revisions to Standard 1, Affiliations (residency and fellowship) to include a new standard to address clinical supervision oversight of residents. Additionally, a new standard was proposed to address faculty calibration at sites where educational activity occurs. The ORTHO RC believed an intent statement was needed to clarify that the program director should assure the qualifications of clinical faculty.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Orthodontics and Dentofacial Orthopedics, found in **Appendix 40**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Clinical Fellowship Training Programs in Craniofacial and Special Care Orthodontics, found in **Appendix 41**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

**Report of the Review Committee on Pediatric Dentistry Education (PED RC):** Committee Chair: Dr. Catherine Flaitz. Committee Members: Dr. Brenda Bohaty, Dr. Man Wai Ng, Dr. Reuben Pelot, Mr. Gerald Phipps, and Dr. Richard Udin. Guests (Open Portion Only): Mr. Scott Dalhouse, manager of educational affairs, American Academy of Pediatric Dentistry (AAPD)

and Ms. Tami Grzeskowski, senior director for allied dental education, American Dental Education Association (ADEA) attended the policy portion of the meeting. Staff Member: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA.

The meeting of the Review Committee on Pediatric Dentistry Education (PED RC) was held via telephone conference call on Tuesday, July 12, 2016. The Report of the PED RC is found in **Appendix 42**.

Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry: There was no discussion on this report.

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

Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The PED RC proposed revisions to Standard 1 to align with the new policy statement on reporting and approval of sites where educational activity occurs. A new standard was proposed to address clinical supervision of residents at sites where educational activity occurs. Additionally, the Commission considered the proposed new Standard 2 to address faculty calibration.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry found in **Appendix 43**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

New Business: Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry: The Commission considered the new business item related to Standard 4-6 of the pediatric dentistry standards, which the PED RC believed could be enhanced to further clarify how programs define and count student/resident participation in monitoring and administering sedatives during clinical treatment. The PED RC believed that CODA should contact the American Academy of Pediatric Dentistry (AAPD) to ensure any future revision to the standards would align with the AAPD anesthesia guidelines. The PED RC proposed that a subcommittee use information from the AAPD to propose revisions for consideration by the PED RC and CODA in Winter 2017.

**Commission Action:** The Commission on Dental Accreditation directs staff to contact the AAPD and request information on the sedation guidelines and how Standard 4-6 may be clarified.



The Commission on Dental Accreditation further directs a subcommittee of the PED RC meet prior to November 1, 2016 to review Standard 4-6 for further consideration of proposed changes at the PED RC and Commission's Winter 2017 meetings.

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

The meeting of the Review Committee on Periodontics Education (PERIO RC) was held via telephone conference call on July 14, 2016. The Report of the PERIO RC is found in **Appendix 44**.

Informational Report on Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Periodontics: There was no discussion on this report.

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

Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the PERIO RC proposed revision to Standard 1 to align with policy on sites where educational activity occurs. The PERIO RC also proposed revisions to address teaching staff, and means for calibration where competency assessment occurs, as well as availability and adequacy of staff, and oversight of students/residents. The RC believed these items should be included in written agreements with between the program and educational site. The Committee also proposed revision to the Standards to ensure faculty calibration.

**Commission Action:** The Commission on Dental Accreditation directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Programs in Periodontics, found in **Appendix 45**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

**Report of the Review Committee on Prosthodontics Education (PROS RC):** Committee Chair: Dr. Stephen Campbell. Committee Members: Dr. Ronald Burakoff, Dr. David Felton, Dr. Julie Holloway, Dr. Arthur Nimmo, and Dr. Elizabeth Sabin. Dr. Kent Knoernschild substituted as needed for a discipline specific program review. Commissioner Trainee: Dr. Joseph Hagenbruch. Guests (Open Portion Only): Dr. Anthony Palatta, senior vice president for

institutional capacity building, American Dental Education Association and Mr. Adam Reshan, director membership services, American College of Prosthodontists (ACP). Staff Members: Ms. Catherine Baumann, manager, Advanced Specialty Education and Ms. Sheron Parkman, senior project assistant, CODA. Dr. Sherin Took, director, CODA, attended a portion of the meeting.

The meeting of the Review Committee on Prosthodontics Education (PROS RC) was held on Wednesday, July 13, 2016 at the American Dental Association Headquarters Building. The Report of the PROS RC is found in **Appendix 46**.

Informational Report of Frequency of Citings of Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics: 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 6 of the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics: The Commission considered proposed revision of Prosthodontics Standard 6, Research, which was circulated for a period of public comment until June 1, 2016 with one positive comment received.

**Commission Action:** The Commission on Dental Accreditation adopts the proposed revised Accreditation Standards for the Advanced Specialty Education Programs in Prosthodontics Standard 6 - Research (**Appendix 47**) with an implementation date of January 1, 2017.

Consideration of Revision to Discipline Specific Accreditation Standards to Address Areas of Oversight at Sites Where Educational Activity Occurs: In Winter 2016, CODA directed each of its Review Committees to consider changes to the standards to address areas of oversight for programs at sites where educational activity occurs. The Commission considered the PROS RC proposed revision to Standard 1 and proposed new Standard 1-2 and 2-5 related to sites where educational activity occurs.

**Commission Action:** The Commission directs circulation of the proposed revisions to the Accreditation Standards for Advanced Specialty Education Program in Prosthodontics Education, found in **Appendix 48**, to the communities of interest for review and comment, with hearings conducted at the October 2016 American Dental Association and March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission's Summer 2017 meetings.

New Business: Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics: The PROS RC noted that there is no mandate in the standards that the program director be full-time. The PROS RC recommended revision to Standard 2-1 to require the director be full-time, as defined by the institution. The PROS RC suggested the proposed revision be circulated for a period of public comment, with consideration of comments received by CODA during the Summer 2017 meetings.

**Commission Action:** The Commission on Dental Accreditation directs the proposed revision to Prosthodontics Education Standard 2 – Program Director and Teaching Staff (**Appendix 49**) be circulated to the communities of interest for review and comment, with Hearings conducted at the October 2016 American Dental Association and the March 2017 American Dental Education Association annual meetings, with comments reviewed at the Commission’s Summer 2017 meetings.

*New Business: Consideration of Proposed Revisions to the Accreditation Standards for Advanced Specialty Education Programs in Prosthodontics and Accreditation Standards for Dental Education Programs:* The Commission considered the PROS RC’s report related to a review of the standards focusing on two areas, caries risk assessment and intervention, and digital technology. The PROS RC proposed revision to the standards to shift knowledge from the understanding to in-depth level for digital technology, and to include a clinical component to education in this area. Additionally, the PROS RC proposed a modification of the standards to require in-depth knowledge in caries risk assessment, and a new clinical standard for application of principles related to caries risk assessment. Finally, the PROS RC recommended that the Commission request the Review Committee on Predoctoral Dental Education to review Dental Standard 2-23 related to digital technology.

**Commission Action:** : The Commission on Dental Accreditation directs the proposed revision to Prosthodontics Standard 4- Curriculum and Program Duration (**Appendix 50**) be circulated to the communities of interest for a period of one (1) year, with a hearing at the October 2016 American Dental Association (ADA) and March 2017 American Dental Education Association (ADEA) annual meetings, with comments reviewed at the Commission’s Summer 2017 meetings.

The Commission on Dental Accreditation directs the PREDOC RC to consider the proposed revision to Dental Education Standard 2-23 related to digital technology (**Appendix 51**) at its Winter 2017 meeting, with a report to the Commission at that time.

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

**Informational Report on Review Committee and Commission Meeting Dates:** The Commission reviewed the meeting dates of the 2016 and 2017 meetings. It was noted that the PGD RC dates for the Winter 2017 meeting were changed.

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

*International Fees (Preliminary Accreditation Consultation Visit – PACV):* As directed in Winter 2016, the Standing Committee on International Accreditation reviewed and recommended to the Finance Committee that international consultation (PACV) fees not be increased at this time. The Finance Committee considered the recommendation and concurred with a recommendation to CODA that PACV fees not be increased; however, revenue and expenses should be monitored through the Finance Committee and reviewed periodically to ensure there is no adverse impact to U.S.-based programs due to expenses associated with international accreditation.

**Commission Action:** The Commission on Dental Accreditation directs there be no increase in Preliminary Accreditation Consultation Visit (PACV) fees at this time.

*Review of CODA Operational Structure Survey Data:* The Finance Committee reviewed survey results from the CODA Survey on Operational Structure for Independent Authority, noting that financial support to CODA from annual fee increases and annual monetary grants for appointing and nominating organizations appeared to reach a threshold of 4% and \$5,000, respectively. However, it was difficult to identify the responses by discipline group, since data for all accredited programs was reported collectively. The Finance Committee believed the data should be grouped by predoctoral, allied and advanced education programs to better identify the thresholds and provide more meaningful analysis for Finance Committee and Commission consideration at the Winter 2017 meetings.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to provide data from the CODA Survey on Operational Structure for Independent Authority to the Standing Committee on Finance, grouped by predoctoral, allied, and advanced dental education programs, for further consideration in Winter 2017, with a report to the Commission at that time.

*Update on ADA/CODA Relationship Workgroup:* The Commission considered the Finance Committee's report related to the ADA/CODA Relationship Workgroup, noting the Workgroup's focus this year was on the financial relationship between the ADA and CODA. The Workgroup recommended, and the Finance Committee concurred, that CODA submit a resolution to the ADA encouraging cooperative agreement of the shared services formula that can be documented within the ADA-CODA Memorandum of Understanding. In discussion of the Workgroup's activity, the Finance Committee also recommended that the Board of Trustees of the ADA sponsor an informational session during ADA 2016 on CODA's budgetary process and the ADA-CODA fiscal relationship. The Finance Committee and Commission further believed that CODA, through the Finance Committee, should review its financial structure and develop a long-term plan to assume all expenses (direct and indirect) with compensation to the ADA for annual indirect expenses. The Commission noted that in 2015 CODA assumed close to 100% of its total expenses, based on the formula developed by the Commission and the ADA Department of Financial Services. Finally, CODA considered the Finance Committee's recommendation that a resolution be submitted to the ADA to revise the Association's *Bylaws* to grant CODA sole authority to determine and manage its annual budget with Board oversight as a fiduciary responsibility of the Association. The Commission discussed whether the informational session should take place prior to a proposed revision is submitted to the ADA

*Bylaws*. The Commission learned that the ADA/CODA Workgroup believed both items could occur at the same time. The Commission felt that moving forward with both the informational session and the proposed *Bylaws* change concurrently would expedite CODA's progress toward obtaining financial authority. The Commission also discussed the need to establish an operational reserve as part of its long-term plan to assume all expenses, and that there are a number of areas the Commission will need accountability in order to proceed with its plan to assume sole authority over its annual budget.

**Commission Actions:** The Commission on Dental Accreditation directs CODA staff to submit a resolution to the ADA Board of Trustees or House of Delegates, as appropriate based upon consultation with the ADA Speaker of the House, to recommend that the ADA and CODA cooperatively establish and adopt a shared services formula related to CODA's indirect expenses, which is documented in the ADA-CODA Memorandum of Understanding.

The Commission on Dental Accreditation further directs CODA staff to submit a resolution to the ADA Board of Trustees encouraging the Board to sponsor an informational session on CODA's budget process during the ADA 2016, with assistance from CODA leadership and staff.

The Commission on Dental Accreditation further directs the Standing Committee on Finance to establish a timeline (long-term plan) by which CODA will assume its total expenses (direct and indirect) and compensate the ADA annually for indirect expenses.

The Commission on Dental Accreditation further directs CODA staff to submit a resolution to the ADA House of Delegates requesting a revision to the ADA *Bylaws*, Duties of the Commission to grant CODA sole authority to determine and manage its annual operating budget, with Board oversight (not approval) as a fiduciary responsibility of the Association.

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

The report of the QASP and its supplement report following the Mega Issue Discussion can be found in **Appendix 53**. Below are actions taken by the Commission related to the Report of the Standing Committee on Quality Assurance and Strategic Planning.

**Development of CODA 2017-2021 Strategic Plan:** The Commission considered the report of the Standing Committee, noting that through the work of the QASP in spring 2016 and following the Mega Issue Discussion, a proposed mission, vision and values statements and the CODA 2017-2021 Strategic Plan were developed. Themes related to CODA's future as an accrediting agency were discussed in the Mega Issue and considered in approval of the proposed plan.

**Commission Action:** The Commission on Dental Accreditation adopts the revised Mission, Vision, and Values statements (**Appendix 54**), effective January 1, 2017.

The Commission on Dental Accreditation adopts the proposed 2017-2021 CODA Strategic Plan (**Appendix 54**), effective January 1, 2017.

The Commission on Dental Accreditation directs revision of its documents which contain the Mission, Vision, and Values statements, effective January 1, 2017.

The Commission on Dental Accreditation directs submission of a resolution to the 2016 ADA House of Delegates to amend CODA's *Rules* to incorporate the new Mission statement, effective January 1, 2017.

**Report of the Standing Committee on Documentation and Policy:** The report of the Standing Committee on Documentation and Policy can be found in **Appendix 55**. Below are actions taken by the Commission related to the Report of the Standing Committee.

**Publication of Accreditation Status on CODA Website When A Program Has Multiple Deficiencies With Different Compliance Dates:** The Commission considered the Standing Committee report, noting that the dates for program compliance are not listed on the CODA website, therefore, confusion would not exist in those instances when multiple dates for compliance may exist due to separate newly identified deficiencies. Further, the Commission publishes on its website for public announcement the most critical accreditation status held by the program.

**Commission Action:** The Commission on Dental Accreditation directs there be no revision to the wording on the Commission's website regarding the accreditation status in situations where a program may have multiple deficiencies that have different compliance dates.

**Regular Review of Commission Policies:** The Commission considered a number of CODA policies found in the Evaluation and Operational Policies and Procedures (EOPP) which were to be reviewed under the Commission's regular review cycle.

**Commission Action:** The Commission on Dental Accreditation adopts with immediate implementation the proposed revisions to policies found in **Appendix 56**.

The Commission on Dental Accreditation further directs the policies be updated in the Commission's EOPP.

**Review of Additional Policies and Procedures:** The Commission also considered revision to additional select policies not scheduled for regular review. The Policy on Enrollment Increases in Advanced Dental Specialty Programs was reviewed and further modified to clarify the wording by stating the Commission "may or may not" retroactively approve an enrollment increase without a special focused site visit.

**Commission Action:** The Commission on Dental Accreditation adopts with immediate implementation the proposed revisions to policies found in **Appendix 57**.

The Commission on Dental Accreditation further directs that the policies be updated in the Commission's EOPP.

**New Business: Conflict of Interest Policy:** The Commission considered the Conflict of Interest Policy related to a revision which was made in Winter 2016. It was noted that the language added in the Winter 2016 revision contradicted the pre-existing language related to Review Committee Member and Commissioner conflict of interest. Specifically, the Winter 2016 addition of the term “or policy” would require a Review Committee Member or Commissioner to exit the room during policy review if any conflict existed with criteria listed above that section of the policy. The section above referred to program related conflicts and, below the change, pre-existing language indicated that the prohibitions and limitations were not intended to exclude individuals from policy development. As a result, the Commission believed the Conflict of Interest Policy should be revised.

**Commission Action:** The Commission on Dental Accreditation adopts with immediate implementation the proposed revisions to the Conflict of Interest Policy found in **Appendix 58**.

The Commission on Dental Accreditation further directs that the policies be updated in the Commission’s EOPP.

**Report of the Standing Committee on Communication and Technology:** The report of the Standing Committee on Communication and Technology can be found in **Appendix 59**. Below are actions taken by the Commission related to the Report of the Standing Committee.

**Review of CODA Communication Plan:** The Commission considered the Standing Committee’s recommendation that a follow-up survey of its 2012 Communication Study be conducted to provide CODA with information on whether communication methods have improved within the past several years and whether there is an improved perception of CODA’s communication with its stakeholders. Additionally an update on stakeholder preferred methods of communication could be obtained. It was noted that there would be no financial impact to CODA since the ADA communication team that worked with CODA on the initial survey could assist with the follow-up survey.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to develop and deploy a follow up survey to the 2012 CODA Communication Survey, with a report of findings to the Standing Committee on Communication and Technology and the Commission for consideration during the Summer 2017 meeting.

**Web Domain for CODA Microsite:** The Commission was reminded that CODA secured five (5) domain names after the Summer 2015 CODA meeting. The Standing Committee believed that based on the 2017-2021 strategic plan, CODA may wish to establish an independent website for CODA using one of the acquired domains. The Standing Committee recommended that CODA assess whether there was a need for an independent website for CODA in accord with the Strategic Plan.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to assess the need for an independent CODA website using one of its acquired website

domains in accord with the Strategic Plan, with a report to the Standing Committee on Communication and Technology and Commission in Summer 2017.

**New Business: Electronic Accreditation System:** The Commission has been working with the ADA Information Technology (IT) department since 2011 to identify an electronic accreditation tool to support CODA's program. The Commission learned that there may be some limitations related to the tool supported by the ADA specifically related to confidentiality of CODA's information under the proposed tool's infrastructure. Additionally, the start-up and recurring costs to maintain the electronic accreditation tool may be cost prohibitive to the Commission based upon recent information received from the ADA's IT department. The Commission emphasized its expectation that the selected electronic accreditation tool meet all of CODA's business needs, including the expected confidentiality of CODA's accreditation records. The Commission considered the feasibility of seeking other electronic accreditation business tools that may be currently available and better suited to support CODA's accreditation business needs. CODA also believed it would be advisable to investigate with the ADA whether the expenses to initiate and maintain the electronic accreditation tool could be modified given CODA's current support for IT through the shared services (indirect expenses) model with the ADA. Finally, given that many academic institutions have moved to electronic accreditation platforms to maintain programmatic records, CODA felt that a survey should be deployed to programs to identify tools used by institutions and important aspects of its developing electronic accreditation platform.

**Commission Action:** The Commission on Dental Accreditation directs CODA staff to investigate with the American Dental Association if the expense of development and annual recurring expenses associated with the Aptify program can be modified.

The Commission on Dental Accreditation further directs CODA staff to investigate other electronic accreditation business tools already available and in use by other professional accreditation organizations.

The Commission on Dental Accreditation further directs CODA staff to develop and deploy a survey of dental education programs to investigate the electronic accreditation tools they are using and identify the important accreditation aspects programs would like to see in an electronic accreditation platform.

**Report of the Standing Committee on Nominations:** The Commission considered the report of the Standing Committee on Nominations including the nominations of qualified consumer/public members for the Review Committees and Commission, and nominations to vacant positions on Review Committees. After careful consideration of the nominees' qualifications, the Committee proposed the following candidates:

**Commission Action:** The Commission appoints the nominees identified by the Standing Committee on Nominations to open positions on the Commission's Review Committees:

Dental Hygiene Educator (one (1) vacancy) for the Review Committee Dental Hygiene Education (DH RC)



- Dr. Susan Kass  
Alternate: Ms. Wanda Cloet

Dental Hygiene Practitioner (one (1) vacancy) for the Review Committee Dental Hygiene Education (DH RC)

- Ms. Laura Baus  
Alternate: Ms. Karen Breindel Omniewski

Dental Therapy Educator (one (1) vacancy) for the Review Committee on Predoctoral Education (PREDOC RC)

- Dr. Karl Self  
The Nomination Committee received one (1) nominee for the dental therapy educator position and determined the individual met all criteria. Therefore, the Nomination Committee was unable to recommend an alternate nominee.

General Dentists (four (4) vacancies) for various Review Committees (one (1) DA RC, one (1) DLT RC, one (1) DPH RC and one (1) ORTHO RC)

- Dr. James Day
- Dr. Stanley Frohlinger
- Col. Michael Wajdowicz
- Dr. Wendy Woodall

Alternates: If a nominee is unable to serve on a Review Committee, the Nomination Committee recommends the Commission requests an incoming general dentist Commissioner, Dr. Joseph Hagenbruch and/or Dr. Steven Friedrichsen, serve as general dentist on a Review Committee.

Specialty Dentist Educator (one (1) vacancy) for the Review Committee on Predoctoral Education (PREDOC RC)

- Dr. Carla Evans  
Alternate: Dr. Bruce Rotter

**Commission Action:** The Commission appoints the following individuals, nominated by sponsoring organizations and/or boards and identified by the Standing Committee on Nominations to open positions on the relevant review committees to fill discipline-specific vacancies:

Representative of the American Association of Orthodontists and American Board Of Orthodontics (one (1) vacancy) for the Review Committee on Orthodontics and Dentofacial Orthopedics Education (ORTHO RC)

- James Hartsfield  
Alternate: Dr. Drew Fallis

Representative of the American Academy of Oral and Maxillofacial Radiology (one (1) vacancy) for the Review Committee on Oral and Maxillofacial Radiology Education (OMR RC)

- Dr. Veeratrishul Allareddy

Alternate: Dr. Juan Yepes

Representative of the American Academy of Periodontology (one (1) vacancy) for the Review Committee on Periodontics Education (PERIO RC)

- Dr. Charles Powell

Alternate: Dr. Pinelopi Xenoudi

Representative of the American Academy of Pediatric Dentistry (one (1) vacancy) for the Review Committee on Pediatric Dentistry Education (PED RC)

- Dr. Janice Townsend

Alternate: Dr. Matthew Geneser

Representative of the American Academy of Pediatric Dentistry and American Board of Pediatric Dentistry (one (1) vacancy) for the Review Committee on Pediatric Dentistry Education (PED RC)

- Dr. Martin Donaldson

Alternate: Dr. Alton McWhorter

Representative of the American Association of Public Health Dentistry (one (1) vacancy) for the Review Committee Dental Public Health Education (DPH RC)

- Dr. Linda Kaste

Alternate: Dr. Howard Pollick

Representative of the American Board of Endodontics (one (1) vacancy) for the Review Committee on Endodontics Education (ENDO RC)

- Dr. William Johnson

Alternate: Dr. Clara Spatafore

Representative of the American Board of Oral and Maxillofacial Pathology (one (1) vacancy) for the Review Committee on Oral and Maxillofacial Pathology Education (OMP RC)

- Dr. Darren Cox

Alternate: Dr. K Mark Anderson

Representative of the American Board of Oral and Maxillofacial Surgery (one (1) vacancy) for the Review Committee on Oral and Maxillofacial Surgery Education (OMS RC)

- Dr. Martin Steed

Alternate: Dr. Larry Cunningham

A member of the Nominations Committee recused himself due to a potential conflict.

Representative of the American College of Prosthodontists (one (1) vacancy) for the Review Committee on Prosthodontics Education (PROS RC)

- Dr. Louis DiPede

Alternate: Dr. Mathew Kattadiyil

Representative of the American College of Prosthodontists and American Board of Prosthodontics (one (1) vacancy) for the Review Committee on Prosthodontics Education (PROS RC)

- Dr. Hiroshi Hirayama
- Alternate: Dr. Mijin Choi

Advanced Education in General Dentistry Educator by the American Dental Education Association (one (1) vacancy) for the Review Committee on Postdoctoral General Dentistry Education (POSTDOC RC)

- Dr. Michael Webb
- Alternate: Dr. Rodrigo Souza

**Report of the Standing Committee on International Accreditation:** The Commission reviewed the report of actions taken by its Standing Committee on International Accreditation related to the Preliminary Accreditation Consultative Visit (PACV) (**Appendix 60**).

**Review of the PACV Survey submitted by the Hebrew University Hadassah School of Dental Medicine, Jerusalem, Israel:** The Committee reviewed the PACV Survey submitted by the Hebrew University Hadassah School of Dental Medicine, Jerusalem, Israel and directed that the program move to Step Two of the international consultation and accreditation process, which is observation of a CODA dental school site visit.

**Standing Committee Action:** The Standing Committee on International Accreditation directed that the fully-operational predoctoral dental education program offered by the *Hebrew University Hadassah School of Dental Medicine*, Jerusalem, Israel proceed to the next step (observation of a CODA site visit) in the Preliminary Accreditation Consultative Visit (PACV), pending documentation critical to the program's review.

**International Travel for CODA Volunteers:** The Committee discussed volunteer safety while traveling internationally to conduct the consultation and accreditation process. The Committee believed CODA staff should gather information of safety procedures from other accreditors who offer international accreditation for the Committee's future consideration.

**Standing Committee Action:** The Standing Committee on International Accreditation directed staff to gather data on international safety procedures used by other accreditors that conduct international accreditation for consideration at a future meeting.

**Revision of Guidelines for International Consultation Process (PACV):** The Committee revised the Guidelines for International Consultation to conform with the establishment of the Standing Committee on International Accreditation.

**Standing Committee Action:** The Standing Committee on International Accreditation directed immediate implementation of the revised Guidelines for International Consultation and Preliminary Accreditation Consultation Visit (PACV) Survey (**Appendix 61**).

**Consideration of Fees for International Consultation:** See Report of the Standing Committee on Finance (above).

**Review of Clinical Practitioner (ADA) Role for PACV Consulting Committee:** The Standing Committee discussed the difficulty in identifying individuals to serve in the clinical practitioner (ADA representative) role during PACV consultative visits. The Committee discussed a number of ways to address this issue and concluded that CODA staff should formally communicate with the ADA on behalf of the Committee requesting assistance in establishing a mechanism to identify individuals to serve in this role.

**Standing Committee Action:** The Standing Committee on International Accreditation directed CODA staff to communicate with the ADA to request assistance in development of a formal mechanism for selection of the clinical practitioner role which represents the ADA during the PACV.

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

**Report of the ADA/CODA Relationship Workgroup:** The Commission received a verbal update on the ADA/CODA Relationship Workgroup, which met in June 2016. Much of the information was presented through the Report of the Standing Committee on Finance (above).

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

**Report of the Commission on Dental Accreditation of Canada:** Dr. Amarjit Rihal, Chair of the Commission on Dental Accreditation of Canada (CDAC) provided an update on the CDAC activities as presented in the CDAC's report to the Commission.

**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 information on the Commissioners and Appeal Board Members whose terms will end at the American Dental Association (ADA) 2016 Meeting and their replacements whose terms will begin at the ADA Meeting. The Commission also reviewed information on the 2017 Commissioner Trainees whose terms will begin in 2018 (**Appendix 62**).

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

**Election of Chair and Vice Chair of the Commissioner:** The Commission elected by acclamation Dr. Harold Mark Livingston as chair of the Commission and Dr. William Leffler as vice-chair of the Commission for 2016-2017.

**Update on USDE/Update of Higher Education Accreditation:** Dr. Sherin Tookoos provided an update on important national topics related to education and accreditation that could have an impact on the Commission.

**Presentation of Plaques:** The following Commissioners received a plaque acknowledging their service on the Commission:

Dr. Lorraine Gagliardi  
Dr. Milton Glicksman  
Dr. Richard Kahn  
Dr. Ana Karina Mascarenhas  
Dr. William Schindler  
Dr. Karen West

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

**New Business:**

**Criteria for Selection of Dental Therapy Site Visitors:** The Commission noted that in Winter 2016 criteria for dental therapy site visitors was adopted and implemented. The Commission also noted that the specific criteria in the Commission's Evaluation and Operational Policies (EOPP) could be enhanced through inclusion of the two (2) previously approved criteria for dental therapy site visitors (underline indicates addition):

- must either be a licensed dentist educator (general dentist) or licensed dental therapist educator; and
- the "licensed dentist educator" may be predoctoral dental educator site visitors (i.e., a general dentist educator who serves as curriculum or clinical predoctoral site visitor) or an allied dental educator site visitors.

**Commission Action:** The Commission on Dental Accreditation directs the two (2) statements relating to licensed dentist educator (general dentist) or licensed dental therapist educator, approved Winter 2016, (noted above) be added to the official criteria for nomination of dental therapy site visitors, within the Evaluation and Operational Policies and Procedures (EOPP), with immediate implementation.

**Adjourn:** The Commission adjourned the open session at 11:03 A.M.