

# Communications Update

## Commission on Dental Accreditation

### CRITERIA FOR INITIATION OF AN ACCREDITATION PROGRAM IN A NEW DISCIPLINE

For the past 18 months, the Commission has been studying the feasibility of expanding its accreditation process to include dental education disciplines not currently part of the Commission's accreditation program.

Following a January 2001 request from the American Society of Dentist Anesthesiologists (ASDA) to initiate an accreditation program for postdoctoral general anesthesia programs for dentists, the Commission appointed an ad hoc committee to study the possibility of an accreditation program in a new area.

The ad hoc committee met four times between January 2001 and August 2002 to thoroughly review documents related to the Commission's mission, duties, USDE recognition criteria and Bylaws of the American Dental Association, including the financial and logistical implications. The Committee noted the 1979 historical precedent of accrediting advanced education programs in general dentistry.

The Committee believed that other areas of dentistry might also request initiation of accreditation review of their training programs. The Committee concluded that prior to consideration of review of any additional areas of dental education, criteria should be developed for use by the Commission in determining eligibility for inclusion in the accreditation process. *(Continued on page 2)*

### UPCOMING SITE VISITS

In accordance with the Commission's Policy on Third Party Comments, the Commission publishes the dates of upcoming site visits in **Communications Update**. The current dates for site visits can be found on page 10. The dates of site visits for developing programs that submitted applications for accreditation on or prior to the October 1 deadline will be available for review after December 15, 2002. Please visit **ADA.org** after that date for the updated schedule.

### INITIAL ACCREDITATION PROCESS

In preparation for the January 2003 implementation of the new accreditation status "Initial Accreditation" and associated procedures, the Commission reviewed policies and procedures requiring revision to accurately reflect this new term. The two revised policies are:

#### Initial Accreditation

Initial Accreditation is the accreditation classification granted to any dental, advanced dental or allied dental education program which is in the planning and early stages of development or an intermediate stage of program implementation and not yet fully operational. This accreditation classification provides evidence to educational institutions, licensing bodies, government or other granting agencies that, at the time of initial evaluation(s), the developing education program has the potential for meeting the standards set forth in the requirements for an accredited educational program for the specific occupational area. The classification "initial accreditation" is granted based upon one or more site evaluation visit(s) and until the program is fully operational.

(CDA: 02/02)

#### Initial Accreditation Status for Accredited Programs

An additional purpose of accreditation recognized by the United States Department of Education (USDE) is the protection of the public through the identification of qualified personnel to staff the health care system. Therefore, the Commission on Dental Accreditation established accreditation classifications, which have proven to be acceptable to educational institutions. Published definitions are a widely recognized means for carrying out accreditation functions. *(Continued on page 3)*

# CRITERIA FOR INITIATION OF AN ACCREDITATION PROGRAM

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The Commission directed that the proposed *Criteria for the Initiation of an Accreditation Program in a New Dental Education Area* be circulated to the communities of interest for review and comment. Written comments were to be received in the Commission office by June 14, 2002. The Commission also held an open hearing at the 2002 Annual Session of the American Dental Education Association.

The Commission received broad input from the communities of interest. During an open hearing at the 2002 annual session of the American Dental Education Association, 15 comments were received. The Commission received 103 written comments. Six national associations were opposed to the proposed *Criteria* and 22 national and state associations supported the *Criteria*.

Sixty-six individual practitioners and educators submitted comments in support of the *Criteria*, while five specialty educators were opposed. The Commission also received comments from five ADA Councils, with four supporting the *Criteria* and one opposing. Additionally, several members of the Council on Scientific Affairs were in favor of the proposed *Criteria*.

During the August 2002 meeting, the Commission carefully reviewed all the comments received and debated the pros and cons of the *Criteria*. The Commission voted to approve the following *Eligibility Criteria for the Initiation of an Accreditation Program in a New Dental Education Discipline*:

1. The existence of a well-defined body of established scientific dental knowledge underlying the discipline – knowledge that is in large part distinct from, or more detailed than, that of other disciplines already in accreditation review.
2. The body of knowledge is sufficient to educate individuals in a distinct oral health discipline, not just in one or more techniques.
3. A sufficient number of established programs with a structured curriculum, qualified faculty, and enrolled individuals that accreditation can be a viable method of quality assurance.
4. Professional organization(s) or association(s) with principal interest in the discipline.
5. Peer reviewed publications and research in the discipline.
6. National annual meetings for the discipline.
7. The programs are the equivalent of at least one academic year in length.

8. The quality of the educational program is important to the health care of the general public.

The Commission will now develop and refine a process for reviewing applications from new disciplines. As applications are received, the chair of the Commission will appoint ad hoc committees on an as-needed basis to review new applications.

Initially, new disciplines will be incorporated into existing Commission review committees. The Commission will monitor the function of review committees that include new disciplines and staffing and resources necessary to manage the accreditation process for new disciplines.

The Commission will also review and revise its policy statement on programmatic advertising. And, through its outcomes assessment committee, it will monitor the impact of accrediting programs in new disciplines.

**Communications Update** is intended to advise you and your staff of actions taken during the August 2002 meeting of the Commission on Dental Accreditation (CDA).

**Communications Update** is provided via ADA.org to approximately 4,000 recipients, including all of the Commission's accredited programs and their chief administrative and executive officers, American Dental Association officers and trustees, related dental organizations, Commission site visitors and other accrediting agencies. Those without access to ADA.org may request a paper copy of the publication by calling (800) 621-8099 x4653.

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**Administrators should share this information with faculty and staff.**

# COMMISSION ACTIONS OF INTEREST

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## INITIAL ACCREDITATION PROCESS *(continued)*

“Initial Accreditation” status is an accreditation classification that is applicable to developing programs. It is granted when a proposed or developing program demonstrates that it has the potential to meet the accreditation standards.

For this reason, the Commission is firm in its policy that the program is strongly encouraged not to enroll students/residents until “initial accreditation” status has been obtained. If a program enrolls students/residents without first having been granted “initial accreditation” status, the Commission will notify all students/residents enrolled of the possible ramifications of enrollment in a program operating without accreditation. The Commission will also notify the applicable state board of dentistry.

When “initial accreditation” status is denied and the program wishes to reapply, it is the responsibility of the institution to make use of all possible resources, including consultation with the Commission on Dental Accreditation. (Refer to the Policy on Public Disclosure and Confidentiality for additional information regarding the announcement of an action to deny accreditation). (CDE: 12/74:19)  
(Reaffirmed: 07/01; Revised: 07/96, 08/02)

The Commission further directed that where the intent of the policies and procedures does not change, an editorial updating be completed by substituting the terms “Accreditation Eligible” and “Preliminary Provisional Approval” with “Initial Accreditation.”

## ELECTION OF CHAIR AND VICE-CHAIR

The Commission is required to annually elect a chair who is an active, life or retired member of the American Dental Association. Additionally, the Commission may elect a vice-chair. Both votes are by majority of the Commission. Dr. Dennis J. McTigue was elected chair, and Dr. Kenneth L. Kalkwarf was elected to serve as vice-chair. Both terms are one-year and become effective at the close of the 2002 ADA annual session.

Dr. McTigue is a pediatric dentist at The Ohio State University College of Dentistry. He was appointed to the Commission by the American Academy of Pediatric Dentistry.

Dr. Kalkwarf is Dean of the Dental School of The Univer-

sity of Texas Health Science Center at San Antonio and is a periodontist. The American Dental Education Association appointed him to the Commission.

## HISTORY AND ANALYSIS OF ACCREDITATION STANDARDS

The Commission monitors the frequency with which each accreditation standard is cited in site visit reports as part of its ongoing efforts to monitor the reliability and validity of the standards. Discipline-specific information is available to programs upon request. These summary reports are provided to programs preparing for site visits and are available upon request.

## COMMISSIONER AND APPEAL BOARD MEMBERS

The Commission received the names of those people appointed to serve on the Commission and Appeal Board beginning in October 2002. These members are appointed by the various agencies that comprise the Commission’s primary communities of interest and include allied dental education associations, dental specialty organizations, the American Association of Dental Examiners, American Dental Education Association, American Student Dental Association and the American Dental Association.

Appointment of public members to the Commission and Appeal Board is the responsibility of the Commission. Ms. Barbara Sims’ term as a public member will end in October 2002. Mr. Thomas H. Robinson is replacing her on the Commission. The Commission appointed retiring public member, Ms. Barbara Sims, to the Appeal Board for a term beginning in October 2002 and ending in October 2006.

### CHECK OUT OUR WEBSITE

Visit [ADA.org](http://ADA.org) for many items of interest. These items include:

- Accreditation Standards
- Complaint Policy
- Accredited Program Listing
- Archived Issues of *Communications Update*

# ACCREDITATION STANDARD UPDATES/REVISIONS

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## REQUEST FROM SPECIAL SMILES FOR STANDARD REVISION

The Commission received a request from the Global Clinical Director for Special Olympics Special Smiles program to consider a change to *Dental Education Standard 2-25* and *Dental Hygiene Standard 2-18* to require programs to prepare graduates to be competent in providing oral health care for the mentally/physically disabled patient.

During the February 2002 meeting, both the Dental Hygiene and Predoctoral Dental Education Review Committees and the Commission believed that a standards revision was not necessary at this time. However, the Commission determined that alternative language in support of the Commission's intent be prepared and considered at its August 2002 meeting. An ad hoc committee was appointed to draft language that could be incorporated into both the *Dental Education* and *Dental Hygiene Standards*.

The Ad Hoc Committee made a series of recommendations to demonstrate the Commission's role in promoting clinical exposure to patients with special needs for dental and dental hygiene students. The Committee believed that its recommendations reflect the current goals espoused by the American Dental Association and the Surgeon General of the US Department of Health and Human Services. The recommendations varied from adding verbiage in the definition of terms, deleting verbiage in the standards, expanding standards and modifying intent statements.

The Commission considered the report of the Ad Hoc Committee and the recommendations of both Review Committees. The Commission directed the Review Committee on Predoctoral Dental Education to review data collected annually via the Annual Survey of Dental Education Programs; conduct a survey of dental education programs to collect detailed information specific to the state of dental education as it relates to the special-needs patient at the predoctoral level; solicit input from identified communities of interest regarding treatment needs of the underserved special-needs population; and prepare a report for consideration at the January 2003 meetings. Further, the Commission directed the Dental Hygiene Review Committee to conduct a similar study, reporting its findings and recommendations to the Commission in January 2003.

## PROPOSED REVISION TO PEDIATRIC DENTISTRY STANDARDS

The Commission received a letter requesting the Review Committee on Pediatric Dentistry Education and the Commission consider revision of the must statement in *Standard 1-1* in the *Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry*. The Review Committee believed that *Standard 1* provides a model in meeting the United States Department of Education requirement of measuring student achievement. However, the Committee believed that programs should not be mandated to use student completion of the board certification examination as an outcomes measure as stated in *Standard 1-1*. Rather, the Committee believed that program directors should encourage students to pursue board certification and that the importance of the board certification process should not be diminished.

After careful consideration, the Review Committee proposed the deletion of *Standard 1-1* and the addition of *Standard 2-4* of the *Accreditation Standards for Advanced Specialty Education Programs in Pediatric Dentistry*. The Commission reviewed the recommendation of the Committee and directed that the proposed changes be circulated to the communities of interest for review and comments. Further, the Commission directed that the comments be reviewed at the Commission's January 2003 meeting.

The proposed deletion is indicated with a ~~strikethrough~~; the proposed addition is **bolded**.

~~1-1 A Commission-accredited advanced education program in pediatric dentistry must use among other outcomes measures, the successful completion by its graduates of the American Board of Pediatric Dentistry certification process.~~

### Relative Value Units (RVU)

**3 2-4 The program director encourages students to seek certification by the American Board of Pediatric Dentistry.**

All comments must be received in the Commission office by November 15, 2002.

# POLICY AND PROCEDURE UPDATES

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## REVISION TO DENTAL ASSISTING STANDARDS

The Review Committee on Dental Assisting Education received feedback from the communities of interest regarding faculty qualifications required in the *Standards*. In general, the comments indicated concern related to requiring all faculty to have or be working toward a baccalaureate degree. The Committee believed that the must statement should be revised to require faculty providing didactic instruction to hold or be working toward baccalaureate degrees and that this requirement should not apply to those faculty delivering laboratory, preclinical or clinical instruction.

The Review Committee proposed changes and the Commission directed they be circulated to the communities of interest for review and comment. At the August 2002 meeting, the Commission carefully reviewed the comments received and approved the following revision for immediate implementation.

3-8 Faculty providing didactic instruction must have earned at least a baccalaureate degree or be currently enrolled in a baccalaureate degree program.

## OUTCOMES ASSESSMENT

The Commission's Standing Committee on Outcomes Assessment met on January 31, 2002 to review the Operational Effectiveness Assessment Plan (OEAP), evaluate results and propose some minor adjustments to the OEAP. The Committee also proposed changes to the policy "Operational Guidelines: Simultaneous Service," which the Commission directed be circulated to the Review Committees for review and comment at their January 2003 meetings.

### PROPOSED REVISIONS OPERATIONAL GUIDELINES: SIMULTANEOUS SERVICE

Proposed deletions are indicated with a ~~strikethrough~~ and recommended additions are **bolded**.

1. A member of the Commission on Dental Accreditation **and/or its Review Committees** may not simultaneously serve as a principal officer of another organization within the Commission's primary community of interest. The Commission interprets

principal officer to mean those in the position of being final decision-makers which usually includes positions such as the president, president-elect, immediate past president, secretary or treasurer of an organization, as well as members of any executive committee that has decision-making authority which does not require confirmation by a board or house.

- a. The Commission has defined primary community of interest in this context as: American Dental Education Association, American Association of Dental Examiners and the Regional Clinical Testing Agencies, American Dental Assistants Association, **Dental Assisting National Board**, American Dental Association, **American Association of Hospital Dentists**, American Dental Hygienists' Association, National Association of Dental Laboratories, **National Board for Certification** and the sponsoring organizations **and certifying boards** of the recognized dental specialties.
2. When such a conflict is revealed at the time of appointment, the appointing organization will be informed that the conflict exists and requested to select another individual for membership on the Commission **and/or Review Committee**.
3. When such a conflict arises during the term of a current Commissioner **and/or Review Committee member**, the ~~Commissioner~~ **member** will be asked to resolve the conflict by resigning from one of the conflicting appointments. In the event that the member resigns from the Commission **or Review Committee**, the appointing organization will appoint another individual to complete the unfinished term, as specified by the Rules of the Commission on Dental Accreditation.
  - a. If the term of the vacated Commission **or Review Committee** position has less than fifty percent (50%) of a full four-year term remaining at the time the successor member is appointed, the successor member shall be eligible for appointment to a new, consecutive four-year term.
  - b. If fifty percent (50%) or more of the vacated term remains to be served at the time of the appointment, the successor member shall not be eligible for another term.

Also, during its August meeting, the Commission approved the changes to its "Complaint Policy," effective immediately. The changes involve clarifying that the Commission will not act as a court of appeal for treatment received by patients. A copy of the revised policy can be found at:

<http://www.ada.org/prof/ed/accred/complaint.html>

# THIRD PARTY COMMENTS

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The Commission currently publishes, in its lists of accredited programs, the year of the next site visit for each program (check the website). The United States Department of Education (USDE) procedures require accrediting agencies to provide an opportunity for third-party comment, with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and/or accreditation policies.

**Who can submit comments:** Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, Commission site visitors, specialty and dental-related organizations, patients, and/or consumers.

**How comments can be solicited:** In fairness to the accredited programs, all comments relative to programs being visited will be due in the Commission office no later than 60 days prior to each program's site visit to allow time for the program to respond. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the site visit team while on-site.

Those programs scheduled for review are responsible for soliciting third-party comments from students and patients by publishing an announcement at least 90 days prior to their site visit. The notice should indicate the deadline of 60 days for receipt of third-party comments in the Commission office and should stipulate that comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process. The announcement may include language to indicate that a copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling (800) 621-8099 x4653.

In addition, the Commission publishes in its spring and fall newsletter, Communications Update, those

programs being site visited January through June or July through December (see appended site visit schedule). Developing programs submitting accreditation eligible applications may be scheduled for site visits after the publication of Communications Update; thus, the specific dates of these site visits may not be available for publication. These programs will be listed as such in Communications Update with a special notation that the developing programs have submitted accreditation eligible applications and may or may not be scheduled for site visits. Parties interested in these specific dates (should they be established) are welcomed/encouraged to contact the Commission office.

**Types of comments considered:** All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests can be made to the Commission office for receiving standards and/or the Commission's *Evaluation Policies and Procedures (EPP)*.

**Management of comments:** All relevant comments will be referred to the program at least 50 days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the site visit team 15 days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel.

**Comments should be submitted to:**

Third Party Comments  
Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, IL 60611  
or fax to: (312) 440-2915

# INTERNATIONAL ITEMS

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## CANADIAN REQUIREMENTS

The Commission on Dental Accreditation has a long-standing reciprocal agreement with the Commission on Dental Accreditation of Canada (CDAC). This reciprocal agreement includes the disciplines that are in both Commissions' purview. The Canadian Commission is in the process of revising and reformatting their *Accreditation Requirements* for both periodontics and prosthodontics. The Canadian Commission requested the CDA to review and comment on the proposed *Requirements*.

The proposed documents were reviewed by the Periodontics and Prosthodontics Education Review Committees, respectively, and the Commission. The Commission directed a letter be sent thanking the CDAC for the opportunity to review and respond to the revisions in the *Accreditation Requirements* of the CDAC, noting both documents are similar to the Commission's *Standards*.

## MEXICAN PREDOCTORAL ACCREDITATION

The Review Committee on Predoctoral Dental Education and the Commission received a progress report from representatives of the Asociación Dental Mexicana (ADM) regarding the Mexican National Council on Dental Education (MNCDE) accreditation program. The MNCDE has accredited 15 of the 58 Mexican dental schools. ADM is hopeful that a reciprocal agreement between the MNCDE and the Commission can be established.

The Commission directed an ad hoc subcommittee of the Review Committee on Predoctoral Dental Education be appointed to carefully study the translated Mexican *Predoctoral Accreditation Guidelines and Procedures*, identifying areas of equivalency, as well as differences with the Commission's policies, procedures and Standards. The Commission will also pursue attendance on a MNCDE Predoctoral program site visit and invite representatives of MNCDE to attend a Commission site visit.

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## COORDINATED SITE VISITS

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If an institution offers more than one dental education program, the Commission evaluates all programs during a single site visit whenever possible. Shared faculty, shared facilities and integrated curricula, as well as the time and expense involved in preparing for a visit, are among the reasons for coordinated evaluations.

The Commission encourages the coordination of its evaluations with evaluations by regional and/or other nationally recognized accrediting associations. It will make every effort to coordinate its evaluations with those of other associations if requested to do so by an institution.

The Commission has conducted simultaneous evaluations with regional accrediting associations such as the Southern Association of Colleges and Schools and other specialized agencies such as the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or with state accrediting agencies such as the State Education Department, the University of the State of New York Division of College and University Evaluation. If an institution wishes to coordinate accreditation activities, the Commission should be contacted well in advance of the projected time of the site visit.

**Visit ADA.org for many items of interest . These items include:**

- **Accreditation Standards**
- **Complaint Policy**
- **Accredited Program Listing**
- **Archived Issues of *Communications Update***
- ***Outcomes Assessment Document***
- **Career Guidance Information**
- **Proposed Changes to the Commission's Rules**

# MEETING DATES

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The Commission approved the dates for Review Committees and Commission meetings through 2004.

Review Committee meetings are held several weeks prior to the Commission meeting. The recommendations of the Review Committees are forward to the Commission for action.

Review Committee Meetings will be held as follows:

	<b>January 2003</b>	<b>July 2003</b>	<b>January 2004</b>	<b>July 2004</b>
<b>Predoc RC</b>	Jan. 8	July 9	Jan. 6	July 9
<b>Postdoc RC</b>	Jan. 9-10	July 10-11	Jan. 8-9	July 8-9
<b>DA RC</b>	Jan. 7-8	July 8-9	Jan. 7-8	July 7-8
<b>DH RC</b>	Jan. 7-8	July 8-9	Jan. 7-8	July 7-8
<b>DLT RC</b>	Jan. 7	July 8	Jan. 7	July 7
<b>DPH RC</b>	Jan. 10	July 11	Jan. 12	July 12
<b>ENDO RC</b>	Jan. 7	July 8	Jan. 6	July 9
<b>OMP RC</b>	Jan. 9	July 10	Jan. 9	July 13
<b>OMR RC</b>	Jan. 6	July 7	Jan. 6	July 9
<b>OMS RC</b>	Jan. 8	July 9	Jan. 7	July 7
<b>ORTHO RC</b>	Jan. 9	July 10	Jan. 8	July 8
<b>PED RC</b>	Jan. 7	July 8	Jan. 7	July 7
<b>PERIO RC</b>	Jan. 10	July 11	Jan. 9	July 12
<b>PROS RC</b>	Jan. 8	July 9	Jan. 8	July 8
<b>OA Committee</b>	Jan. 30		Jan. 29	
<b>Orientation</b>	Jan. 30		Jan. 29	

The Commission will meet as follows:

<b>Commission</b>	January 31	August 1	January 30	July 30
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(Definition of discipline abbreviations can be found on the listing of upcoming site visits.)

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## OPEN SESSION

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The policy portion of the Commission meeting is open to interested observers from the communities of interest. Those attending are observers only and do not participate in the Commission's discussion. Confidential accreditation matters continue to be discussed in limited attendance sessions.

If you plan to attend the January 31, 2003 meeting of the Commission, please return the appended pre-registration form to the Commission by December 16, 2002, to the attention of Director's Office, Commission on Dental Accreditation.

This will assist the Commission in making arrangements for the meeting and will ensure that you receive a copy of the preliminary agenda and policy reports prior to the meeting. Review Committee summary reports will be distributed to observers at the meeting.

The Commission does not assume any travel, hotel or other costs for observers attending the meeting. Observers are not required to pay any registration or materials fee for observing the meeting.

# STAFF BIOGRAPHICAL INFORMATION

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**Karen M. Hart** has been with the Commission since 1985, serving as director of the Commission since 1997. Before joining the Commission, she was a Program Development Specialist with the Arizona Department of Education, working with programs in health occupations education. Karen received both her Bachelor of Science degree and Master's of Education degree from Northern Arizona University.

**Catherine A. Horan** is manager, Advanced Specialty Education. She joined the Commission in 1996. Catherine has over 16 years experience in accreditation, including seven years with the Accreditation Council for Graduate Medical Education. She received her PhD in Musicology from Northwestern University.

**Rosemary Monehen** brings to the Commission over 20 years of dental education experience. She joined the Commission in 1996, and currently is manager, Predoctoral Dental Education. Ms. Monehen has a BS in Health Occupations Education from Indiana University Purdue University Indianapolis and a MS in Education from Indiana University Purdue University Fort Wayne.

**Linda A. Parks** assumed responsibilities as manager, Dental Hygiene Education, in the fall of 1999. Linda most recently taught in The University of Texas, Houston, Dental School, where she received a certificate in dental hygiene. She has over 20 years of dental education experience at both the university and community college setting. Linda received her Bachelor of Science degree and Master's of Education degree from the University of Houston.

**Cheryl R. Parker** brings to her role as manager, Dental Laboratory Technology Education/Allied Dental Program Reviews over seven years of education administration experience. Cheryl has worked with medical, physician assistant and pediatric residency education programs. She holds a BA in Liberal Arts and Sciences from the University of Illinois at Chicago.

**Colleen Schmidt** assumed responsibilities as manager, Advanced Specialty Education in January 2002. She holds a Master of Science Degree in Dental Hygiene Education from The University of North Carolina. Prior to joining the Commission, she was a practicing dental hygienist and an assistant professor at the University of Missouri-Kansas City, School of Dentistry, Division of Dental Hygiene.

**Peggy Soeldner** is manager, Postdoctoral General Dentistry Education. Peggy holds a Masters Degree in Adult Education from Northern Illinois University. Prior to joining the Commission, she was the assistant director of student programs at the University of Chicago Pritzker School of Medicine.

**Sherin Took**s was appointed Manager of Dental Assisting Education in January 2002. Sherin is both a Certified Dental Assistant and a Registered Dental Hygienist. She earned a Master of Science Degree in Dental Hygiene Education at the University of Missouri-Kansas City. Prior to joining the staff, Sherin served as a dental assisting and dental hygiene educator in the Kansas City area. Most recently she served as the Director of a dental assisting program in Kansas City, Missouri.

# FOR ADDITIONAL INFORMATION

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The following staff may be contacted for additional information about the Commission and its activities, (800) 621-8099.

## **DIRECTOR'S OFFICE**

Ms. Karen M. Hart, director, x2940  
Mr. Brian Papendick, lead project assistant, x4653

## **ALLIED DENTAL EDUCATION OFFICES**

Ms. Sherin Toops, manager, x2705,  
•Dental assisting

Ms. Cheryl R. Parker, manager, x2675  
•Dental laboratory technology  
•Allied site visits/Allied site visitors

Ms. Linda A. Parks, manager, x2695  
•Dental hygiene

## **PREDOCTORAL DENTAL EDUCATION OFFICE**

Ms. Rosemary Monehen, manager, x2721  
•Predoctoral dental education  
•Comprehensive dental school site visits  
•Predoctoral site visitors

## **ADVANCED EDUCATION OFFICES**

Dr. Catherine A. Horan, manager, x2714  
•Endodontics  
•Oral and maxillofacial surgery  
•Orthodontics and dentofacial orthopedics  
•Periodontics

Ms. Colleen Schmidt, manager, x2672,  
•Dental public health  
•Oral and maxillofacial pathology  
•Oral and maxillofacial radiology  
•Pediatric dentistry  
•Prosthodontics  
•Advanced site visits/Advanced site visitors

Ms. Peggy Soeldner, manager, x2788  
•Advanced education in general dentistry  
•General practice residency

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# REPORTING MAJOR CHANGES

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The Commission on Dental Accreditation recognizes that education and accreditation are dynamic, not static, processes. Ongoing review and evaluation often lead to minor changes in an educational program. The Commission views these minor changes as part of a healthy educational process and encourages programs to make them as part of their normal operating procedures.

At times, however, more significant changes occur in a program. Major changes have a direct and significant impact on the program's potential ability to comply with the accreditation standards. These major changes tend to occur in the areas of finances, program administration, enrollment, curriculum and clinical/laboratory facilities, but may also occur in other areas.

The Commission must be informed of any major change that relates to an accreditation standard. The program must report such major changes to the Commission in writing within thirty (30) days. This report must document how the program will continue to meet accreditation standards.

When a change occurs and a program is not certain whether the change is major or minor, staff of the Commission should be consulted immediately. The Commission has guidelines for reporting major changes that may clarify what constitutes a major change and provide guidance in adequately explaining and documenting such changes.

# UPCOMING SITE VISITS

## EDUCATIONAL PROGRAM CODE:

AEGD = Advanced General Dentistry  
 CBMXPROS = Combined/Maxillofacial Prosthetics  
 DA = Dental Assisting  
 DE = Dental Education  
 DH = Dental Hygiene  
 DLT = Dental Laboratory Tech.  
 ENDO = Endodontics  
 GPR = General Practice Residency

MXPROS = Maxillofacial Prosthetics  
 OMS = Oral and Maxillofacial Surgery  
 OMP = Oral and Maxillofacial Pathology  
 OMR = Oral and Maxillofacial Radiology  
 ORTHO = Orthodontics and Dentofacial Orthopedics  
 PED = Pediatric Dentistry  
 PERIO = Periodontics  
 PROS = Prosthodontics  
 PPA = Preliminary Provisional Approval Status

## PREDOCTORAL AND ADVANCED EDUCATION PROGRAMS:

STATE	CITY	INSTITUTION	DATE	PROGRAM(S)
CA	Los Angeles	Los Angeles County/USC Medical Center	12/9/2003	GPR
CA	Los Angeles	ML King Jr./Drew Medical Center	4/22/2003	OMS
CA	Los Angeles	University of Southern California	6/5/2003	AEGD-PPA
CA	Martinez	Veterans Affairs Medical Center	1/30/2003	GPR
CA	San Diego	Naval Medical Center/San Diego	3/26/2003	OMS
CA	San Francisco	University of California – San Francisco	4/10/2003	ENDO-PPA
CA	Union City	University of the Pacific	4/10/2003	AEGD
FL	Jacksonville	University of Florida – Jacksonville/SHAND	2/4/2003	AEGD
GA	Atlanta	Centers for Disease Control	6/3/2003	DPH
IL	Great Lakes	Naval Dental Center/Great Lakes	5/13/2003	AEGD
IL	Great Lakes	Naval Hospital/Great Lakes	5/29/2003	GPR
IL	Urbana	Carle Foundation Hospital	10/16/2003	OMS
IN	Indianapolis	Indiana University	9/30/2003	OMS
Korea	Seoul	Columbia University	4/2/2003	PROS
MA	Boston	Harvard University	10/14-16/2003	**COMP
MD	Baltimore	University of Maryland/Baltimore Univ Hospital	4/9/2003	OMS-CF-PPA
MD	Bethesda	Naval Dental School	10/1-2/2003	AEGD, ENDO, MXPROS, PROS, OMP, PERIO
MD	Rockville	Indian Health Service	11/6/2003	DPH
MI	Ann Arbor	University of Michigan	TBD	OMS-CF-PPA
MI	Detroit	Children's Hospital of Michigan	5/6/2003	PED-PPA
MO	Kansas City	Truman Medical Center-Lakewood	10/15/2003	GPR
MO	Kansas City	University of Missouri	11/18-20/2003	**COMP
MO	St. Louis	St. John's Mercy Medical Center	10/16/2003	GPR
MS	Jackson	University of Mississippi	2/11-13/2003	**COMP
NC	Chapel Hill	University of North Carolina	4/22-24/2003	**COMP
NC	Fort Bragg	US Army Dental Activity/Ft. Bragg	4/9-10/2003	ENDO-PPA, OMS
NE	Offutt AFB	55th Dental Squadron/SGD/Offutt AFB	4/24/2003	AEGD
NJ	Edison	John F. Kennedy Medical Center	2/4/2003	GPR
NJ	Newark	Newark Beth Israel Medical Center	10/22/2003	GPR
NM	Gallup	Gallup Indian Medical Center	12/3/2003	GPR
NV	Las Vegas	University of Nevada/ Sunrise Children's Hospital	1/23/2003	PED-PPA
NV	Nellis AFB	US Air Force 99th Medical Group	6/11/2003	AEGD-PPA
NY	Brooklyn	Brookdale University Hospital and Medical Ctr	10/14/2003	PED
NY	Brooklyn	Brooklyn Hospital Center	12/3/2003	OMS
NY	Brooklyn	Interfaith Medical Center	10/15-16/2003	GPR, PED
NY	Bronx	Bronx Lebanon Hospital Center	4/7-8/2003	GPR
NY	Bronx	Jacobi/Montefiore Medical Center	10/29/2003	GPR
NY	Buffalo	Roswell Park Cancer Institute	5/14/2003	MXPROS
NY	Buffalo	State University of New York	9/9-11/2003	**COMP
NY	Flushing	Flushing Hospital Medical Center	9/16/2003	GPR

(continued)

# UPCOMING SITE VISITS

NY	Flushing	New York Medical Center of Queens	11/12-13/2003	GPR
NY	New York	New York Medical College	10/28/2003	GPR
NY	New York	New York Medical College/Metropolitan Hospital	6/24/2003	GPR
NY	New York	New York Presbyterian at Cornell	4/9/2003	OMS
NY	New York	New York University	11/4-6/2003	**COMP
NY	New York	St. Luke's – Roosevelt Hospital Center	5/22/2003	GPR
NY	Rochester	Via Health Rochester General Hospital	8/28/2003	GPR
NY	Syracuse	St. Joseph's Hospital Health Center	5/22/2003	GPR
OK	Tahlequah	Hastings Indian Hospital	11/18/2003	GPR
OR	Portland	Veterans Affairs Medical Center/ Portland	4/15/2003	GPR
PA	Lancaster	Lancaster Cleft Palate Clinic	3/25/2003	AEGD
PA	Philadelphia	St. Christopher's Children's Hospital	3/27/2003	PED
PA	Philadelphia	University of Pennsylvania	11/6/2003	OMS
PA	Pittsburgh	Allegheny General Hospital	10/9/2003	OMS
PA	Pittsburgh	University of Pittsburgh	5/6-8/2003	**COMP
PR	San Juan	University of Puerto Rico	3/5/2003	OMS
SC	Charleston	Medical University of South Carolina	9/30-10/2/2003	**COMP
TN	Nashville	Vanderbilt University Medical Center	4/24/2003	OMS
TN	Memphis	University of Tennessee	2/25-27/2003	**COMP
TX	Dallas	Parkland Memorial Hospital	2/21/2003	OMS
TX	Fort Hood	US Army Dental Activity/Ft. Hood	2/25/2003	AEGD
TX	Lackland AFB	Wilford Hall Medical Center/Lackland AFB	11/19-20/2003	AEGD, ENDO MXPROS, ORTHO PERIO, PROS
TX	Plano	Willowbend Cosmetic Surgery Center	3/19/2003	OMS-CF
UT	Salt Lake City	Veterans Affairs Medical Center/ Salt Lake	11/13/2003	GPR
VA	Richmond	Veterans Affairs	11/6/2003	GPR
VA	Richmond	Virginia Commonwealth University	3/18-20/2003	**COMP
WA	Seattle	University of Washington Medical Center	11/4-5/2003	GPR
WA	Tacoma	Madigan Army Medical Center/ Ft. Lewis	12/3/2003	AEGD
WI	La Crosse	Gundersen Medical – Lutheran Hospital	5/7/2003	OMS
WI	Milwaukee	Aurora Health Care	6/10/2003	GPR-PPA

\*\*COMP DENOTES COMPREHENSIVE VISIT OF ALL PROGRAMS SPONSORED BY A DENTAL SCHOOL AS FOLLOWS:

<u>State</u>	<u>City</u>	<u>Institution</u>	<u>Program(s)</u>
MA	Boston	Harvard University	DE/DPH/ENDO/OMP/ORTHO /PERIO/PROS/AEGD
MO	Kansas City	University of Missouri	DE/DH/OMS/ORTHO/PED/PERIO/AEGD
MS	Jackson	University of Mississippi	DE/GPR/AEGD
NC	Chapel Hill	University of North Carolina	DE/DA/DH/ENDO/OMS/OMR/ORTHO/PED/PERIO PROS/GPR/AEGD
NY	Buffalo	State University of New York	DE/ENDO/OMP/ORTHO/PED/PERIO/PROS/GPR/AEGD
NY	New York	New York University	DE/DH/ENDO/ORTHO/PED/PERIO/PROS/AEGD
PA	Pittsburgh	University of Pittsburgh	DE/DH/DPH/ENDO/ORTHO/PERIO/PROS/MXPROS/AEGD
SC	Charleston	Medical University of So Carolina	DE/PED/PERIO/AEGD
TN	Memphis	University of Tennessee	DE/OMS/ORTHO/PERIO/PROS
VA	Richmond	Virginia Commonwealth University	DE/DH/ENDO/OMS/ORTHOPED/PERIO/PROS/AEGD
WV	Morgantown	University of West Virginia	DE/DH/ENDO/ORTHO/PROS/GPR/AEGD

## ALLIED DENTAL EDUCATION PROGRAMS:

<u>STATE</u>	<u>CITY</u>	<u>INSTITUTION</u>	<u>DATE</u>	<u>PROGRAM(S)</u>
CA	Culver City	West Los Angeles College	6/3-4/2003	DH
CA	Pleasant Hill	Diablo Valley College	10/28-30/2003	DA, DH
CA	Rancho Cucamonga	Chaffey Community College	11/11-12/2003	DA,
CA	San Jose	San Jose City College	11/20-21/2003	DA
DE	Wilmington	Delaware Technical & Community College	11/4-5/2003	DH
FL	Fern Park	Americare School of Nursing	5/20-21/2003	DA

# UPCOMING SITE VISITS

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FL	St. Petersburg	Pinellas Technical Education Center	8/13-14/2003	DA
GA	Macon	Central Georgia Technical College	11/20-21/2003	DH
ID	Pocatello	Idaho State University	10/7-8/2003	DH
IL	Centralia	Kaskaskia College	4/3-4/2003	DA
IL	Galesburg	Carl Sandburg College	3/25-26/2003	DH
IL	Godfrey	Lewis & Clark Community College	11/5-7/2003	DA, DH
IL	River Grove	Triton College	TBD	DLT
IL	Rockford	Rock Valley College	5/1-2/2003	DH
IN	South Bend	Indiana University South Bend	12/3-5/2003	DA, DH
KY	Lexington	Lexington Community College	11/12-14/2003	DH, DLT
LA	Shreveport	Louisiana State University Dental Health Institute	2/18-19/2003	DA
MI	Kalamazoo	Kalamazoo Valley Community College	9/10-11/2003	DH
MI	Lansing	Lansing Community College	10/14-15/2003	DA
MI	University Center	Delta College	10/21-23/2003	DA, DH
MO	Springfield	Ozarks Technical Community College	2/27-28/2003	DH
MO	St. Louis	Missouri College	7/17-18/2003	DA
MS	Jackson	University of Mississippi	3/20-21/2003	DH
MS	Moorhead	Mississippi Delta Community College	2/11-12/2003	DH
NC	Graham	Alamance Community College	4/23-24/2003	DA
NC	Jamestown	Guilford Technical Community College	2/5-7/2003	DA, DH
NC	Wilkesboro	Wilkes Community College	8/28-29/2003	DA
NC	Winston-Salem	Forsyth Technical Community College	4/23-24/2003	DA
ND	Wahpeton	North Dakota State College of Science	9/3-5/2003	DA, DH
NE	Lincoln	Southeast Community College	10/23-24/2003	DA
NE	Omaha	Metropolitan Community College	6/25-26/2003	DA
NM	Farmington	San Juan College	2/20-21/2003	DH
NM	Santa Fe	Santa Fe Community College	6/3-4/2003	DA
NY	Brooklyn	New York City College of Technology	10/29-31/2003	DH, DLT
OH	Lima	James A. Rhodes State College	11/12-13/2003	DH
OH	Middleburg Heights	Polaris Career Center	2/25-26/2003	DA
OH	Youngstown	Youngstown State University	10/16-17/2003	DH
OR	Portland	Portland Community College	3/12-14/2003	DA, DH, DLT
OR	Salem	Chemeketa Community College	3/20-21/2003	DA
PA	Jenkintown	Manor College	6/17-18/2003	DA
SC	Spartanburg	Spartanburg Technical College	3/6-7/2003	DA
TN	Gallatin	Volunteer State Community College	7/22-23/2003	DA
TN	Memphis	University of Tennessee	2/25-27/2003	DH
TX	Amarillo	Amarillo College	12/4-5/2003	DH
TX	Hurst	Tarrant County College	1/23-24/2003	DH
TX	Orange	Lamar State College-Orange	10/9-10/2003	DA
UT	Ogden	Weber State University	3/4-5/2003	DH
UT	Provo	American Institute of Medical-Dental Tech/Provo	8/6-7/2003	DA
UT	Provo	Provo College	7/15-16/2003	DA
VA	Annandale	Northern Virginia Community College	10/1-3/2003	DH
WA	Lakewood	Pierce College	11/18-19/2003	DH
WA	Pasco	Columbia Basin College	4/8-9/2003	DH
WA	Vancouver	Clark College	5/20-21/2003	DH
WI	Appleton	Fox Valley Technical College	9/25-26/2003	DA
WI	Janesville	Blackhawk Technical College	9/11-12/2003	DA
WI	Madison	Madison Area Technical College	9/18-19/2003	DH
WI	Milwaukee	Milwaukee Area Technical College	9/23-24/2003	DH
WV	West Liberty	West Liberty State College	12/2-3/2003	DH
WY	Cheyenne	Laramie County Community College	8/28-29/2003	DH
WY	Sheridan	Sheridan College	9/30-10/2/2003	DA, DH

# ATTENDANCE CONFIRMATION

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COMMISSION ON DENTAL ACCREDITATION  
OPEN SESSION: FRIDAY, JANUARY 31, 2003 AT 8:30 AM.

NAME: \_\_\_\_\_  
AFFILIATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

## REQUEST FOR HOTEL RESERVATION

Ritz Carlton Hotel  
160 E. Pearson Street  
Chicago, IL 60611  
(312) 266-1000

Reservations MUST be made through the ADA to receive special rate – see below

Accommodation Required: \_\_\_\_\_ YES \_\_\_\_\_ NO (STANDARD RATE: APPROXIMATELY \$183.00 + TAX)

Type of Accommodation: \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Twin  
\_\_\_\_\_ Smoking \_\_\_\_\_ Non-Smoking

Room will be shared with: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

## ALL ROOMS MUST BE GUARANTEED WITH A MAJOR CREDIT CARD

American Express \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ Diner's Club \_\_\_\_\_

Account Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**HOTEL CONFIRMATIONS WILL BE MAILED DIRECTLY TO YOU AT THE ADDRESS PROVIDED ABOVE.  
PLEASE RETURN THE FORM BY DECEMBER 16, 2002 TO:**

**Mr. Brian Papendick  
Commission on Dental Accreditation  
211 E. Chicago Ave, Suite 1814  
Chicago, IL 60611  
papendickb@ada.org  
Fax: (312) 440-2915 Phone: (312) 440-4653**