



## CODA Communicator

From the Chair

As the new Chair of the Commission on Dental Accreditation, I look forward to continued progress on several issues that have impacted the Commission this past year. Implementation of the recommendations in the ADA Task Force on CODA Report will be a Commission priority, with strategic planning and improvements in communication at the forefront.

In December of 2011, the Commission's petition to the United States Department of Education for renewal of its recognition as the accrediting agency for dental and dentally-related education programs is due. The renewal petition will require the Commission to demonstrate that it follows best accreditation practices as outlined by the federal government.

The year 2011 will also see the opening of at least one, and possibly four, predoctoral dental education programs in new dental schools throughout the country.

In this issue of the CODA Communicator, you will find a summary of recent changes to several Commission policies and procedures. These changes were a result of a two-year process of combining and reviewing two separate Commission policy and procedure manuals (The *Evaluation Policies and Procedures* manual and the *Operational Policies and Procedures* manual) into one document. Over the years, these two manuals became somewhat redundant and not very "user-friendly." The Commission volunteers and Commission staff spent many hours refining and organizing the two documents into one coherent document that closely follows the sequence of the entire accreditation review.

The Commission looks forward to a busy and productive year. Please feel free to contact the Commission staff with any questions. Also, a reminder that the policy portions of both the Commission meetings and the discipline-specific Review Committee meetings are open to the communities of interest. Please contact Lead Project Assistant Mr. Paul Dohearty to register.

Sincerely,

A handwritten signature in black ink that reads "Donald R. Ziebert". The signature is written in a cursive style.

Chair

[Recent Changes](#)



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[Deadlines for  
Education Programs](#)

The Commission implemented substantive changes in several Commission policies at the August 2010 meeting. The full text of the revised policies can be viewed at [ADA.org/314.aspx](http://ADA.org/314.aspx), with the following changes taking effect January 1, 2011:

- Enrollment Increases in Advanced Dental Specialty Programs- A request for an increase in enrollment with all supporting documentation must be submitted in writing to the Commission at least one (1) month prior to a regularly scheduled semiannual Review Committee/Commission meeting. The Commission will not retroactively approve enrollment increases without a special focused site visit.
- Changes in Policy Regarding the Accreditation and Visitation of Off-Campus Sites-The Commission must be informed if a program accredited by the Commission plans to initiate an off-campus site (distance site and/or additional training site not located on the main campus) in writing six (6) months prior to the anticipated initiation of educational experiences at the off-campus site.
- Conflict of Interest Policy-The revised policy redefines what constitutes a conflict of interest and carries that policy through to all policies and procedures that are impacted by conflict of interest.
- Criteria for Granting Accreditation-Increased the time period that a dean or program director must be employed prior to an initial accreditation site visit from three (3) months to at least six (6) months prior to the anticipated date of the site visit.
- Policy Statement on Consultant/Site Visitor Training- Revised policy to require site visitors/consultants who have not been on a site visit during the previous two (2) years to receive additional training.
- Review Committee Structure and Guidelines on Requirements for Review Committee Members -Revised policy to require that all Review Committee members observe at least one site visit. Additionally, revised the policy to require that the chairperson of the Review Committee reschedule the Review Committee meeting if an adequate number of content experts are not available for the meeting.

### Reminder:

The Commission adopted revisions to the Accreditation Standards for Dental Education Programs, with programs given the option of being reviewed under the revised standards or the current standards from January 1, 2012 through June 30, 2013. All programs will be reviewed using the revised standards as of July 1, 2013.

### Upcoming Events

February 4: Open Session of the Commission

June 1: Last Day for receipt of COI comment for proposals for new/revised accreditation standards for the specialties of endodontics and orthodontics and dentofacial orthopedics.

### Open Commission Meeting

If you'd like to attend the Open Session of the Commission on Dental Accreditation meeting, please send [doheartyp@ada.org](mailto:doheartyp@ada.org) an email. You can access all of the meeting materials here:

Self Study: submit 60 days prior to visit

### Reminder:

Progress Reports Due May 15  
Response to SV Reports June 1  
Summer CODA Meeting August 5

### Reminder:

Please review email addresses to ensure that you receive all Commission related information and documents in a timely manner. If you have a new email address, please send it to: [doheartyp@ada.org](mailto:doheartyp@ada.org).

### Links:

- [Submit a Question](#)
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## Email Reminders

Please take note if you have new staff or officers that have joined your organization, they may be interested in getting the CODA Communicator as well. If you know someone else that is interested in receiving the CODA Communicator, just use the "Forward to a Friend" button in the right column and they can join our mailing list.

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