

## REVIEW COMMITTEES AND REVIEW COMMITTEE MEETINGS

1. **Structure:** The chair of each Review Committee will be the appointed Commissioner from the relevant discipline.
  - i. The Commission will appoint all Review Committee members.
    - a. Review Committee positions not designated as specialty or discipline specific will be appointed from the Commission where feasible, e.g. a public representative on the Commission could be appointed to serve as the public member on the Dental Laboratory Technology Review Committee; an ADA appointee to the Commission could be appointed to the Dental Assisting Review Committee as the general dentist practitioner.
    - b. Specialty or discipline specific positions on Review Committees will be filled by appointment by the Commission of an individual from a small group of qualified nominees (at least two) submitted by the relevant national organization, specialty organization or certifying board. Nominating organizations may elect to rank their nominees, if they so choose. If fewer than two (2) qualified nominees are submitted, the appointment process will be delayed until such time as the minimum number of required qualified nominations is received.
  - ii. Consensus is the method used for decision making; however if consensus cannot be reached and a vote is required, then the Chair may only vote in the case of a tie (American Institute of Parliamentarians Standard Code of Parliamentary Procedures).
  - iii. Member terms will be staggered, four year appointments; multiple terms may be served on the same or a different committee, with a one-year waiting period between terms. A maximum of two (2) terms may be served in total. The one-year waiting period between terms does not apply to public members.
  - iv. One public member will be appointed to each committee.
  - v. The size of each Review Committee will be determined by the committee's workload.
  - vi. As a committee's workload increases, additional members will be appointed while maintaining the balance between the number of content experts and non-content experts. Committees may formally request an additional member through New Business at Review Committee/Commission meetings. If an additional member is approved, this member must be a joint nomination from the professional organization and certifying board, as applicable.
  - vii. Conflict of interest policies and procedures are applicable to all Review Committee members.
  - viii. Review Committee members who have not had not been on a site visit within the last two (2) years prior to their appointment on a Review Committee should observe at least one site visit within their first year of service on the Review Committee.
  - ix. In the case of less than 50% of discipline-specific experts, including the Chair, available for a review committee meeting, for specified agenda items or for the entire meeting, the Review Committee Chair may temporarily appoint an additional discipline-specific expert(s) with the approval of the CODA Director. The substitute should be a previous Review Committee member or an individual approved by both the Review Committee Chair and the CODA Director. The substitute would have the privileges of speaking, making motions and voting.
  - x. Consent agendas may be used by Review Committees, when appropriate; however, more than 50% of the discipline-specific members must be present to evaluate the consent agenda.

Revised: 2/15; 1/14, 2/13, 8/10, 7/09; 7/08; 7/07; Adopted: 1/06

## 2. Composition

### Predocutorial Education Review Committee (9 members)

- 1 discipline-specific Commissioner appointed by American Dental Education Association
- 1 public member
- 3 dental educators who are involved with a predocutorial dental education program (two must be general dentists)
- 1 general dentist } (One of whom is a practitioner
- 1 specialty dentist } and the other an educator)
- 1 dental assistant, dental hygienist, dental therapist or dental laboratory technology professional educator
- 1 dental therapist educator

### Three (3) Advanced Specialty Education Review Committees (DPH, OMP, OMR - 5 members each. At least one member must be a dental educator.)

- 1 discipline-specific Commissioner appointed by specialty sponsoring organization
- 1 public member
- 1 specialty organization representative
- 1 specialty certifying board representative
- 1 general dentist

### Six (6) Advanced Specialty Education Review Committees (ENDO, OMS, ORTHO, PERIO, PED, PROS - 6 members each. At least one member must be a dental educator.)

- 1 discipline-specific Commissioner appointed by specialty sponsoring organization
- 1 public member
- 1 specialty organization representative
- 1 specialty certifying board representative
- 1 specialty certifying board and specialty organization representative
- 1 general dentist

### Postdoctoral General Dentistry Education Review Committee (12 members)

- 1 discipline-specific Commissioner, jointly appointed by American Dental Education Association (ADEA) and Special Care Dentistry Association (SCDA)
- 1 public member
- 2 current General Practice Residency (GPR) educators nominated by the SCDA
- 2 current Advanced Education in General Dentistry (AEGD) educators nominated by ADEA
- 1 oral medicine educator nominated by the American Academy of Oral Medicine
- 1 dental anesthesiology educator nominated by the American Society of Dentist Anesthesiologists
- 1 orofacial pain educator nominated by the American Academy of Orofacial Pain
- 1 general dentist graduate of a GPR or AEGD
- 1 specialty dentist
- 1 higher education or hospital administrator with past or present experience in administration in a teaching institution

### Dental Assisting Education Review Committee (10 members)

- 1 discipline-specific Commissioner appointed by American Dental Assistants Association
- 1 public member
- 2 general dentists (practitioner or educator)
- 5 dental assisting educators
- 1 dental assisting practitioner who is a graduate of a Commission accredited program

Dental Hygiene Education Review Committee (11 members)

- 1 discipline-specific Commissioner appointed by American Dental Hygienists' Association
- 1 public member
- 4 dental hygienist educators
- 2 dental hygienist practitioners
- 1 dentist (general or specialist)
- 1 dentist educator
- 1 higher education administrator

Dental Laboratory Technology Education Review Committee (5 members)

- 1 discipline-specific Commissioner appointed by National Association of Dental Laboratories
- 1 public member
- 1 general dentist
- 1 dental laboratory technology educator
- 1 dental laboratory owner nominated by National Association of Dental Laboratories

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**3. Nomination Criteria:** The following criteria are requirements for nominating members to serve on the Review Committees. Rules related to the appointment term on Review Committees apply.

All Nominees:

- Ability to commit to one four (4) year term;
- Willingness to commit ten (10) to twenty (20) days per year to Review Committee activities, including training, comprehensive review of print and electronically delivered materials and travel to Commission headquarters;
- Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment;
- Stated willingness to comply with all Commission policies and procedures (e.g. Agreement of Confidentiality; Conflict of Interest Policy; Operational Guidelines; Simultaneous Service; HIPAA Training, Licensure Attestation, and Professional Conduct Policy and Prohibition Against Harassment);
- Ability to conduct business through electronic means (email, Commission Web Sites); and
- Active, life or retired member of the American Dental Association, where applicable.

Educator Nominees:

- Commitment to dental, advanced dental and/or allied dental education;
- Active involvement in a dental or dental-related accredited program as a full- or part-time faculty member;
- Subject matter experts with formal education and credentialed in the applicable discipline; and
- Prior or current experience as a Commission site visitor.

Practitioner Nominees:

- Commitment to dental, advanced dental and/or allied dental education;
- Prior or current experience as a practitioner; and
- Formal education and credential in the applicable discipline.

Public/Consumer Nominees:

- A commitment to bring the public/consumer perspective to Review Committee deliberations. The nominee should not have any formal or informal connection to the profession of dentistry; also, the

nominee should have an interest in, or knowledge of, health-related and accreditation issues. In order to serve, the nominee must not be a:

- a. Dentist or member of an allied dental discipline;
- b. Member of a dental, advanced dental or allied dental program faculty;
- c. Employee, member of the governing board, owner, or shareholder of, or independent consultant to, a dental, advanced dental or allied dental education program that is accredited by the Commission on Dental Accreditation, has applied for initial accreditation or is not-accredited;
- d. Member or employee of any professional/trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission, dental education or dentistry; and
- e. Spouse, parent, child or sibling of an individual identified above (a through d).

Higher Education Administrator:

- A commitment to bring the higher education administrator perspective to the Review Committee deliberations. In order to serve, the nominee must not be a:
  - a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
  - b. Spouse, parent, child or sibling of an individual identified above.

Hospital Administrator:

- A commitment to bring the hospital administrator perspective to Review Committee deliberations. In order to serve, the nominee must not be a:
  - a. Member of any trade association, licensing/regulatory agency or membership organization related to, affiliated with or associated with the Commission; and
  - b. Spouse, parent, child or sibling of an individual identified above.

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