
CODA Communicator

Winter/Spring 2020



CODA★

Commission on Dental Accreditation

Table of Contents

03 An Introduction From the Chair

04 Winter 2020 Commission Meeting Highlights

04 Major Actions of Interest

05 Actions of General Interest

- Finances
- Retroactive Permanent Enrollment Increase Requests
- New Policy on Preparation and Submission of Documents to the Commission

06 Upcoming Hearings, Events & Meetings

07 CODA Extra

- Call for Review Committee Nominations
- First Phase of Electronic Accreditation System Completed
- First CODA Annual Report Published

08 Deadlines for Program Reports

09 Staff Contact Information

This publication may be reprinted in its entirety, without additions, edits or deletions, for educational purposes only.

An Introduction from the Chair

During the Commission on Dental Accreditation (CODA) Winter Meeting, held January 30-31, 2020, Chicago, Illinois, numerous accreditation actions and adoption with circulations of proposed Standard revisions were conducted. Additionally, part of CODA's robust agenda included actions that furthered its progress in attaining the goals and objectives of its 2017-2021 Strategic Plan. (Details are contained in the [Unofficial Report of Major Actions](#).)

CODA effectuated aspects of the Plan by continuing the work of two existing ad hoc committees and establishing multiple new ones:

- Reviewed the progress of the *Ad Hoc Committee on Review Committee and Commission Structure and Function*, which has spent significant time discussing the Commission's current and future structural and functional needs, including the possible restructure of Review Committees and the Commission.
- Reviewed the progress of the *Ad Hoc Committee on Educational Activity Sites*, which has reviewed and discussed the CODA Strategic Plan as well as various policies and data regarding Educational Activity Sites used by educational programs under the Commission's purview.
- Directed an ad hoc committee be formed to continue review of the Annual Survey Curriculum section for advanced education in general dentistry, general practice residency, dental anesthesia, oral medicine and orofacial pain programs.
- Directed three (3) ad hoc committees be formed to continue review of the validity and reliability survey data and potential revision of Accreditation Standards for advanced education in oral and maxillofacial surgery (residency and fellow-

ship), orthodontics and dentofacial orthopedics (residency and fellowship), and periodontics.

In addition to these ad hoc committees, the Commission considered policy related to Retroactive Permanent Enrollment Increases. After discussion, CODA adopted policy changes related to such requests. These changes are reflected in the revised Evaluation and Operational Policies and Procedures Manual available on the [CODA website](#). These are:

- A. The [2021 Annual and Application Fees](#), with a zero percent (0%) annual fee increase;
- B. CODA directives, renaming the current Research and Development Fund to the *CODA Administrative Fund*, rescinding the Policy on CODA Research and Development Fund (R&D Fund) and the Policy on Operating Reserve Fund and adopting the new Policy on CODA Administrative Fund in the Commission's Evaluation and Operational Policies and Procedures manual, with immediate implementation.

The Commission noted that several high priority items were implemented in 2019, including:

- 1) the completion of Phase I of the Commission's electronic accreditation tool, which replaced CODA's prior database,
- 2) development of an Annual Report which CODA disseminated to its communities of interest in December 2019, and
- 3) development of a mandatory, annual site visitor training program with a required training module and associated quiz.

[continued on next page:]

[continued from previous page:]

Details regarding actions the Commission took at its Winter Meeting, as well as other projects of CODA and CODA staff are in the Unofficial Report. As the Commission on Dental Accreditation moves forward in achieving its Strategic Plan, I am confident we will continue to make significant strides in accreditation efficiency and operational effectiveness.

Sincerely,

Dr. Arthur C. Jee
Chair, Commission on
Dental Accreditation



Winter 2020 Commission Meeting Highlights

This year's Winter 2020 Meeting was held on January 30-31, 2020. The Unofficial Report of Major Actions provides a summative review of the major activities during this meeting.

Major Actions of Interest to All Accredited Programs

The Commission reviewed accreditation reports and took 400 accreditation actions on dental, advanced dental, and allied dental education programs and recorded six (6) mail ballots on dental, endodontics, general practice residency, dental assisting and dental hygiene education programs. [Accreditation Status Actions](#) can be found on the Commission's website.

Two (2) advanced education in endodontics, one (1) general practice residency, one (1) advanced education in oral and maxillofacial surgery (residency), one (1) dental hygiene and ten (10) dental assisting education programs received a formal warning that accred-

itation will be withdrawn in August 2020 unless the requested information, demonstrating compliance with the accreditation standards or Commission policy, is submitted prior to that time.

The Commission affirmed the reported voluntary discontinuance effective date or planned closure date of one (1) advanced education in dental anesthesiology, one (1) advanced education in dental public health, two (2) dental hygiene, and three (3) dental assisting education programs, at the request of their respective sponsoring institutions.

[Go to Table of Contents](#)

Additional Commission Actions of General Interest

Finances

For 2021, the Commission:

- Adopted a 0% increase in annual accreditation fees for all domestic disciplines
- Maintained International fees
- Rescinded the Policy on CODA Research and Development Fund (R&D Fund) and the Policy on Operating Reserve Fund, adopting the proposed new Policy on CODA Administrative Fund
- Per the above policy, renamed the R&D Fee to “CODA Administrative Fund” and increased the per program fee from \$35 to \$100

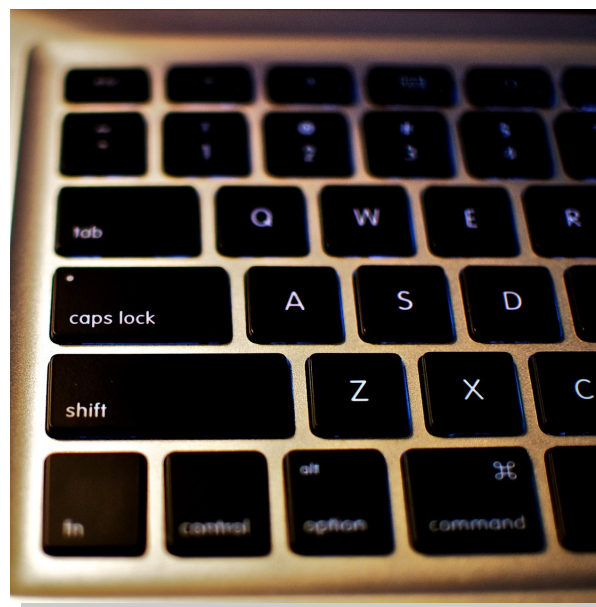
You can find more details on the CODA website’s [Fees page](#).

Retroactive Permanent Enrollment Increase Requests

After discussion, CODA directed that the policies on Reporting Program Changes in Accredited Programs, the Policy on Enrollment Increases in Advanced Dental Education Programs, the Guidelines for Requesting an Increase in Enrollment in a Predoctoral Dental Education Program, and all related documents, be revised to prohibit requests for *retroactive permanent* increases in enrollment. When updated, these policies will be available on the CODA website at the [Program Changes](#) page and the [Enrollment Increases](#) page.

New Policy on Preparation and Submission of Documents to the Commission

CODA adopted a new Policy on Preparation and Submission of Documents, to be updated in the [CODA Evaluation and Operational Policies and Procedures Manual](#). The Commission also took action to rescind the Policy on Electronic Submission of Accreditation Materials, the Policy and Procedure Related to Compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the Policy on Preparation and Submission of Reports to the Commission, deleting these policies from the Commission’s EOPP and in all appropriate Commission documents, effective immediately, as they have been subsumed within the Commission’s new policy.



[Go to Table of Contents](#)

Upcoming Commission Hearings, Events and Meetings

Proposed Standards Circulated for Public Comment are due June 1, 2020, or December 1, 2020, as applicable. Read [Hearings on Standards/Comments Due](#) for the list of standards open for comment and their respective due dates for submission of comments.

2020 American Dental Education Association (ADEA) Annual Meeting Hearing on Standards

The Commission will conduct a hearing on accreditation standards at the 2020 American Dental Education Association (ADEA) Annual Session on Saturday, March 14, 2020, 11:00am to 12:00pm, National Harbor, Maryland. The agenda and other information are available on the [Hearings on Standards/Comments Due page](#).

Summer 2020 Commission on Dental Accreditation Meetings:

- **Review Committee Meetings – July 13-17, 2020**
- **Commission Meeting – August 6, 2020 (Closed Session) and August 7, 2020 (Open Session)**
 - * The Open Session will begin at 8:30am, with a light breakfast served at 8:00am
 - * On August 5, 2020, the Commission will engage in a closed session Mega Issue Discussion on the use of educational activity sites by CODA-accredited programs.

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



2020 is the 45th Anniversary of the Commission on Dental Accreditation

From 1937-1974, prior to the formation of the Commission, the American Dental Association's Council on Dental Education was recognized as the accrediting agency for dental and dental-related education programs. In 1973, the ADA House of Delegates transferred dentistry's accreditation program from the Council on Dental Education to the new Commission on Dental Accreditation of Dental and Dental Auxiliary Education Programs (effective January 1975). After considerable planning, the Commission on Dental Accreditation of Dental and Dental Auxiliary Education Programs, now known as the Commission on Dental Accreditation (CODA), began to accredit dental education programs in 1975.

[Go to Table of Contents](#)

Call for Review Committee Nominations

CODA requests nominations to fill vacancies for Review Committee roles. You can learn more about all of these positions on the Commission's [Call for Nominations](#) page. Review Committee Nomination Forms are due to CODA staff by **June 1, 2020** for consideration at the Commission's Summer 2020 meeting.

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

First Phase of Electronic Accreditation System Completed

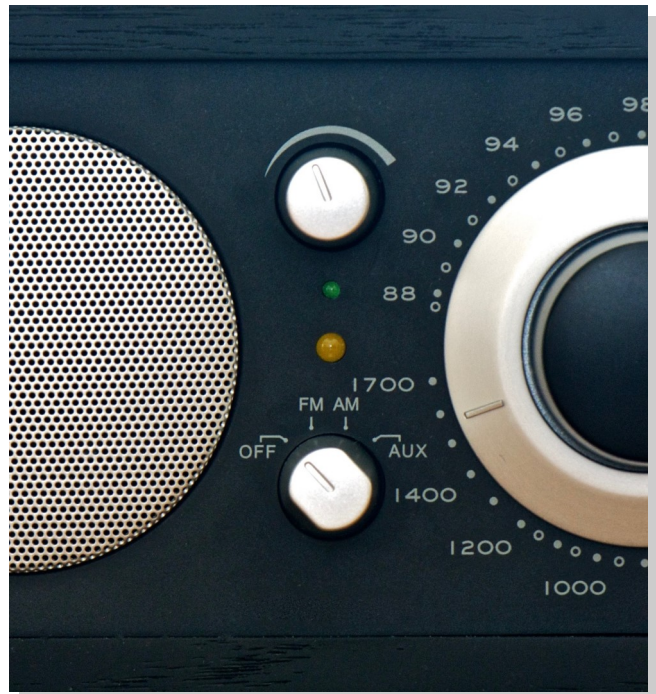
Commission staff continue to develop an electronic accreditation system for the use of CODA staff, volunteers and programs. Phase I, the internal database, was implemented in August 2019. Phase II, a web portal accessible by programs and CODA volunteers, will begin during 2020. CODA staff will devote significant time and effort to testing in order to ensure the system is error-free before launch. Educational programs and site visitors may be requested to volunteer as the Commission pilot tests the site. Watch this newsletter and notices on the CODA website for updates.

First CODA Annual Report Published

Beginning in 2019, CODA staff developed an Annual Report to distribute to CODA's broad community of interest. The Annual Report includes information relevant to all of the Commission's communities of interest. The [2019 CODA Annual Report](#) was published in December as a wrap-up to the Commission's 2019 activities. The annual report may be printed and distributed (without modification) for educational purposes.

Annual Mandatory Site Visitor Training Launched

In Fall 2019, CODA staff launched the first, annual mandatory web-based training program for site visitors, which included a tracking mechanism through the successful completion of a mandatory quiz. This annual training program will ensure that site visitors have an ongoing, comprehensive understanding of the Commission's current policies and procedures, as well as accreditation standards and their application to site visits. The training program will also provide a mechanism to calibrate site visitors in each discipline under the Commission's purview related to the interpretation and application of specific standards in accordance with the Commission's expectations of the requirements. Site visitors must complete the annual training program in order to remain active with the Commission.



[Go to Table of Contents](#)

Deadlines for Program Reports

Deadlines for many Program Change Reports are June 1.

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

NOTE: Program reports and documentation must not include Patient Protected Health Information (PHI) or Personally Identifiable Information (PII). A \$4,000 administrative fee will be assessed if a program submits documentation that does not comply with the CODA policy on privacy and data security. A resubmission that continues to contain PHI or PII will be assessed an additional \$4,000 fee.



Review the [Policy on Privacy and Data Security Summary for Institutions/Programs](#) on CODA's website.

Programs are also reminded that they must comply with CODA's [Electronic Submission Guidelines](#).

Anytime	Applications for programs pursuing CODA accreditation. The first opportunity for the Commission to consider the program, provided that the application is in order, could be approximately 12 to 18 months following the application submission date.
May 15, 2020	Deadline for Progress Reports related to Site Visits.
June 1, 2020	Deadline for Initial Response to Site Visit Reports.
June 1, 2020	Deadline for: <ul style="list-style-type: none">• Program Change Report• Request for Enrollment Increase Report• Sites Where Educational Activity Occurs Report• Teach-Out Report• Other reports for Commission review in Summer 2020

[Go to Table of Contents](#)

Staff Contact Information

CODA Director

[Dr. Sherin Tooks](#), director
312-440-2940

Operations

[Ms. Marjorie Hooper](#), operations coordinator
312-440-4653

Allied Dental Education

[Ms. Michelle Smith](#), manager
312-440-4660
Dental assisting education
Dental laboratory technology education

Open, manager

312-440-2695
Dental hygiene education

Advanced Dental Education

[Ms. Jennifer Snow](#), manager
312-440-2714
Endodontics
Oral and maxillofacial surgery
Orthodontics and dentofacial orthopedics
Periodontics

Open, manager

312-440-2672
Dental public health
Oral and maxillofacial pathology
Oral and maxillofacial radiology
Pediatric dentistry
Prosthodontics
Site visits

[Ms. Peggy Soeldner](#), manager

312-440-2788
Advanced education in general dentistry
General practice residency
Dental anesthesiology
Oral medicine
Orofacial pain

Predoctoral Dental Education

Open, manager
312-440-2721
International Accreditation Program
Predoctoral dental education
Dental therapy

Communication and Technology Strategies

[Mr. Gregg Marquardt](#), manager
312-440-2705

Site Visit Coordination

[Ms. Malinda Little](#), coordinator
312-440-675

[Ms. Bernadette Molina](#), coordinator

312-440-2668

Accredited Program Information

Telephone: U.S. 312.440.4653

Mailing Address

Commission on Dental Accreditation
211 E. Chicago Ave.
Suite 1900
Chicago, Illinois 60611

[Go to Table of Contents](#)