REPORT OF THE STANDING COMMITTEE ON QUALITY ASSURANCE AND STRATEGIC PLANNING

Background: At its August 6, 2010 meeting, the Commission on Dental Accreditation (CODA) adopted a revised Standing Committee structure and charge for each committee. The Standing Committee on Quality Assurance and Strategic Planning (QASP) charge is to:

- Develop and implement an ongoing strategic planning process;
- Develop and implement a formal program of outcomes assessment tied to strategic planning;
- Use results of the assessment processes to evaluate the effectiveness of the Commission and make recommendations for appropriate changes, including the appropriateness of its structure;
- Monitor USDE, and other quality assurance organizations e.g. Council on Higher Education Accreditation (CHEA), American National Standards Institute/International Organization for Standardization (ANSI/ISO), and International Network for Quality Assurance Agencies in Higher Education (INQAAHE) for trends and changes in parameters of quality assurance; and
- Monitor and make recommendations to the Commission regarding changes that may affect its operations, including expansion of scope and international issues.

June 8, 2020 Meeting of the QASP: The QASP conducted a videoconference meeting on June 8, 2020, which included the following committee members: Dr. Arthur Chen-Shu Jee (Committee and CODA chair), Dr. Linda Casser, Dr. Eladio DeLeon, Dr. Jeffery Hicks (CODA vice chair), Dr. Susan Kass, Dr. James Katancik, Dr. Alan Stein, and Dr. Lawrence Wolinsky. Dr. Sherin Tooks, director, CODA, Mr. Gregg Marquardt, Ms. Michelle Smith, Ms. Jennifer Snow, and Ms. Peggy Soeldner, managers, CODA, and Ms. Cathryn Albrecht, senior associate general counsel, ADA/CODA, were also in attendance.

The QASP initiated its meeting with a review of the charge to the standing committee. The Committee discussed ongoing quality assurance and strategic planning activities, and additional items of interest to CODA related to strategic planning and operational effectiveness. Below is a summary of QASP discussions and recommendations.

Update on Ongoing Quality Assurance and Strategic Planning Activities
CODA Request for Mechanism to Establish a Reserve Fund: The QASP discussed recent letters of April 30, 2020 and May 27, 2020 and proposed revisions to the Shared Services Agreement from the ADA Board of Trustees (Commission Only, Appendix 1) in light of the Commission’s Winter 2020 directive to rename the Commission’s “Research and Development Fund” to the CODA “Administrative Fund.” The Committee noted that since 2014 the Fund has been uncapped; however, at its April 2020 meeting the ADA Board of Trustees imposed a $300,000.00 cap on CODA’s Administrative Fund. The QASP noted the prior uses of CODA’s Administrative Fund for projects such as strategic planning and training of new site visitors that were not budgeted in a specific year. The QASP members also noted potential upcoming uses in areas such as development of the 2022-2026 CODA Strategic Plan, mega issue discussions that were planned for 2020 but canceled due to COVID-19 operational priorities, and potential future enhancements to CODA’s electronic accreditation tool.
The Standing Committee noted that the year-end Administrative Fund balance for 2019 was $256,025, and the estimated year-end balance for 2020 is $306,075, which has the potential to exceed the new ADA-imposed cap by $6,075 and would result in those excess funds being deposited into the ADA’s operational account rather than the Commission’s. The QASP believed that CODA-accredited programs pay annual accreditation and administrative fees to the Commission with the expectation that those fees will contribute solely to the services provided by the Commission to dental education programs. The QASP also noted that in order for CODA to ensure that it remains below the capped amount, it must plan for additional expenses at least one (1) year in advance as a result of the ADA’s budget process. Given CODA’s need to be flexible with regard to unexpected issues, the pre-planning of Administrative Fund fees one (1) full year in advance could be difficult in some cases where priorities or projects arise that were not previously budgeted in a given year.

Following extensive discussion, the QASP expressed disappointment and concern that the ADA Board of Trustees took an action to cap the previously uncapped CODA Administrative Fund without prior dialogue with the Commission through the ADA-CODA Relationship Workgroup. The QASP also found this action to be an inconsistent application of ADA principles, given that another Commission of the Association currently maintains an uncapped Research and Development Fund upon which the CODA fund was modeled. The QASP believed that the Commission should communicate its concerns to the ADA through the ADA-CODA Relationship Workgroup and a response letter to Dr. Chad Gehani, ADA President. The QASP also believed that the Commission should reassess its Administrative Fund fee for 2021, should the cap be retained by the ADA.

**QASP Recommendations:** It is recommended that the Commission on Dental Accreditation inform the ADA-CODA Relationship Workgroup of the Commission’s concerns related to the $300,000.00 cap applied to the Commission’s Administrative Fund in order to discuss the rationale of this decision and to negotiate the terms of the Fund.

It is further recommended that the Commission on Dental Accreditation direct a letter to ADA President, Dr. Chad Gehani, to express the Commission’s concerns related to the notification that a cap had been placed on CODA’s Administrative Fund, and request further review and discussion by the ADA-CODA Relationship Workgroup to include but not be limited to negotiation of a greater cap.

It is further recommended that the Commission on Dental Accreditation direct its Standing Committee on Finance to reconsider the 2021 Administrative Fund fee of $100 per program in light of the cap applied by the ADA to the Commission’s Administrative Fund.

**Review of Proposed Shared Services Agreement between the Commission on Dental Accreditation and the American Dental Association:** The QASP members discussed the CODA revisions and ADA revisions to the Shared Services Agreement that expired on January 1, 2020,
for potential agreement of the terms and renewal. A proposed revised agreement including revisions by the ADA to apply a cap the Commission’s Administrative Fund was considered (Commission Only, Appendix 1). The QASP believed the Commission should communicate with the ADA that the Shared Services Agreement is acceptable, except for the addition by the ADA that states: “Notwithstanding the foregoing, at no time shall the balance of the Administrative Fund contain more than $300,000.00,” which should be further discussed with the ADA-CODA Relationship Workgroup. The Committee also believed that there should be a discussion about the completion of the Commission’s Electronic Accreditation Tool given the ongoing need of this tool by the Commission.

**QASP Recommendations:** It is recommended that the Commission on Dental Accreditation direct a communication to the ADA approving the Shared Services Agreement, except in the area where the ADA applied a cap to the Commission’s Administrative Fund.

It is further recommended that the Commission on Dental Accreditation request further discussion of the Shared Services Agreement, including the imposed cap and the Commission’s ongoing need for an electronic accreditation tool by the ADA-CODA Relationship Workgroup.

**Additional Quality Assurance and Strategic Planning Items for Discussion**

**Metrics on Impact of COVID-19 on CODA Operations:** The QASP reviewed a table of metrics (as of the meeting date) on completed and scheduled meetings and other activities conducted by the Commission in relation to the impact of COVID-19 (Appendix 2). Following discussion, the QASP believed that the Commission should recognize the work of CODA staff to facilitate its work during this interruption in addition to maintaining the ongoing operations of the Commission.

**QASP Recommendation:** It is recommended that the Commission on Dental Accreditation recognize the Commission staff’s work in regard to managing the COVID-19 impact to dental education and the work of the Commission.

**Discussion on Initiation of the 2022-2026 Strategic Planning Process:** The QASP noted that the current strategic plan will expire December 31, 2021. Therefore, to allow for one (1) year of preparation and to engage the Commission in Summer 2021 with finalization of the next strategic plan, the Commission should initiate the next strategic planning process this fall. The Commission will adopt the next strategic plan in Summer 2021 for implementation January 1, 2022. As such, the Commission, through its Finance Committee, should approve funds to initiate the strategic planning process in order to obtain a facilitator and to support the data collection and analysis needed to create the next plan. Further, the Committee noted that CODA could engage in a Strategic Planning Mega Issue Discussion that includes various additional topics (for example, work of Ad Hoc Committees on Structure and Function and Educational Activity Sites) in Summer 2021, as appropriate based upon the completion of these committees’ work.
**QASP Recommendation:** It is recommended that the Commission on Dental Accreditation initiate development of the Commission’s 2022-2026 Strategic Plan, including hiring a facilitator, preparing the draft strategic plan, and engaging in a Mega Issue Discussion in Summer 2021 to finalize the Strategic Plan.

It is further recommended that the Commission on Dental Accreditation approve use of the Commission’s Administrative Fund, as necessary, to underwrite the expenses associated with development of the Commission’s 2022-2026 Strategic Plan.

*Update on Annual Web-Based Mandatory Site Visitor Training:* The QASP learned that the 2019 Annual Mandatory Site Visitor Training was a success, although the Commission staff continues to follow-up with site visitors who did not complete the training. Since site visits were canceled beginning mid-March 2020 through year-end, the Commission staff plans to implement a virtual training program for all site visitors, by discipline, in fall of 2020 to prepare visitors for visits in 2021.

**QASP Recommendation:** This report is informational in nature and no action is required.

*Discussion of Trends in Dental Education, Practice, Research and Higher Education (Domestic and International):* The QASP members received oral updates on the Commission’s ongoing monitoring of trends in dental education, including the monitoring of United States Department of Education guidance related to the COVID-19 pandemic and impact on educational programs and accreditors. The Committee also noted that the National Commission on Recognition of Dental Specialties and Certifying Boards has recognized orofacial pain as a “dental specialty” (CODA does not use this lexicon) along with recent recognition of oral medicine and dental anesthesiology. The QASP also discussed international accreditation matters, including the initiation of an international accreditation process by the Australian Dental Council.

**QASP Recommendation:** This report is informational in nature and no action is required.

*Update on United States Department of Education CODA Timeline for Re-Recognition:* The QASP members discussed recent activities related to the USDE and CODA’s timeline for re-recognition. The QASP noted that the USDE 2020 Accreditation Handbook that complements the recognition criteria taking effect July 1, 2020 was not yet available.

**QASP Recommendation:** This report is informational in nature and no action is required.

**Commission Actions:**

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Page Holder for Appendix 1, Commission Members Only

Letters & Proposed Revisions to the Shared Services Agreement
METRICS ON IMPACT OF COVID-19 ON CODA OPERATIONS


Below you will find a summary of CODA activity related to the COVID-19 pandemic and the published announcements on CODA’s website.

- 14 Special Review Committee Meetings, Week of March 16-20, 2020 to make recommendations on flexibility guidance for each discipline
- 2 Special CODA Meetings, April 2 and April 13, 2020
- 5 Webinars and program development of interruption of education reports, attended by over 1,200 program staff; April 21-23, 2020
- 3 Virtual Hearings on Accreditation Standards
  - May 18, ADEA Replacement
  - May 18, ADHA Replacement
  - May 20, AAPD
- Multiple public notices to programs and community of interest on actions taken by CODA (See links below)
- Ongoing monitoring of United States Department of Education guidance notifications
- Processing approximately 2,000 (conservative estimate) Distance Education and Interruption of Education Reports for CODA’s 1,419 accredited programs
- 28 Special Review Committee Meetings, June 1-16, 2020 to review interruption of education reports for all CODA-accredited programs and recommend actions to CODA
- 1 Special CODA Meeting, to take accreditation actions on interruption of education reports for all CODA-accredited programs, Date TBD July 2020
- Individual notice to every CODA-accredited program related to accreditation action taken by CODA and new site visit date
- Annual Site Visitor Training, June 18-19, 2020, conducted virtually
- Updated letters on site visit date change for 2020, 2021, and 2022 programs preparing for site visits, to be sent in summer 2020.
Accreditation Updates: COVID-19 (as of May 26, 2020)

The Commission is monitoring COVID-19 and will post updates here as available.

Interruption of Education Webinar Materials Available (4/23/20)

Download the Interruption of Education Guidelines Slides (PDF) to review slides from the COVID-19 Webinar on Interruption of Education Guidelines.

Guidance Documents: Temporary Flexibility in Accreditation Standards to Address Interruption of Education Reporting Requirements Resulting From COVID-19 for the Class of 2020 (4/14/20)

Below are guidance documents regarding Temporary Flexibility in Accreditation Standards to Address Interruption of Education Reporting Requirements Resulting From COVID-19 for the Class of 2020, as adopted by the Commission on Dental Accreditation at its Special Meeting held on April 13, 2020. Click on any of the links below to read the guidance document for that discipline.

Guidelines for Reporting an Interruption of Education During COVID-19 4/3/20 (PDF)
Read the Guidance on COVID-19 Interruption of Education Class of 2020 CODA Alert (PDF)

Temporary Flexibility in Accreditation Standards:

- Predoctoral Dental Education (PDF)
- Dental Assisting Education (PDF)
- Dental Hygiene Education (PDF)
- Dental Laboratory Technology Education (PDF)
- Advanced Education in General Dentistry (PDF)
- Dental Anesthesiology Education (PDF)
- Dental Public Health Education (PDF)
- Endodontics Education (PDF)
- General Practice Residency Education (PDF)
- Oral and Maxillofacial Pathology Education (PDF)
- Oral and Maxillofacial Radiology Education (PDF)
- Oral and Maxillofacial Surgery Education (Residency and Fellowship) (PDF)
- Oral Medicine Education (PDF)
- Orofacial Pain Education (PDF)
- Orthodontics and Dentofacial Orthopedics Education (Residency and Fellowship) (PDF)
- Pediatric Dentistry Education (PDF)
- Periodontics Education (PDF)
- Prosthodontics Education (Prosthodontics, Maxillofacial Prosthetics, Combined PROS/MXPROS) (PDF)

Unofficial Report of Major Actions (4/14/20)

Read the Unofficial Report of Major Actions (PDF), based on the Commission’s Special Closed Meeting held on April 13, 2020
Unofficial Report of Major Actions (4/8/20)

Read the Unofficial Report of Major Actions (PDF), based on the Commission's Special Closed Meeting held on April 2, 2020

Post-CODA Meeting Directives Related to Site Visits (4/3/20)

Read the Post-CODA Meeting Directives Related to Site Visits CODA Alert sent on 4/3/20 PDF


Read the Guidelines for Reporting an Interruption of Education During COVID-19 4/3/20 (PDF)
Read the Guidance on Interruption of Education CODA Alert sent on 4/3/2020 (PDF)

Further CODA Guidance on Interruption of Education Related to COVID-19 (3/30/20)

Read Further CODA Guidance on Interruption of Education Related to COVID-19 (PDF)

CODA Statement on Dental Clinic Operations during COVID-19 (3/23/20)

Read CODA Statement on Dental Clinic Operations during COVID-19 (PDF)

General CODA Updates (3/20/20)

Read General CODA Updates (PDF)

Update on Potential Temporary Flexibility in Site Visit Process and Other Accreditation Updates During COVID-19 (3/18/20)

Read the Update on Site Visit Process During COVID-19 (PDF)

CODA Staff Telecommuting During COVID-19 (3/16/20)

Read the CODA Staff Working Remotely During the Pandemic CODA Alert (PDF)

Statement to CODA-Accredited Programs (3/13/20)

Read the Statement to CODA-Accredited Programs (PDF)
Statement to CODA Site Visitors (3/13/20)

Read the Statement to CODA Site Visitors (PDF)