

Commission on Dental Accreditation Orientation for Dental School Administrators with Site Visits 2018-2020

95th American Dental Education Association's
Annual Session

Sunday, March 18, 2018

Purpose of this orientation

- To review the accreditation process, including:
 - Timeline for mailings
 - Conduct of the site visit
 - Follow-up after the site visit
 - Commission policies update
 - Accreditation Standards

Predoctoral: Overview

- 66 predoctoral programs
 - 1 developing program (initial accreditation)
 - 3 approval with reporting requirements

Site Visit Mailings

Site Visit Letter #1- Notification of Site Visit

- Sent approximately two (2) years in advance
- Site visit communications regarding the logistical aspects of the site visit are sent by CODA Site Visit Coordinators.
- Letter to CEO and Dean announcing site visit

- Documents attached to the letter:

Site Visit Confirmation of Site Visit Date Form **return of form required**

Institutional Officers, Program Director and Personnel Data Forms
return of form required

It is very important that you return the following documents by the due date because we cannot move forward with scheduling your site visit without the following documents

Return of Forms

- One (1) Completed Set of Forms
- Through Site Visitor Coordinator
- Not forms from each program

Site Visit Letter #2: Acknowledgement of acceptance of Site Visit Dates

- Sent approximately 2-3 months after the documentation from Letter #1 has been received by CODA
- Sent to the Dean
- Letter and forms to Dean (via e-mail); copy to CEO
 - Letter acknowledging confirmation of the site visit date
 - Previous site visit report
 - Timetable for Accreditation Activities
 - Electronic Submission of Self-Study Guides-[link to CODA website](#)
 - Evaluation & Operational Policies and Procedures (EOPP)- [link to CODA website](#)
 - Accreditation Standards, Self-Study Guides, Site Visitor Evaluation Reports
 - Frequency of Citings

Site Visit Letter #2: (Cont)

- Letter and forms to Dean (via e-mail); copies to CEO
 - Policy on Silent Observer Opportunities
 - CODA Policy on State Board Participation and Role on Site Visit Teams
 - Policy on Conflict of Interest
 - Policy on Complaints Directed at CODA accredited programs
 - Policy on Site Visitors
 - State Board Participation Information – **return of forms required**
 - Transportation and Hotel Information – **return of forms required**
 - Site Visit Schedule templates: predoctoral, advanced, and allied
 - **return of forms required**

It is very important that you return the following documents by the due date

Site Visit Letter #3:

- Sent approximately one (1) year prior to the site visit
- Sent to the Dean after the requested documentation in Letter #1 and #2 have been received by the Commission office.
- Letter and forms to Dean (via e-mail); copy to CEO
 - Instructions for materials to be available on-site
 - Electronic Submission of Self-Study Guides- [link for CODA website](#)
 - Educational Activity Form – [return of forms required](#)
 - Screening Lists – [return of forms required](#)
 - Student notification letter
 - Third Party Comment Posting
 - Data Profile

It is very important that you return the following documents by the due date.

Screening Lists for Site Visitors

- Program review of site visitors for conflict of interest:
 - No longer permitted to “strike” names of two potential site visitors for no reason
 - All reported conflicts with potential site visitors must include a reason in accordance with the conflict of interest policy
 - Please identify individuals who have previously applied for a position at the institution within the last five (5) years, as this is a conflict

Site Visit Letter #4: Final Communication

- Sent approximately 3-4 months prior to the site visit
- Final correspondence from the Site Visit Coordinators sent to the Dean (via e-mail); copy to CEO.
- Site Visit Team Roster
- Remaining communication regarding the site visit is from the Predoctoral Manager

Further Preparation for Site Visit

- Silent Observance
- Mock Site Visitation
 - NOT Required by CODA

Silent Observer Opportunity

- Requests for the opportunity to have a faculty member or administrator observe a site visit are made through a letter from the chief administrative officer (dean and program director) of the dental education program.
- Requests should be made, at a minimum, a year in advance.
- While the observer may request to observe a specific site visit, Commission staff will make the final determination based upon the site visit schedule and availability of observation opportunities.
- Generally, a program is provided one opportunity to send an observer to a site visit.

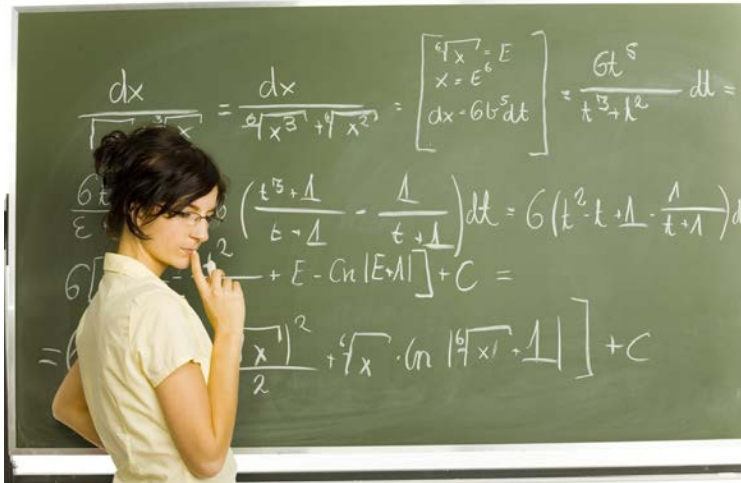
Consulting: Mock Site Visits

- Active site visitors may independently consult with educational programs accredited by CODA or applying for accreditation
 - All consulting roles must be disclosed to the Commission
 - Site visitors must file a declaration form signed by themselves and the institution/program with whom they consulted
 - Contact the Commission office for the declaration form

Consulting

- Individuals who provide consultation services do not represent CODA
- If you use a CODA site visitor for consultation services, the program must identify that individual on the screening list

The Self-Study Process



Self-Study Process Provides the Program the Opportunity to:

- **Consider and Clarify**
 - Goals, objectives, and outcomes
 - Strengths and weaknesses
 - The external factors influencing the dental education program
- **Communicate and Consolidate**
 - The achievement of programmatic objectives
 - Improve internal communication
- **Continue**
 - Internalize the self-improvement process
 - Translate the insights gained into program improvements

For the Commission and Visiting Committee, the Self-Study Should:

- Provide site visitors the basic information about the program
- Ensure accrediting process is perceived as an essential component of program improvement, not just an external review

A CHECKLIST before submitting completed Self-Study

- **Complete**
- **Consistent**
- **Correct**
- **Compliant with HIPPA**

The Self-Study Process is NOT:

- Simply a compilation of quantitative data.
- Answers to a questionnaire or a check-off sheet.
- A simple narrative description of the program.
- Written exclusively by a consultant or an assigned administrator or faculty member.

Organizing the Self-Study

- See Preface sections of self-study
- Website

Document should include:

- **Title Page** - include name of program and sponsoring institution; address; telephone number and date of visit
- **Verification Page** - names, titles and signatures of administrators who have reviewed and verified report
- **Table of Contents** - should include all sections including verification page and appendices
- **Foreword** – At the beginning of the report, a Standard by Standard qualitative analysis of the program's strengths and weaknesses is required. Categorize any recommendations according to high, medium and low priority; to include **Conduct of Self-Study**

Document should also include:

- Previous Site Visit Recommendations
- Selected Policies
 - Third Party Comment
 - Complaints
 - Program Change
 - Distance Education

About PHI and PII...

- When a self-study is received at the CODA office, it is reviewed page by page for PHI and/or PII.
- If PHI and/or PII is found, or if it is inappropriately or inadequately redacted:
 - The institution's CEO, CAO, and HIPAA compliance officer, along with the program director, is notified of the CODA violation.
 - Program is asked to send another electronic version of the self-study, minus the PHI or PII, to the visiting committee and the Commission office.

Assembling and Distributing the Self-Study

- Paper copies should be printed double-sided and single-spaced
- Bind in soft pliable plastic binders that will allow the report to lie flat for ease in reading
- Commission requests one paper copy as directed and a complete electronic version of all documents
 - Consider linking appendices, manuals at appropriate places in the narrative
 - Links must be to areas where content is elsewhere in the submitted document, not to external source
- Distribute as outlined in *Self Study Guide* at least 60 days prior to the site visit.

Electronic Submission of Self-Study and Reports

- Reports must be saved or scanned as a **single document, whenever possible.**
- Electronic Submission guidelines have been revised to reflect submissions larger than **50 MB**, due to a new electronic management system of the Commission
- Reports exceeding 50 megabytes must be split and scanned into the least number of documents with each document not to exceed 50 megabytes (For example, a document of 100 megabytes total document size must be split into 2, 50 megabyte documents)
- Photographs, unless directly related to your report, should not be included
- Documents should be positioned so that they do not need to be rotated to view

Electronic Submission of Self-Study and Reports

Web-based information

- The Commission must retain a snapshot of the information presented at the time of the submission of the report
- The electronic report must not link to information on the Internet
- Insert or “embed” all web-based information into the report

Conduct of the Site Visit



Visiting Committee

- Predoc site visitors
 - Site Visit Chair
 - Finance
 - Curriculum
 - Basic Science
 - Clinical Sciences
 - National Licensure
 - State Board of Dentistry Representative (if invited)
- Silent Observer (if assigned and approved)
- 1 Discipline-specific site visitor for each allied discipline being evaluated (DH has 2)
- 1 Discipline-Specific site visitor for each advanced discipline being evaluated (OMS has 2)
- Trainees
- CODA Staff
- Review Committee member and/or Commissioner observer and/or CDAC representative (not silent)

Verification Activities

- **Interviews**

1. Administrators

- Dean
- Program Directors

2. Faculty and Junior Faculty (chosen by CODA staff)

- What is your role?
- What, when, how do you teach?
- Clinical Supervision
- Your input into conduct and evaluation of the program
- Questions about policies, procedures, tenure, etc.

3. Students

- Open session
- Limited session with class representatives chosen by students

- Review of Documentation
- Observation

Details, details, details...

- 2 “work rooms” needed for entire 2 ½ days of the visit even if only predoctoral program, as needed
 - Executive sessions, meals
 - Work room/gathering space for advanced/allied dental site visitors
 - Computer support; access to printer; access to a shredder
- Nametags, name tents help site visitors identify “who’s who”
- Guides help site visitors get to the right place
- Dinner suggestions are helpful but not required

On-Site Documentation

- Must be organized and placed in conference room for each discipline (in addition to SSG)
 - Affiliation agreements
 - Records of each student clinical activity (last class)
 - Evaluations: Teaching staff and student
 - Minutes of standing committees
 - Dental school's manuals

Site Visit Schedule – Predoc Day 1

- Review of Programs with Dean
- Tour of facility, including basic science/research
- Conferences:
 - Institutional Relations (with University president, provost, chancellor, etc.)
 - Institutional Outcomes Assessment
 - Open and limited sessions with Students
 - Quality Assurance and Patient Care Services
 - Finances and Physical Facilities and Equipment
 - Research and Admissions and Educational Support Services
 - Behavioral Sciences, Practice Management and Ethics and Professionalism Outcomes

Site Visit Schedule – Predoc Day 2

- Continues clinical sciences
- Tour of clinic
- Visitation of sites where educational activity occurs
- Faculty/staff interviews
 - Junior faculty
 - Senior faculty

Site Visit Schedule – Predoc Day 3

- Additional interviews if necessary
- Final Conference with Dental School Dean and Administration
- Final Conference with University Administration
- End at **10:30 am**, Day 3

Site Visit Schedules for Developing Programs

- Initial Accreditation Schedule modified to 1.5 days
 - Emphasis is on verification of application plans and potential to meet Standards
- Mid-Cycle Initial Accreditation Schedule is regular duration of 2.5 days but modified by selected standards
 - Evaluation of preclin years
 - Progress on moving forward with plans for clinical years, including off-campus sites

Final Conference

- **Who attends: at discretion of institution**
 - Briefing for Dean and other administrators (separate conferences)
 - Oral report of findings to program and institution
- **If there are recommendations**
 - Program can begin addressing any recommendations before receiving preliminary draft
 - Suggestions need not be addressed

Final Conference

- Final verbal report may include:
 - Strengths of program
 - Commendations are no longer part of written report
- Final report will have some language that is not part of verbal report
 - Information judged to be important for next visit team to know (e.g., clinic construction)
 - Template language, including comments on student achievement

After the Site Visit

After the site visit...

- **Preliminary Site Visit Report**
 - Receipt approximately 4 to 6 weeks following the visit
 - Sent to the President
 - Cc: Dean, Program directors
- **Program has 30 days to review and respond to:**
 - Factual inaccuracies
 - Differences in perception
 - Begin to address recommendations, if applicable
- **Deadline for Response to the Report: June 1 or December 1**
 - Progress made in implementing recommendations
 - Suggestions do not require responses

After the site visit...

- The Commission makes accreditation decisions
 - Site visits conducted May 1 through October 31 considered at CODA **Jan-Feb/Winter meeting**
 - Site visits conducted November 1 through April 30 considered at CODA **July-Aug/Summer meeting**
- 30 days following CODA meeting CEO receives letter and final report with accreditation status (strict deadline)
 - Dean and program directors copied on the letter
- Electronic post-site visit evaluation

Please be honest and candid

Feedback after the visit

- Post-Site Visit Survey
 - E-mailed to program director and CAO (confidential)
 - CODA requests feedback on site visit logistics and Commission materials
 - CODA requests feedback on site visit/site visitors

Accreditation decisions

- If program is awarded **“approval with reporting requirements”**; a progress report will be required in 6 months
 - Programs that are 4 years in length have up to 2 years to satisfy recommendations
 - Programs that are 1 – 2 years in length have up to 18 months to satisfy recommendations
- If program is awarded **“approval without reporting requirements”**; no additional information is required

Site Visit Orientation

CODA Policies in the Spotlight

Accreditation Status Definitions

Modification of Status: **Withdraw**

- CODA added the statement below to its definition of “withdraw”:

Upon withdrawal of accreditation by the Commission, the program is no longer recognized by the United States Department of Education.

Accreditation Status Definitions

- Modification of Status: *Approval (with reporting requirements)*
- An accreditation classification granted to an educational program indicating that specific deficiencies or weaknesses exist in one or more areas of the program. Evidence of compliance with the cited standards or policies must be demonstrated within a timeframe not to exceed eighteen (18) months if the program is between one and two years in length or two years if the program is at least two years in length. If the deficiencies are not corrected within the specified time period, accreditation will be withdrawn, unless the Commission extends the period for achieving compliance for good cause. Identification of new deficiencies during the reporting time period will not result in a modification of the specified deadline for compliance with prior deficiencies.

Policy on Integrity

- Integrity is expected throughout the accreditation process
- New language: All program changes will be reported in a timely manner and in accordance with the Commission's Policy on Reporting Program Changes

Reporting Program Changes in Accredited Programs

- All program changes must be reported; CODA staff can advise whether the change requires prior CODA approval or, alternately, will be reviewed at the next site visit
- On occasion, the Commission may learn of program changes which may impact the program's ability to comply with accreditation standards or policy. In these situations, CODA will contact the sponsoring institution and program to determine whether reporting may be necessary. Failure to report and receive approval prior to the program change may result in further review by the Commission and/or a special site visit, and may jeopardize the program's accreditation status.

Program Change

- Substantial increase in program enrollment as determined by preliminary review by the discipline-specific Review Committee Chair. Programs are reminded that resources must be maintained even when the full complement of students/residents is not enrolled in the program. (Specialty programs see Policy on Enrollment Increases In Advanced Specialty Programs; Predoctoral programs see Guidelines for Requesting an Increase in Enrollment in a Predoctoral Dental Education Program and Postdoctoral General Dentistry Education programs see Guidelines for Reporting Enrollment Increases in Postdoctoral General Dentistry Education Programs)

Policy on Discontinuance or Closure of Educational Programs Accredited by CODA

- Clarification added that CODA's assistance to students/residents transferring from a discontinuing or closing program to another accredited program will be provided in the form of guidance with reporting program changes to CODA for review.

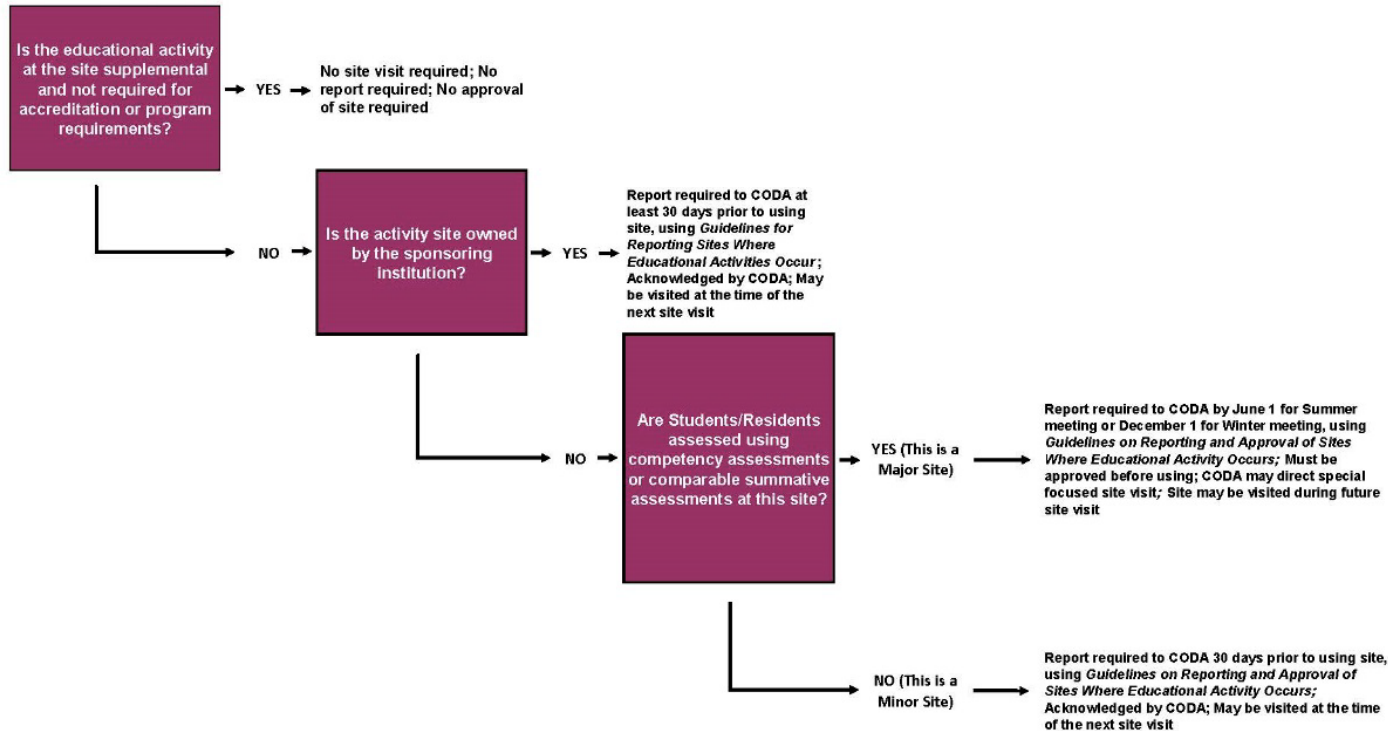
Policy Statement on Principles of Ethics in Programmatic Advertising and Student Recruitment

- Under Advertising, Publications, and Promotional Literature, CODA clarified that: The sponsor of the educational program must be clearly identified when referencing the program's accreditation status with CODA.

Policy Statement on Reporting and Approval of Sites Where Educational Activity Occurs

- Major Activity Sites:
 - Clarification that a site used for “competency assessment or comparable summative assessments” is a major site
- Minor Activity Sites:
 - Clarification that a site used for “no competency assessment or comparable summative assessments” is a minor site. Though other evaluations (daily evaluation, for example) may occur.

Reporting Sites Where Educational Activity Occurs



Definitions:

Supplemental Activity Site: Students/Residents choose to visit the site outside of the educational program, and the site is not used to fulfill program or accreditation requirements (e.g. volunteer mission trips, health fair, etc.).

Major Activity Site: Students/Residents are required to complete an experience at this site to meet a program requirement or accreditation standard, and competency assessments or comparable summative assessments are performed at the site.

Minor Activity Site: Students/Residents are required to complete an experience at this or another site to meet a program requirement or accreditation standard, and no competency assessments or comparable summative assessments are performed at the site. Evaluation may occur.

Complaints Against Educational Programs

- Establishment of a process for consideration of “anonymous” comments/complaints (unsigned comments/complaints)
 - Complaint with sufficient evidence of probable cause of noncompliance with standard(s) or policy(ies) will be handled like a formal written complaint.
 - Complaint without sufficient evidence of probable cause of noncompliance with standard(s) or policy(ies) will be added to program’s file for review at next accreditation site visit.
- Once a complaint is submitted and reviewed by CODA staff, it becomes the property of CODA and may not be withdrawn by the complainant for the purpose of CODA review.

Conflict of Interest Policy

- Clarifying that the state board representative may be a graduate of the program or reside in the state; however, this individual is held to all other conflict of interest requirements as would be expected for the site visit team members.

Confidentiality Policy

- Clarifying that CODA may share program information in instances related to USDE re-recognition or responding to state or federal legal requirements, as appropriate.

Policy and Procedure Related to Compliance with HIPAA (Privacy and Data Security)

- CODA has increased the penalty fee from \$1000 to \$4000 per program submission, effective with any documents submitted to CODA postmarked or emailed on or after **February 19, 2018**
- Resubmissions that continue to contain PHI/PII will be issued an additional \$4000 per program submission
- See Summary for Institutions at <https://www.ada.org/en/coda/policies-and-guidelines/hipaa>

Policy on Third Party Comments

- Programs with special focused visits are expected to solicit third party comments as soon as the program is notified of the visit by CODA, if posting 90 days prior to the visit is not possible
- CODA will consider signed and unsigned third-party comments

Due Process – Review Committee Special Appearances

- Programs that may request review committee special appearance at its next meeting are program that, at its prior meeting, CODA granted the status of:
 - “approval with reporting requirements,”
 - “approval with reporting requirements, intent to withdraw,” or
 - denied a requested program change, and the program submits a subsequent program change report for the next CODA meeting

Due Process – Review Committee Special Appearances

- Additional written materials for the Review Committee must be submitted at least one (1) week prior to the meeting, absent documented extraordinary circumstances
- No additional information may be provided on the day of the special appearance at the Review Committee meeting

NEW - Policy on Preparation and Submission of Reports to the Commission (effective 8/17)

- All institutions offering programs accredited by the Commission are expected to prepare reports that adhere to guidelines set forth by the Commission on Dental Accreditation, including required verification signatures by the institution's chief executive officer. The Commission's various guidelines for preparing and submitting reports, including electronic submission, can be found on the Commission's website or obtained from the Commission staff.
- In addition, all institutions must meet established deadlines for submission of requested information. Any information that does not meet the preparation or submission guidelines or is received after the prescribed deadline may be returned to the program or held for consideration at the following meeting in accordance with the wishes of the program. ***The Commission's timelines for demonstration of full compliance with the cited standards will not be modified as a result of the delayed review.*** See the Commission's Policy on Missed Deadlines.

Electronic Submission of Self-Study and Reports

- The Commission must retain an accurate record of the program's submission; therefore, links in accreditation documents (self-study, reports, etc.) must be avoided.
- Provide screen capture, download, “embedded” file, or scanned copy of content that is found at the link.

CODA's Development of Electronic Accreditation System

- Electronic accreditation tool is currently under development
- Will provide access to institutional personnel for upload of Self-Study, program reports, and other communications to CODA
- Will allow site visitor review of Self-Study and completion of SVER online
- Will allow CODA staff to transmit communications and information to programs
- More information to come...

New On-Demand Webinar

- An Introduction to CODA: A Briefing on the Commission on Dental Accreditation for Program Directors
- <https://www.ada.org/en/coda/policies-and-guidelines/coda-webinar-series>

New Documents Available

- CODA Fees Schedule 2017 - 2019

<https://www.ada.org/en/coda/accreditation/fees>

- Remember, annual fee is doubled in the year of a site visit

- Evaluation and Operational Policies and Procedures

<https://www.ada.org/en/coda/policies-and-guidelines/policy-and-procedure-manual>

What's New at CODA ?

Revised Standards

- Most CODA educational standards have revisions taking effect July 1, 2018 to implement standards on management of programs related to sites where educational activity occurs

<https://www.ada.org/en/coda/current-accreditation-standards/revised-accreditation-standards>

Revised Standards

- January 1, 2018 implementation
 - Dental Education, areas of oversight at sites where educational activity occurs
- Immediate implementation
 - Dental Hygiene, definition of sponsoring institution
 - Dental Therapy, areas of oversight at sites where educational activity occurs
- July 1, 2018 implementation
 - Dental Assisting
 - Pediatric Dentistry
 - Endodontics
 - Periodontics
 - Orthodontics and Dentofacial Orthopedics
 - Clinical Fellowship in Craniofacial and Special Care Orthodontics

Revised Standards

- July 1, 2018 implementation cont.
 - Oral and Maxillofacial Surgery
 - Clinical Fellowship in Oral and Maxillofacial Surgery
 - Oral and Maxillofacial pathology
 - Dental Public Health
 - Oral and Maxillofacial Radiology
 - Prosthodontics
 - Advanced Education in General Dentistry
 - General Practice Residency

Revised Standards

- July 1, 2018 implementation cont.
 - Dental Anesthesiology
 - Oral Medicine
 - Orofacial Pain

Proposed Standards: Comments Due

- Comment Due June 1, 2018:
 - Dental Hygiene*
 - Definition of Terms, Standards 2-8d and 2-13
 - Standards 2-1 and 2-24
 - Dental Education
 - Standard 2-8e
 - Standard 3-1

* Hearing to be held at ADHA

Proposed Standards: Comments Due

- Comment Due December 1, 2018:
 - Dental Education
 - Standard 6
 - Standard 2-17
 - Endodontics
 - Standard 4-8e
 - Oral and Maxillofacial Surgery

Operative Dentistry Request

Summer 2017: CODA directed that an ad hoc committee composed of Commission members be appointed to further study the request for establishment of an accreditation program for dental education programs in operative dentistry, in accordance with the Commission's *Policies and Procedures for Accreditation of Programs in Areas of Advanced Training in General Dentistry*, with a report at the Summer 2018 meeting.

Dental Anesthesiology Request

Summer 2017: CODA directed that an ad hoc committee composed of Commission members be appointed to further study the request for establishment of a Review Committee for Dental Anesthesiology Education, in accordance with the Commission's *Policy on Changes to the Composition of Review Committees and the Board of Commissioners*, and to consider the impact, implications and logistics of this request, with a report at the Summer 2018 meeting.

International Sites for US-Based, CODA-Accredited Programs

Winter 2018: CODA directs staff to survey Dental School Deans and all U.S. based Advanced Education in General Dentistry (AEGD) program directors to identify interest, and resource and governance issues, that may impact CODA's decision to establish an accreditation process for the use of international sites where educational activity occurs for U.S.-based, CODA-accredited dental schools offering predoctoral (DDS/DMD) and Advanced Education in General Dentistry (AEGD) programs, with a report to the Standing Committee and Commission in Summer 2018.

CODA Review of National Council on Disability Issue Brief

Winter 2018: CODA directs all Review Committees to consider the National Council on Disability Issue Brief “Neglect for Too Long: Dental Care for People with Intellectual and Developmental Disabilities,” with a report to the Commission in Summer 2018.

Elimination of “Specialty” Terminology

- Considered by CODA in Summer 2017 and Winter 2018
- The Commission concluded that its current terminology for advanced education programs (i.e., “advanced” and “advanced specialty”) may unintentionally dictate which dental discipline is a “specialty.”

Elimination of “Specialty” Terminology: Rationale for Change

- The terminology CODA uses is a carryover of the vocabulary used since 1975, when CODA assumed the policies of the Council on Dental Education and designated postdoctoral dental education programs as specialty programs, or general dentistry programs, based solely on the American Dental Association (ADA) Specialty Recognition Process. This does not reflect the changing environment of dental specialty recognition.
- The terminology change comports with the scope of the Commission, as recognized by the United States Department of Education (USDE), which does not include specific language to distinguish between “advanced” and “advanced specialty” disciplines within dentistry.

Elimination of “Specialty” Terminology: Rationale for Change

- The Commission is aware that there are misconceptions among many in the communities of interest of the role, if any, that the Commission plays in regards to specialty recognition. The change in terminology clarifies that the Commission accredits education programs, but does not designate which disciplines in dentistry are “specialties.”
- Public announcement found at:
<https://www.ada.org/en/coda/accreditation/accreditation-news>

Elimination of “Specialty” Terminology: CODA Directives

Winter 2018: Staff directed to work with the Standing Committee on Documentation and Policy Review to identify all necessary revisions to CODA’s Rules, the policies and procedures found in the Commission’s Evaluation and Operational Policies and Procedures (EOPP) manual, the Accreditation Standards and supporting documents, and the CODA website to eliminate terminology that unintentionally dictates which advanced education program is a dental specialty, with an action plan for revision of all documents for consideration by the Commission at its Summer 2018 meeting.

Elimination of “Specialty” Terminology: CODA Directives

Winter 2018: CODA directed an immediate communication to inform the communities of interest, including dental education programs, dental organizations and dental boards, that the Commission has directed development of a plan to revise its documents to eliminate terminology that dictates which advanced education program is a dental specialty. In doing so, the Commission will terminate its use of separate references for advanced programs in dental specialties and advanced dental programs in general dentistry.

Elimination of “Specialty” Terminology: CODA Directives

Winter 2018: CODA directed staff to work with the Standing Committee on Documentation and Policy Review to develop an ongoing communication plan to inform the Commission’s communities of interest about the Commission’s progress to eliminate terminology in CODA documents that unintentionally dictates which advanced education program is a dental specialty for consideration by the Commission at its Summer 2018 meeting.

Call for Nominations: Review Committees

- CODA seeks nominations for various positions on review committees.
- Nomination Deadline is June 1, 2018
- List of Positions, Nomination Criteria, and Nomination Form found at <https://www.ada.org/en/coda/accreditation/accreditation-news/call-for-nominations>

Policy on Planning and Implementing PACV and International Accreditation Site Visits

- New policy that covers international travel logistics related to safety, health, or other concerns, which may alter CODA's plans to conduct international trips.
- See EOPP



Online resources

“Site Visit Orientation” Web Site

<http://www.ada.org/en/coda/site-visits/prep-for-dds-dmd-site-visit>

- Provides narrative information on site visit process
- Site visit related documents are downloadable

Site Visit information: What's Included?

- **The Site Visit Process**
 - Introduction
- **Left navigation to...**
 - Predoctoral program
 - Advanced education programs
 - Allied education programs

Site Visit information: What's Included?

- **Information about the site visit**
 - Before the visit
 - During the visit
 - After the visit
- **Documents**
 - Standards
 - Self-study guide
 - Site Visitor Evaluation report (SVER)
 - Frequency of citings
 - Materials to be available onsite

Commission Policies and Procedures

- **Policies and Procedures**
 - Evaluation and Operational Policies and Procedures Manual (EOPP), including
 - Complaint Policy
 - Policy and Guidelines for reporting a change, off-campus sites, enrollment
 - Distance Education

Accreditation Updates

<http://stage.ada.org/en/coda/accreditation/accreditation-news>

- Provides updates policies, procedures and documents resulting from CODA Meetings
- Meeting dates
- Reports of major actions
- Minutes of past meetings
- Hearing information
- Site Visit Schedules (U.S. and International)

Other CODA Communications

- CODA Communicator E-Newsletter
 - Distributed twice per year, following each Commission meeting
- Commission Alerts Emails
 - Hearings
 - Review Committee Openings
 - Nominations for Site Visitors

To contact CODA staff

Dr. Catherine Horan horanc@ada.org

312-440-2721

- Predoctoral Dental Education, International Accreditation Program, Standing Committee on International Accreditation, Joint Advisory Committee on Dental Education Information (JACDEI), Dental Therapy

Mr. Robert McLeod mcleodr@ada.org

312-440-2713

To contact CODA staff

Ms. Jennifer Snow snowj@ada.org

312-440-2714

- Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Periodontics

Ms. Catherine Baumann

- Dental Public Health, Oral and Maxillofacial Pathology, Oral and Maxillofacial Radiology, Pediatric Dentistry, Prosthodontics

To contact CODA staff

Ms. Peggy Soeldner soeldnerp@ada.org

312-440-2788

- GPR, AEGD, Advanced Dental Education in Oral Medicine, Orofacial Pain, Dental Anesthesiology, Standing Committee on Documentation and Policy

Ms. Bridget Blackwood blackwoodb@ada.org

312-440-4675

To contact CODA staff

Ms. Michelle Smith smithmi@ada.org

312-440-4660

- Dental Assisting, Dental Hygiene, Dental Laboratory Technology

Mr. Daniel Sloyan sloyand@ada.org

312-440-2718

To contact CODA staff

Mr. Gregg Marquardt marquardt@ada.org

312-440-2705

- CODA Mass Communications, Website, Standing Committee on Communication & Technology

To contact CODA staff

Ms. Malinda Little littlem@ada.org

312-440-2675

- Site Visit Coordination

To contact CODA staff

Dr. Sherin Tookss tookss@ada.org CODA Director

312-440-2940

- Standing Committee on International Accreditation
- Standing Committee on Finance
- Standing Committee on Quality Assurance and Strategic Planning
- Standing Committee on Nominations

Ms. Marjorie Hooper hooperm@ada.org

312-440-2718

Commission on Dental Accreditation

211 E. Chicago Av, Chicago IL 60611

QUESTIONS?

Thank You!