

BOARD OF DIRECTORS VIRTUAL ZOOM MEETING MINUTES

JANUARY 3, 2022

DURATION: 3 HOURS

Participating Directors: Dr. Todd Miller, Dr. Nicholas Hanson, Dr. Diane Bartholomew, Mr. Bob Jones, Dr. Kathy Chappell, Dr. Colin Wilborn

Absent Directors: Ms. Marissa Wehr, Mr. Ryoji Abe, Mr. Robert Alejo (joined briefly)

Also Present: Dr. Micki Cuppett, Consultant; Linda Aaberg, Staff

Todd Miller, CASCE Chair, called this meeting to order at 1:03pm MT on January 3, 2022.

A quorum was present.

MOTIONS

2022-1-3-01- Approval of Minutes from October 27, 2022 CASCE Board of Directors meeting

Adopted Motion: That the Board of Directors approve the Minutes from the October 27, 2022 meeting as distributed.

Proposed by: Bob Jones Vote: Passed

Seconded by: Diane Bartholomew
Kathy Chappell abstained

2022-1-3-02- Nominate Elected Officers of the Corporation

Adopted Motion: Nominate current elected officers; Todd Miller, Chair and Nick Hanson, Secretary of the Corporation to continue duties until next identified annual meeting vote.

Proposed by: Diane Bartholomew Vote: Passed

Seconded by: Kathy Chappell

AGENDA ITEMS AND DISCUSSION

Review, Define and/or Align Bylaws:

- Election/Appointment Process
 - Three director terms will expire July 2022
 - Todd Miller- Educator in Strength and Conditioning Programs
 - Diane Bartholomew- Administrator
 - Ryoji Abe- NSCA Affiliate Representative
 - All directors have agreed to serve a second consecutive three-year term to commence from July 2022 through July 2025
- Discussion
 - What is the process and timing for renewing director terms and electing new directors?
 - Section 2.2(a) Annual Meetings
 - This section indicates that a meeting designated as an annual meeting shall be held for electing directors and to consider other business. Any meeting may be designated as an annual meeting. The designated annual meeting does not have to be during the NSCA National Conference.
 - Currently three-year terms run from July to July
 - Election processes and timing language should be detailed in the Policies and Procedures, rather than amend the bylaws
 - New directors should start prior to elected term as non-voting members before they commence their term as voting members
 - Orientation for new directors to occur prior to July meeting
- Decision
 - Nominations to occur during January meeting
 - If positions for new directors, call for new positions prior to this meeting
 - If renewing positions, directors indicate interest in a second term prior to this meeting
 - Elections conducted by Email vote
 - New directors attend April meeting as non-voting members
 - Terms to commence as voting members in July
 - Staff to update election processes in Policy and Procedures
 - CASCE BOD to vote on these changes at April 2022 meeting
- Electing Officers of the Corporation
 - Section 4.2 states, “The elected officers of the Corporation shall be elected by the Board of Directors at the regular annual meeting, to hold office for a period of one (1) year.”
- Discussion
 - What should the electing officer’s process and timing be?
 - Reelecting officers each year is difficult and does not lend itself to continuity

- Decision
 - Change bylaws to, "...to hold office for up to a (maximum) of three (3) years." Delete "for a period of one (1) year."
 - Change language (up to maximum of three years) in Policy and Procedures to be congruent with bylaws
 - Include officer election process specificity in Policy and Procedures
 - Follow similar timeline for electing new directors, for electing officers
 - All changes to Policy and Procedures to be voted by CASCE BOD
 - CASCE BOD will email vote to amend bylaws
 - NSCA BOD to vote on amended bylaws during their April meeting
 - Nominations for Vice Chair position (vacated by Maura Bergan) by email

Accreditation Program Report

- 2020 Applicants
 - 5 institutions (7 programs) to receive site visits
 - Scheduled Site Visits so far:
 - March 21-22, 2022
 - March 22-23, 2022 (combined review)
- 2021 Applicants
 - 8 institutions (10 programs, includes 2 programs that deferred to 2021 cycle)
 - Application window closed Dec 1
 - All programs have access to Accreditation Portal to begin self-studies
 - Review/Decision process in development
- Discussion
 - Comments and findings added in the system by the Peer Review team cannot be viewed by programs.
 - CASCE office plans to hold a call with Team Leads to provide support and answer any questions, prior to site visits

ARC Report

- Post-Peer Review Training Meeting
 - Reflection on the training
 - Positive feedback from ARC
- Next meeting January 24, 2022
 - Discuss Site Visit Report review logistics, including developing review standardized language
 - Identify expectations of reviewers/ARC liaisons
 - Discuss recommendations for review timelines, based on timing for accreditation decision

Standards Committee Report

- Status of Glossary Items document
 - Draft document to be reviewed/feedback by CASCE BOD
- Discussion
 - Based on previous discussions, there is some confusion as to whether a minor meets requirements.
 - Standard III.B. “The program must be a minimum of a concentration, or equivalent, with a strength and conditioning title.”
 - A concentration/emphasis is a set of courses within a set discipline. A minor is a set of courses that could be outside of a set discipline. As an example, would a program with an Art major and a Strength and Conditioning minor (with say 20 hours) meet the requirement? Versus a program with a Strength and Conditioning related major and a strength and conditioning concentration or emphasis, that includes required supporting courses.
 - A minor that would fit the required curriculum would need to be a very large minor; however, the burden of proof would be on the institution to show that the minor includes all of the required curriculum content. This proof would also be obvious by evidence of student outcomes. Institutional autonomy.
 - Clear message to programs is necessary
 - **When reviewing the Glossary Items Draft Document, this group will need to ensure that by defining a word, it does not change an existing standard, or create a new standard.**
- Decision
 - A concentration/emphasis/track/minor would meet the requirement, as long as the program can show that all of the required curriculum content is included.
 - Change Glossary Items document to, “institutions may also use example equivalents including, but not limited to emphasis, track or minor.”

Accreditation Decision Process

- Discussion
 - What should the process and timing be for the board to make accreditation decisions? Inside or outside of the portal?
 - ARC will make recommendations on decisions for the programs
 - The role of the board is to ratify the decision that the ARC recommended
- Decision
 - Staff to send the board a spreadsheet showing compliance/non-compliance for each program, as indicated by ARC recommendations. Staff inputs the board decision information in the system.
 - Given delays to the timeline for 2022, accreditation decision meeting will be Sept/Oct

Marketing Strategies

- Marketing/communication strategy for 2022
- Discussion
 - Increase communications and touch points
 - Create a CASCE specific newsletter, so it is not buried in E-Newsletter
 - Over time content built by programs, testimonials and recognition from accredited programs, incorporate commonly asked questions
 - New board members, committees etc.
 - Frequency 2-3 times a year (after National Conference)
 - Letter from the Chair
 - Promoting programs that are in review may be detrimental to programs
 - Celebrate newly accredited programs
- CASCE Presence at 2022 National Conference
 - Informational sessions are critical
 - Booth
 - Resource room suggestion (i.e. questions about writing a self-study)
 - One-on-one opportunities
 - Discuss scheduling July board meeting during April meeting

NEW BUSINESS

- None

NEXT MEETING

- Virtual meeting April 2022
- Doodle Poll will be sent to identify a date/time

This meeting adjourned at 2:51pm MT.