CASCE BOARD OF DIRECTORS ZOOM MEETING MINUTES
FRIDAY JANUARY 24, 2025

Members participating in this meeting: Dr. Colin Wilborn, Dr. Diane Bartholomew, Ms. Marissa Wehr, Dr. Nicholas Hanson, Dr. Kathy Chappell, Dr. N. Travis Triplett, Dr. Disa Hatfield, Mr. Bob Jones. Mr. Ryoji Abe

Also present at times: *CASCE Staff:* Linda Aaberg, Todd Miller, Christa Patterson, Natasha Davis, *NSCA Staff:* Lori Stikeleather, Lee Madden, Michael Massik, Keith Cinea

The meeting of the CASCE Board of Directors was called to order at 8:00 AM Mountain Standard Time (MST) on Friday, January 24, 2025, by Dr. Colin Wilborn. A quorum was present.

CONSENT AGENDA

The following motions were adopted by unanimous consent as part of the consent agenda:

2025-1-24-01- Approval of the June 3-4, 2024, Board of Directors In-person Meeting Minutes
Adopted Motion: That the Board of Directors approve the June 3-4, 2024, Board of Directors meeting minutes as presented.

2025-1-24-02- Ratify E-vote- January 9, 2025
Adopted Motion: That the Board of Directors approve the following changes in accreditation status:
- Fitchburg State University- Undergraduate Program: Change status from Deferred Action to 5-year initial accreditation- Accreditation begins January 1, 2025-December 31, 2030.
- King's College- Undergraduate Program: Change status from 3-year initial accreditation state with Progress Report to 5-year initial accreditation status- Accreditation expiration date- December 31, 2029.
- Wittenberg University- Undergraduate Program: Change status from Deferred Action to 5-year initial accreditation- Accreditation begins January 1, 2025-December 31, 2030.

NSCA REPORT

NSCA Executive Director, Michael Massik, provided an update on current NSCA initiatives. Key areas of focus include maintaining stable membership levels, strengthening certification programs, expanding digital publications, development of new international affiliates, implementing enhancements to conferences, and advancing IT infrastructure upgrades. A new marketing campaign is also underway in collaboration with Human Design. Additionally, a remodel of the NSCA headquarters is in progress. Once finalized, the organization's new Strategic Plan will be published.

FINANCIAL REPORT

The NSCA Senior Director of Finance and Administrative Accounting, Lee Madden provided a brief financial update, noting that current expenses are under budget. However, rising travel costs may affect this trend. Additionally, efforts are underway to enhance the tracking of CASCE Grant revenue.

MARKETING REPORT

The NSCA Director of Marketing, Lori Stikeleather reported on several initiatives currently underway. An awareness campaign is set to launch in early spring using the updated lead generation list. The Human Design CSCS campaign will align with CASCE marketing, aiming to elevate the CSCS credential among coaches, employers, and high school students, while emphasizing the requirement of graduating from a CASCE-accredited program. Efforts are also focused on optimizing website content and layout, developing a justification toolkit to support institutional buy-in, and expanding webinar offerings—some of which are planned for the National Conference. Additional activities include revising the online quiz for better lead capture, updating content to reflect new post-baccalaureate certificate options, producing video training resources, and enhancing recognition of accredited programs through digital toolkits and conference engagement strategies.

PROGRAM REPORT

CASCE Accreditation Manager, Linda Carter, presented an update on the status of current accreditation activity. to date, including the number of applicants, deferrals and withdrawals.

- **2020–2022 Cycles**:
  - 24 programs received 5-year initial accreditation
  - 1 program received a denial decision
- **2023 Cycle**:
  - 22 programs received site visits
  - Includes 3 programs deferred from a previous cycle
- **2024 Cycle**:
  - 40 programs are completing self-studies
  - Includes 3 deferred programs
  - 3 programs have withdrawn

ARC REPORT

ARC Update and Discussion Items Presented by Board Liaison, Diane Bartholomew:

- The ARC expanded from 4 to 10 members. A brief onboarding process is underway for new members.
- Self-study submissions from accredited programs have been of generally poor quality, often containing incomplete sentences and one-word responses.
  - Contributing factors include limited familiarity with the accreditation process and lack of experience.
  - ARC members and peer reviewers are investing additional time to provide necessary guidance and support.
- Currently, 70 peer reviewers are trained. The goal is to reach at least 120 before the next application cycle.
- A list of critical standards was established at the June 2024 Board Meeting.
  - Critical Standards will be used to guide the ARC in determining accreditation recommendations.
  - These standards provide a consistent framework for ARC and peer reviewer decision-making.
- Ongoing ARC initiatives include:
  - Aligning the "Get Started" quiz with the revised critical standards
  - A shorter list of minimum requirements for site visits will be established and be reviewed by the Acting Executive Director at the time the self-study is submitted.
  - Drafting a reaccreditation timeline
  - Developing a standardized language chart for consistent terminology
  - Expanding and improving peer reviewer training videos on NSCA TV

Action Items:

- Continue onboarding and training new ARC members
- Monitor self-study quality and consider additional applicant resources or orientation materials
- Recruit and train at least 50 additional peer reviewers to meet the target of 120
- Finalize and implement the updated "Get Started" quiz and reaccreditation timeline
- Prioritize development of additional peer reviewer training videos for release before the next review cycle

STANDARDS COMMITTEE REPORT

Board Liaison Marissa Wehr provided a brief report on the Standards Committee's recent work. Key updates include clarified degree requirements that now allow CASCE to accept post-baccalaureate certificate programs, revisions to the annual review process, and a reorganization of **Section III: Curriculum** within the standards. Minor revisions from the Annual Review will be incorporated into the standards. Substantive changes will be introduced in a public forum, and an overview webinar is planned to support stakeholder understanding and implementation.

DISCUSSION ITEMS

Program Cap Proposal

The 2024 accreditation cycle included 40 programs. For the 2025 cycle, a cap of 36 applicants is proposed due to limited resources and the consistently increasing number of applicants—nearly doubling each year. This measure aims to maintain the integrity of the review process and prioritize new applicant programs.

Given the current shortage of peer reviewers, an extension of the reaccreditation window may be necessary. Efforts are underway to expand the peer reviewer pool from 70 to at least 120. Data from the annual report will be used to assess which reaccrediting programs may qualify for an extension.

A waitlist process will be implemented for applications received beyond the cap.

Motion

- **2025-1-24-03-** Approve to cap CASCE applications at 36 for the 2025, 2026, and 2027 initial accreditation cycles.
  Adopted Motion: That the Board of Directors approve to cap the CASCE applications at 36 for the 2025, 2026, and 2027 cycles.

Proposed by:	Colin Wilborn	**Vote:**	Passed
Seconded by:	N. Travis Triplett		

CASCE Policies and Accreditation Process Updates

Eligibility and Preliminary Review

A preliminary screening process will be established to determine program eligibility prior to site visits. Programs that do not meet specified "No Site Visit" criteria will be deferred to the following cycle. Critical standards for eligibility will be clearly identified and accessible within the accreditation portal. Board members will provide input on these standards via email. Eligibility will be assessed through self-study reviews, with consideration for fixable deficiencies and clear communication for ineligible programs.

Process and Timelines

To ensure consistency and transparency, hard policies will be established for procedures and timelines. Minimum requirements for site visits will be defined, and all critical standards will be aligned with both the "Get Started Quiz" and the Readiness Tool. Programs should aim to complete all preparatory requirements by October.

Current Deferral Fees

- **Before Self-Study Due Date**: $250
- **After Self-Study Due Date**: $1,250

Proposed Reaccreditation Timeline

- **Reaccreditation Notification**: August
- **Portal Access**: September 1 – April 1

- **Self-Study Submission Deadline**: April 1
- **Peer Reviewer and ARC Liaison Assignments**: Target date April 1.
- **Initial Review & Program Feedback**: By May 15 (no later than June 1), with program responses due by July 15 (recommended schedule for interaction between the program and peer review team)
- **Site Visit Scheduling**: 30–45 days prior to scheduled visit
- **Site Visit Window**: September 1 – November 1
- **Program Response to Site Visit Report**: Due by January 30
- **ARC Review Period**: Through February 15
- **Final Accreditation Decision**: April 1

Note: If reaccreditation extensions are required, only programs in good standing will be eligible. A full year is not necessary; a 6–8-month window is considered sufficient.

International Requirements

In accordance with the Professional Standards and Guidelines, the definition of "CSCS Certified" includes individuals in good standing with NSCA and holding a current CSCS credential. For non-U.S. programs, equivalent national certifications (e.g., UKSCA) will be considered. The Standards Committee will develop an equivalency list to ensure alignment, and decisions will be made on a case-by-case basis in consultation with the Certification Committee.

Board Member Term Expirations- July 2025

An update was presented regarding Board members with terms set to expire in July 2025.

UPCOMING MEETINGS

The next meeting will be held virtually in June to review and discuss accreditation decisions. An in-person meeting will follow in July in conjunction with the NSCA National Conference.

This meeting adjourned at 10:12 AM MST.