

## COUNCIL ON ACCREDITATION OF STRENGTH AND CONDITIONING EDUCATION BOARD MEETING MINUTES

Virtual Meeting  
Monday, January 4, 2021  
8:00am MT | 9:00am CT | 10:00am ET | 12:00am Tokyo  
Duration: Full Day  
January 5, 2021  
12:00pm MT | 1:00pm CT | 2:00pm ET | 4:00am Tokyo  
Duration: Half Day

### Zoom Call

**Present Board Members:** Dr. Todd Miller, Chairman; Dr. Maura Bergan, Vice-Chair; Dr. Nicholas Hanson, Secretary/Treasurer; Dr. Diane Bartholomew; Marissa Wehr; Bob Jones; Dr. Kathy Chappell;

**Absent Board Member:** Dr Colin Wilborn, NSCA Board-Appointed Representative; Ryoji Abe (present for end of day discussion)

**Also Present:** Dr. Micki Cuppett, Consultant; Linda Aaberg, Staff; Michael Massik, NSCA ED (present for initial discussion)

This meeting was called to order at 8:05am MT by Todd Miller.

#### **Adopted Motions:**

**2020-11-19-01-** Approval of Minutes from November 19, 2020 meeting

**Proposed:** Bob

**Second:** Maura

**Vote:** Passed Unanimous

## Agenda, Discussion Items

### Articles of Incorporation- Led by: Michael Massik

#### Update

- Litigation with CrossFit has been ongoing since 2014. Settlement was reached 12/29/2020. Therefore the NSCA will move forward with the filing the Articles of Incorporation which was previously on hold due to the litigation.
- Applications for trademarking CASCE marks have been filed.
- No issues expected that will further delay the process of incorporation.

#### Next Steps for CASCE

- Timing of separation is up to CASCE. CASCE board is asked to guide the NSCA on this timing.
- Dependent upon financial solvency (income vs site visit expenses).
- Michael noted there is no rush and would like to focus on doing things right.
- CASCE will likely have a better sense of expected timing for separation in a year or two, as the number of programs is known.

### Accreditation Application Submission- Led by: Linda Aaberg

#### Report

- Submissions received from 6 institutions with 9 programs (6 UG and 3 Grad)
- CASCE Apply Web Page Updated- No longer accepting applications for the 2020-21 application cycle

#### Discussion

- Next Application/Future Cycles
  - Next cycle begins October 1, 2021. Applications to open October 1 each year.
  - Beginning 2021-22- Applications to be completed in the CASCE Accreditation Portal.
  - Number of programs accepted for the next application cycle discussion:
    - Micki suggested doubling- 12 institutions maximum
    - Consider modeling out trajectories of programs that may apply, especially as we approach 2023 (for 2030 graduates). This may also help with future budgeting projections.
    - Kathy mentioned that the ROI is in reaccreditation. Case studies from programs that are successful once accredited will assist with reaccreditation.
  - Using the Standards Summary/Requirements document as a GAP Analysis tool for programs interested in accreditation, to help determine if their program is in compliance with the standards.
  - Timeline for Payments:
    - What about 60 days? How about an “unofficial” 15 day grace period be considered? How to handle if programs do not pay? Discussed late fee vs. removal from access to the system. Concern about late fees (fee heavy, money-making perspective).

- Todd suggested that after January 1, it is too late to allow another program into the cycle (to replace the program that didn't pay).

### Decisions

- Accreditation Policies:
  - Agreed for now, keep application cycles stable and consistent:
    - Application window open from Oct 1-Jan 1 or when maximum reached (window closed after Jan 1, whether maximum is reached or not)
- Access granted to system upon complete payment.
- Agreed to payment, net 30 days, with an unofficial grace period (not published, 15-30 days at Linda's discretion). If program has not paid by 60 days of receipt of invoice, they may reapply in the next application cycle, with no late fees incurred.
- If a program has not paid, the next application in line will replace that slot, if before December 1.
- If a program has paid the application fee and started the self-study and discovered they are not ready to submit the self-study, they would need to request a deferral to the next cycle and pay \$250 fee.
- Fees need to be clear and transparent to the applicants so they are fully informed as to their options.

### Armature Software- Led by: Linda Aaberg

#### Report

- Held a kick-off meeting with Armature Project Manager (PM)
- Weekly meetings are being held currently and will progress to monthly meetings.
- Timeline
  - February- begin training for users/staff
    - To be recorded for training of users in the future
    - You Tube videos available for training purposes
  - March- Programs to begin to enter self-study in system
  - Aug-Sept- Peer Reviewer Training in system
  - Jan-March 2022- Site Visit Use
  - Late 2021- Integration with NSCA AMS
  - October 2021- Programs can apply in system
- Ongoing training/review workshops
- Defining Goals
  - Creating champions of the system
  - Ease of use
- System will be named- CASCE Accreditation Portal (CAP) with logo
- Exam data would be accessible from API (or similar) through configuration with NSCA AMS

#### Discussion

- Kathy suggested that we ensure that this exam data is confidential/private to only be accessed by program.
- NSCA will need to implement rules/processes for students registering for exams, including verification of

students coming from accredited programs

**Accreditation Review Committee - Led by: Diane Bartholomew**

**Report**

- ARC is meeting monthly working to create the Mock Self-Study while gathering feedback and commentary on variations of the standards for training of Peer Reviewers.
- The intent is to have a complete mock self-study by the end of March.

**Standards Committee- Led by: Marissa Wehr/Micki Cuppett**

**Report**

- Initial meeting in December. The Committee was tasked with researching other accrediting organizations processes for revisions and identifying standards that may be ‘troublesome’.
- Feedback gathered from international programs in the UK and Japan. Difference in terminology seem to be the main issue for English-speaking countries. The inclusion of a glossary in the Standards may remedy this issue.
- Revision to Original Strategy
  - English speaking countries- Most closely aligned with the Standards currently. The CSCS has value and is similar to US programs for the most part.
  - English speaking international programs may be able to apply for accreditation in the near term.
  - Standards Committee could be directed to create an expanded glossary that includes alternate terms used in those countries, to allow the ability to apply for accreditation.
  - Non-English speaking countries- CSCS is not recognized and therefore does not have value. May not be worth the time and resources to adjust the Standards (equivalencies) as programs may not be ready or willing to apply. Finances are an additional concern for such programs. Many individuals that have the CSCS are not students coming from degree programs, they are professional adults.
  - No need for a survey as originally planned.

**Discussion**

- Recommend that the ERP be extended past 2030, as this program has value for these non-English speaking programs.
- Coordinate with the NSCA Certification Committee to discuss an alternate plan and exceptions for international exam candidates that do not come from accredited programs.
  - NSCA Cert Committee to develop an alternative (exam) so these candidates can sit for the exam to practice in their country, but not in the US.
  - Extending the 2030 degree requirements for international exam candidates.

**...to be continued later in the day to include Ryoji in discussion (below).**

## **CASCE Budget- Led by: Micki Cuppett**

### **Report**

- YTD 2020-
  - Spending down due to lack of travel, outside services is down (Micki fees),
  - Software deal \$2k/mo through October, to increase to \$3K/month for Year 2
  - Legal Services is a bit over budget due to trademarking
  - Linda's salary and shared services (marketing) not included
- FY starts March 31, 2021 (NSCA Fiscal- April 1-March 31)
  - Zero based budget
  - CASCE will remain under NSCAs budget until fiscally viable

### **Discussion**

- 2021-22 Planning
  - PR Training- Travel for 30 people (Incl. BOD, ARC Standards and PR)
    - Linda to provide per person cost for Fall PR training/Board meeting
    - Pre-recording training for PRs
  - Site Visits (income/expenses)
    - How many SVs can we handle (train and send)?
    - Projection of programs- 36/cycle (Approx. 108 PRs), 286 by 2030
      - Currently 280 ERP UG/G recognized programs (incl. International)
    - Option of adding site visits Spring and Fall for reaccreditation
    - Possible that revenue may be lost for programs with multiple programs (if we send 4 PRs)
  - BOD Meetings
  - Software
  - Lee to provide Quarterly Reports

## **Lunch BREAK- 11:00am-11:30am MT**

## **Accreditation of Online Programs- Led by: Todd Miller**

### **Discussion**

- Can online programs be accredited and if so/what content and how much can be online?
  - COVID has proliferated this issue
  - Not addressed when Standards were written
  - The main area of concern is how programs will show compliance through exhibits/learning outcomes for the practical components
  - The Standards as they are written do not have any restrictions that require in-person learning, except perhaps Field Experience oversight by CSCS, Practical/Laboratory requirements and Facilities.

## Decisions

- It was agreed that online programs could apply and qualify for accreditation
- The onus will be on the institution to show that they are meeting the standards through online delivery
- No changes to the standards (or separate standards for online programs) as they are written are necessary at this time.
- Address programs on a case-by-case basis. The first online program to apply may require additional discussion.
- Interpretation of evidence of compliance will be up to the ARC-
  - Scenarios of online programs as part of the training for PRs
  - ARC to consider this as creating the mock self-study and identify possible exhibits.
- On site review could be virtual- Program would still incur the same accreditation fees.

## Planning for 2021 National Conference- Led by: Todd Miller

### Discussion/Decisions

- Planning to include possibility of online/in-person conference
  - Swan Dolphin on Disney (July 7-10, 2021) is the designated physical location. Will likely be held virtually
- Program Administrator Training
  - If the conference is virtual, this session would not need to be connected to the national conference (webinar, and recording to link to web page/how-to video). Could be held in early September.
- Information Session
  - More of a mechanistic approach, whether in-person or online
  - Also available on website
  - If in-person, hold a physical session
- Affiliate Meeting
  - Not necessary as not much has changed to report
  - Too difficult to coordinate virtual meeting
  - Travel banned
  - \*\*Provide communication to Affiliates with summary of where we are and option for POC for questions, rather than a meeting\*\*
- Board Meeting
  - Virtual meeting on July 6 tentatively full day (per by-laws and to onboard new member(s).
  - To be held in conjunction with the PR training, in COS, Fall 2021
  - Linda to send Doodle poll to identify availability possibly 2<sup>nd</sup> week of September- PR Training- All day Friday and half-day Saturday
- Booth
  - If in-person conference
  - Board presence

## International Equivalencies (Cont'd) - Led by: Marissa Wehr/Micki Cuppett/Ryoji Abe

### Discussion

- Possibility of English speaking programs applying for accreditation (2021-22) with minimal modifications to Standards
- Non-English speaking programs
  - CSCS does not have value in many countries- Advocacy needed (NSCA responsibility)
  - Limitation of CSCS in Japan, more Personal Trainers. Having CSCS in Japan does not help them get a job.
  - More than 80% CSCS are from professional field and increasing
  - Marketing for the CSCS in Japan has been a challenge
  - Transition period (time) to increase a need for CSCS or risk losing CSCS candidates
  - Fees for accreditation is limiting factor for Japan universities
  - Site visit licenses have been prevented in Japan
  - Lack of faculty members is also a limiting factor
  - 5% or ERP students take CSCS
  - 400/500 estimated CSCS in Japan
  - Other affiliate countries have similar situations or worse demands on professions
  - Accreditation currently would not have value
  - Lack of availability/hour requirement of internships/field experience
    - Could relevant job experience be equivalent to FE? After Graduation? Tracking this would be difficult
    - Must be part of the degree program/curriculum
    - UK has advisors as FE Supervisors
  - Extend ERP recognition status
    - Pathway to accreditation

### Decisions

- Recommendations from CASCE to NSCA Certification Committee
  - Extend degree requirements for international exam candidates not coming from accredited programs
  - Alternate certification- International Certification to practice in their country, not in the US –
    - This meets the purpose of upholding dual missions to globalize profession
    - Exam accreditation to be considered
    - Cost
    - New exam for students from accredited programs/old exam for international candidates?
  - Future candidate consideration
    - CSCS exam candidates, such as DPT/PT, that are not from an accredited program
- Linda to set a meeting with CASCE and Certification Committee Chairs, Marissa and NSCA Staff

## **Peer Reviewer Selection and Training Process- Led by: Micki Cuppett**

### **Discussion/Decisions**

- PR Selection Process
  - Call similar to other volunteer positions
    - Advertised in February due by March 31
  - Characteristics of a good surveyor
    - Abbreviated CV/bio/letter of intent
    - Letter of Recommendation
    - Preferred CSCS
    - Accreditation experience preferred
    - Higher Education
    - Minimum of one SV per accreditation cycle
    - Ability to be impartial
  - Expectations- Training; willingness to complete at least one SV/year, length of term 3-year, renewable, no consecutive terms
  - Board decision to elect
  - Linda to Send DRAFT of call to BOD before February
  - Kathy to send examples of qualifications, expectation, bio form.
  - Train BOD, ARC and Standards members- Have to recuse if discussion from program they visited
  - Online and in-person training
    - 1 ½ days in-person
    - Future trainings at National Conference
    - Training videos ahead of in-person

## **Board Member Terms- Led by: Linda Aaberg**

### **Report**

- Renewing terms- Nick and Marissa agreed to a second, consecutive three-year term (July 2021-July 2024)
- Open position- Maura's term expiring in July
  - Call for Educator position in February

### **New Business**

- None

## **All agenda items for January 5 were discussed on January 4.**

### **Next Meeting Date/Time**

- July 6- Time TBD



**Meeting Adjourned- 4:03 PM MT**

- Motion: Bob Jones
- Second: Diane Bartholomew