Accreditation Special Committee Meeting Minutes
National Strength and Conditioning Association

Date: Wednesday, January 8, 2020-Thursday, January 9, 2020

Location: San Antonio, Texas- Held in Conjunction with the NSCA Coaches Conference

Dr. Todd Miller acted as Chairperson.

Present In Person: Dr. Diane Bartholomew, Administrator; Dr. Maura Bergan, Educator; Marissa Wehr, Coach; Ryoji Abe, Affiliate; Dr. Nicholas Hanson, Educator (joined meeting late, Wednesday 1/8 due to flight delays); Colin Wilborn, NSCA BOD Liaison

Absent: Joe Kenn, Coach

Also Present for Relevant Discussions: Michael Massik, NSCA Executive Director; Lee Madden, NSCA CFO; Alonso Montiel, NSCA IT Director; Beth Rampelberg, NSCA Marketing Director (by phone); Dr. Micki Cuppett, Consultant/Facilitator; Linda Aaberg, Staff

This meeting was called to order at 8:15am CST on Wednesday, January 8, 2020. The meeting began without Nick Hanson and Joe Kenn. A quorum was present.

Proceedings:

Opening Comments:

- Important year ahead, transparency is critical, information distributed in a timely manner, Policies and Procedures must be clear and consistent (all committee members must be on the same page), standards should be clear enough so that no 'interpretation' is necessary.

Adopted Motions:

2020-01-08-01 Motion- Approval of Minutes from July 16/17, 2019 conference call meeting
Proposed: Todd Miller
Second: Maura Bergan
Vote: Passed Unanimous

2020-01-09-02 Motion- CASCE Bylaws Amendment- Article III. Section 3.2 (C) – Add statement: "Staggering of appointments may be used for continuity of the board."
Proposed: Diane Bartholomew
Second: Marissa Wehr
Vote: Passed Unanimous

2020-01-09-03 Motion- ARMATURE was selected as first choice for software and consider eAccred/Liaison if negotiations with ARMATURE do not materialize.
Proposed By: Diane Bartholomew
Second: Maura Bergan
Vote: Passed Unanimous

2020-01-09-04 Motion- To authorize NSCA staff to negotiate terms for software services on the CASCE's behalf. NSCA will negotiate terms and provide options and make recommendations.
Proposed By: Maura Bergan
Second: Nick Hanson
Vote: Passed Unanimous

2020-01-09-05 Motion- CASCE requests that the Certification Committee continue to supply the $50 ERP exam discount to students from accredited schools until December 31, 2029.
Proposed By: Maura Bergan
Second: Marissa Wehr
Vote: Passed Unanimous

Nomination/Election of Officers- To hold office for a period of (1) year
- Vice Chair-
  - Maura Bergan- Self-Nominated
  - Nominations closed
  - Vote: Unanimous
- Secretary/Treasurer-
  - Nicholas Hanson- Self-Nominated
  - Nominations closed
  - Vote: Unanimous

Report of Items since Last Meeting-

- NSCA BOD approved CASCE Bylaws and Articles of Incorporation, and authorized next steps to proceed with the formation of CASCE at BOD meeting held January 7, 2020.
- Approved Professional Standards and Guidelines to be disseminated to the public and available on the NSCA website mid-January 2020.

Discussion Items

- CASCE BOD Terms (as defined by the Bylaws)
  - Initial Committee Terms: Based on July 2019 'start'
    - Educators (3) - Initially 2 X 2; 1 X 3 yrs.
    - Coach (2) - Initially 1 x 2 yrs., 1 x 1 yrs.
    - Administrator (1) - Initially 3 yrs.
    - Public (1) - Initially 2 yrs.
  - BOD terms of service- 3 yrs. starting July 2020
  - Initial terms provides stagger as defined by the Bylaws
  - Available positions

- Coach- Joe Kenn (1)- Todd to contact Joe, if he wants to fulfill another term
- Public Member- (1)
- Need call for these position Spring 2020 to seat by July 2020
  - o Officers were nominated/elected

- CASCE Bylaws
  - o The Bylaws that were previously approved by the Accreditation Committee were edited slightly, with input from Michael Massik and Lee Madden, to be consistent/parallel to the NSCA Bylaws. No substantive edits were made. This version of the CASCE Bylaws were NSCA BOD approved on January 7.
  - o The Committee noticed that language under, Article III. Section 3.2 (C) needs amendment to add, 'stagger of terms for continuity of board'. This non-substantive change will require NSCA BOD approval. Motion Passed.

- Timing of CASE Incorporation- Lee participated in discussion
  - o CASCE to have its own tax exempt status, similar to NSCA Foundation
  - o First money to be collected Oct 2020-2021
  - o For auditing purposes, Lee suggested waiting until FY 20/21(after April 1, 2020) to file AOI
  - o Discussion on whether it is better to have CASCE FY match collegiate FY (July 1) or parallel to the NSCA FY. May be better in the future to have different than NSCA to delineate between NSCA and CASCE for future of CHEA recognition.

- Committee Structure (3 committees defined in Bylaws) - 3 years, renewable once, appointed by the chair with Board approval.
  - o Standards Committee- 3 positions, Formed by July 2020
    - Responsible for reviewing suggestions regarding the Standards and making recommendations to the Board for changes.
    - Responsible for periodic, comprehensive review of the Standards
    - Mix of practitioners and educators
    - Involved with ERP or CASCE accredited program (later)
    - CSCS in good standing
    - Need CASCE BOD Liaison/non-voting
    - Authority to recruit and ad hoc task force
    - International equivalency document by this group
    - Align with Job Task Analysis
  - o Review Committee- 2-4 (two teams)- Formed by July 2020/Operational by Fall 2021
    - Responsible for reviewing the self-study reports, creating standardized language for the report to be sent back to the program and reviewers.
    - Will make accreditation recommendations to the Board
    - Detailed/Meticulous
    - Call also to other allied health professions (CAPTE, CAATE)
    - Increase in response to programs and cycle numbers
    - Evaluate/train SVs

- ▪ Feeder program for the BOD
- ▪ Experience with accreditation
- ▪ Served previous terms on accreditation/review committee (future)
- ▪ Previous SV experience
- o Finance Committee- 3 in the future
  - ▪ Responsible for reviewing the annual budget and associated financial reports of the Corporation
  - ▪ Review and recommend investments and approve capital expenditures
  - ▪ Treasurer to serve as chair
  - ▪ Experience with budget management
  - ▪ Decided at this time, this will be accomplished within current Executive Committee
- o Timeline for Committees
  - ▪ Call for Members (Standards and Review, Finance- internal)
  - ▪ Website, Eblast, E- Newsletter, Social Media
  - ▪ Letter of Interest and CV by March 15
  - ▪ Select/notify by early April
  - ▪ Committees expected to attend meetings at National 2020- Meet and Greet Session

- Standards Update Process
  - o Standards Committee to be charged with developing processes
    - ▪ How will changes be implemented?
    - ▪ Communicated to programs?
    - ▪ Policies in what can be shared publicly?
  - o Living document
  - o Publish changes to public
  - o Clarification changes- Doesn't need to go out for public comment, Board can vote on these
  - o Complete Review- Every 7 years
    - ▪ Exigent/Major Changes
  - o Next review of Standards 2027

Software Finalists Presentations Delivered Electronically- Alonso Montiel participated in discussion

- Micki and Alonso- Provided overview of the process; gave guidance on what to look for from user perspective (board, review, program admin, staff etc), no software will be perfect, but the final choice will be in place for a number of years (up to 10).
- Cyanna/EDvera- Committee did not deem this as comparable to the other two. Student data not available.
- ARMATURE- Ability to translate multiple languages was considered an important consideration, out-of-the box capability.
- eAccred/Liasion
- Committee elected to obtain clarification from ARMATURE on:
  - o Student database capabilities

- o Is SV module out of the box or custom?
- o Is there an additional cost for translating multiple languages?

CASCE Policies and Procedures Discussion

- P and P Handbook will be developed, reviewed and voted on by the Committee
- Site Visits
  - o Initially accredit 8-15 programs (2021-2022)
  - o 20 Site Visitors 1st year
  - o Board to be trained as well
  - o Need call for SVs as well as recruit
  - o One cycle- Jan-March
  - o 2 SVers per program- 3rd to be training (reader)
  - o Training to begin Summer 2021
    - ▪ Quizzes ahead of time/online to pass to get invited to In-person training
    - ▪ Conduct in-person at NSCA HQ- Video for ongoing training
    - ▪ Ongoing Online training conducted as well, including Standards knowledge
    - ▪ Software training
  - o Separate Site Visits for UG and Grad programs
  - o Honorarium
    - ▪ $150/person for travelers, $50 reader
  - o Length of SV
    - ▪ 1 ½-2 days
  - o Approximate SV Costs
    - ▪ Transportation- $1000
    - ▪ Housing- $1000
    - ▪ Meals- $420
    - ▪ Rental Car- $180
    - ▪ Honorarium- $350
    - ▪ Total- $3030
- Accreditation Actions
  - o Initial Accreditation- Spring 2022- 5 years
  - o Re-Accreditation- up to 7 years
    - ▪ First three years, students will not meet the 3-year aggregate, so this needs to be a rolling 3-year process
  - o Compliance levels
    - ▪ Met
    - ▪ Not Met
  - o Other actions
    - ▪ Probation- Must post on their website, but retain accreditation status. Graduates of a program on probation will still be eligible to sit for the CSCS exam.
    - ▪ Defer action- Not enough information to make a decision on accreditation, information missing to be provided in rejoinder, still accredited.

- Show cause- Program must present documentation and justification of why they should remain accredited.
- Withdraw or voluntary withdraw- Every option will be given to voluntarily withdraw before withdrawal
- Requests for extensions- Must be in writing, signed and approved by Chief Academic Officer of institution

- Candidacy?
  - ERP to get priority to be on the list for SVs
  - ERP discount on application fees
  - ERP is the pathway to initial accreditation (early adopters)

- Annual Report (required for everyone)-
  - Data gathering
  - Accountability
  - Accreditation decisions will not be made on this report
  - Specifics in what will be required in Annual Report to be decided in the future
- Progress Report
  - For programs that don't meet a Standard
  - Dependent upon situation
- Fees
  - Annual Fee- $1000- First annual fee, July 1, 2022
  - Application Fee- $1000- To access the system per year
    - Current ERP Schools- $500/yr
  - Accreditation Fee- $5000- Paid with submission of Self-Study, included SV fees, covers:
    - Travel costs
    - Training
    - Software
    - Honorarium
  - Late Fee- Beyond 90 days, restrict access to system
  - Non-Payment of Accreditation Fee- Administrative Probation
  - Failure to submit Annual Report- ?
  - Discount for multiple accredited program submissions (UG and Grad)

Marketing Discussion- Beth Rampelberg, Marketing Director participated by phone

- Consider opening a Mail Chimp account/template for accreditation announcements
- Need New Email platform
- Need CASCE email address
- Marketing support will be similar to support provided for the Foundation
- Branding/logo creation by 2021 National Conference
- Need for regular communication
  - ERP Schools

- o Non ERP communication
- o Booth at ACSM- May 2021
- o Booth at NATA- June 2021
- Alonso will lead the domain purchase process
- Beth will supply a document with questions for committee to identify; needs, functionality, etc.
- Possible to consider methods to celebrate accredited programs

Budget Discussion- Michael and Lee participated in discussion

- Discussed keeping FY the same as NSCA, but gather money in July
- Changes to the proposed DRAFT budget to be completed by Lee,
- Final budget will be submitted to NSCA BOD for approval on next April 2020 BOD call

Next Meeting/Call

Tentative call April 2(US)/April 3(Tokyo) - 4:00PM MST/5:00PM CST/6:00PM EST/ 7:00AM Tokyo

Future Business
- Finalize Policies and Procedures
- Logo/Branding
- Budget
- Committee
- National Conference planning

Adjourn Meeting

Proposed: Maura Bergan
Second: Marissa Wehr
Meeting Adjourned: 3:15pm CST, Thursday, January 9, 2020