BOARD OF DIRECTORS VIRTUAL ZOOM MEETING MINUTES

OCTOBER 27, 2021
DURATION: 3 HOURS

Participating Directors: Dr. Todd Miller, Dr. Nicholas Hanson, Dr. Diane Bartholomew, Ms. Marissa Wehr, Mr. Bob Jones, Mr. Robert Alejo, Mr. Ryoji Abe

Absent Directors: Dr. Kathy Chappell, Dr. Maura Bergan

Also Present: Dr. Micki Cuppett, Consultant; Linda Aaberg, Staff, briefly present, Shelby Williamson, Staff

This meeting was called to order at 1:00pm MT on October 27, 2021 by Dr. Todd Miller, CASCE Chair.
A quorum was present.

MOTIONS

The following motion was adopted by unanimous consent:
  2021-10-27-01- Approval of Minutes from May 25, 2021 CASCE Board of Directors meeting
  Adopted Motion: That the Board of Directors approve the Minutes from the May 25, 2021 meeting, as distributed.

  2021-10-27-02- Educator in Strength and Conditioning Programs Board Member
      Proposed by: Bob Jones   Vote: Passed
      Seconded by: Nick Hanson
      Adopted Motion: Elect Colin Wilborn as Educator in Strength and Conditioning Programs on CASCE Board of Directors for a term from October 2021-July 2024.

  2021-10-27-03- Site Visit Timeline Adjustment
      Proposed by: Todd Miller   Vote: Passed
      Seconded by: Diane Bartholomew
      Adopted Motion: Extend the site visit window from January through March to January through April for 2022 to accommodate Covid restrictions.

AGENDA ITEMS AND DISCUSSION

Open Board Member Position- Educator in Strength and Conditioning:
- 17 applications submitted/14 meet qualifications
- Discussion
  - Board members with a variety of accreditation experience and institutional knowledge may be beneficial in the future, but given the initial development and formation of CASCE, extensive accreditation experience is preferred.

Introductions to NSCA-Board Appointed Representative- Robert Alejo:

Peer Reviewer Training Update:
- Frequent Accreditation Review Committee (ARC) meetings conducted to prepare for Peer Reviewer Training
- Training November 19-20, 2021
- Peer Reviewer Manual available for board feedback
- Training Agenda available for review
- Site visits will be conducted Spring 2022
- ARC Liaisons assigned to programs to guide reviewers and answer questions
- Peer Reviewers visit the site and prepare the site visit report
- Two of the three reviewers assigned to a program travel to a site. The third reviewer will help write the site visit report and be available to travel in case of an emergency.
- Discussion
  - Applications accepted October 1-December 1 yearly.
  - An application closing date helps create consistency and allow programs one full academic year to complete self-studies.
  - Ideally Board members should participate in site visits to assist with the decision making process.

Accreditation Program Report:
- 2020 Applicants
  - 9 programs (6 institutions) applied
  - 7 programs (5 institutions) submitted a completed self-study in the Accreditation Portal
  - 2 programs (1 institution) deferred
- Staff Next steps
  - Invoice Accreditation Fees
  - Assign Peer Reviewer Teams to each program (with ARC oversight)
  - Identify potential conflicts of interest
  - Provide Peer Reviewers access to Accreditation Portal
  - Assist Peer Reviewers with logistics of site visits
- 2021 Applicants
  - 8 institutions (10 programs) applied to date
  - Application window closes Dec 1

- Discussion-
  - Application cap for the 2021 cycle- 12-20
  - Project to accept double the number of applications each year
  - Peer Reviewer pool will also need to be doubled each year to handle the volume of programs anticipated
  - Staffing will need to accommodate the number of programs seeking accreditation. Should likely not exceed 50 programs accepted per year
  - 2024-2029 anticipate an steep increase in applicants
  - As we near the 2030 deadline, will need to pay attention to certification deadlines that will influence accreditation decisions, to protect the students

Robert Alejo excused himself from the meeting.

Site Visit Discussion
- Original plan was to hold in-person site visits from January to March.
- Given Covid restrictions and the delay of Peer Reviewer Training, consider:
  - In-person site visits or virtual
    - If in-person, move site visit
    - No urgency to make accreditation decisions
    - Decision meeting would need to be moved back of SV window is moved back
  - If site visits are virtual
    - Some other accreditors are conducting virtual visits
    - One person should visit the site to verify
    - Timing of accreditation decisions would need to be determined
    - Would virtual visits affect fees charged to programs?
- Discussion
  - Some advantages to virtual visits but in-person provides communication and connection with program.
  - Accreditation decisions can be made virtually
  - Board member turn over should not affect accreditation decisions dates
  - Accreditation decisions could be moved from July to August or September
  - Communication to programs

Verify Process Clarification:
- The deferral process is as follows given the first deferral request:
  - Applies to programs that pay application fee, start SS and request to defer
    - Request for deferral- To validate and ensure institution's support of deferral on university letterhead, include:
      - Date
      - State request
      - Reason
      - Signatures of PD and Dean

- $250 continued access fee (per earlier board decision-January 4, 2021)
        - Option to import self-study information that was started earlier or start from scratch in next cycle
- Late Self-Study submission process
    - Applies to programs that pay application fee, start SS and do not submit SS by Oct 1
        - Staff notification to program of late submission
        - Expire access in system
        - Reapply and go back in line
        - Pay application fees again
    - Staff has the ability to see self-study progress in the Accreditation Portal, communication to programs to offer the option of deferral.

Program Question:
- If one institution has multiple campuses, with multiple options, does each campus/program have to apply for accreditation? May have similar program questions for consideration in the future:
    - Track or concentration would need to be created and titled "strength and conditioning"
    - Curriculum would have to be identical but delivered on different campuses.
    - Would also have to have resources at all campuses to meet competencies
    - Would require a visit to each campus
    - Todd will respond by email

Accreditation Review Committee (ARC)
- Report provided earlier describing preparations for the Peer Reviewer Training

Standards Committee
- Draft of expanded Glossary items within the Standards is complete
    - Next steps to clean up draft for editing
    - CASCE Board to approve
- Committee is currently on hold with developing international equivalencies

Armature Report
- Customization created for missing content areas in the Curriculum Map
- Cost- $4300 to accommodate an additional 20 hours to extend the training and project management budget

Coalition for the Registration of Exercise Professionals (CREP) Recommendations for NCAA's Consideration
- Shelby Williamson presented the status of the recommendations to the NCAA on minimum hiring requirements for strength coaches at NCAA schools
- Currently going to NCAA and then establish implementation process
- More information will be shared when available

NSCA TV
- NSCA streaming service with a wide variety of content available
- CASCE Channel created for future CASCE related free content, session recordings, education etc.

International Program Update
- Ryoji met with programs with ERP status in Japan recently where he explained the status of accreditation and plan moving forward
- Continued promotion for the CSCS in Japan
- In order for programs in Japan are typically missing
  - Field Experience
  - Curriculum may not align
  - Name of programs
  - Professional culture is very different
- Question regarding the possibility of extending ERP recognition for non-English speaking programs given the possibility of delaying certification requirements. Certification Committee will need to determine requirements.
- It may be a slow process for programs to gain accreditation down the road. This may help gain value in the CSCS for programs
- Consider discussing international accreditation considerations with the NSCA Board during a meeting in the future (during a National Conference).

Planning for 2022 Meetings
- In-person vs virtual or combination?
- From association standpoint, decisions for meetings intended to keep momentum.
- Plan to meet in-person at National Conference 2022
- January meeting held virtually
- Tentatively plan to hold the Peer Reviewer Training in-person during National Conference
  - Full day of training
  - Revisit timing during January meeting
  - Call for PRs would to include a set date for the training
- CASCE representation during Coaches Conference?
  - None needed given the lack of academics attending this conference

NEW BUSINESS
- Regular communication in the form of a monthly report to check in on status of progress
  - Protection for board and staff

NEXT MEETING

- Virtual meeting around Coaches Conference- Mid-January
- Doodle Poll will be sent to identify a time

This meeting adjourned at 3:23 PM MT.