

## CASCE BOARD OF DIRECTORS VIRTUAL MEETING MINUTES

APRIL 27, 2022

DURATION: 3 HOURS

**Participating Members:** Dr. Todd Miller, Dr. Colin Wilborn, Dr. Diane Bartholomew, Mr. Bob Jones, Ms. Marissa Wehr, Mr. Robert Alejo

**Absent Members:** Dr. Nicholas Hanson, Dr. Kathy Chappell, Mr. Ryoji Abe

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

The meeting of the CASCE Board of Directors was called this meeting to order at 12:06pm MT April 27, 2022 by Dr. Todd Miller, CASCE Chair. Began meeting without Marissa Wehr and Robert Alejo. Agenda items that required a vote were put on hold until a quorum was present.

### CONSENT AGENDA

**2022-4-27-01-** Approval of the January 3, 2022 Zoom Meeting Minutes.

**Adopted Motion:** That the Board of Directors approve the minutes from the January 3, 2022 meeting as distributed.

**Proposed by:** Marissa Wehr

**Vote:** Passed

**Seconded by:** Bob Jones

### AGENDA ITEMS AND DISCUSSION

#### Board Positions:

- Three Board Positions elected by unanimous vote to serve a second three-year term, to commence from July 2022 through July 2025. Email vote sent January 11, 2022. Renewed terms for Board Members include:
  - Todd Miller- Educator in Strength and Conditioning Programs
  - Diane Bartholomew- Administrator
  - Ryoji Abe- NSCA Affiliate Representative
- Colin Wilborn elected by unanimous vote to serve as CASCE Vice-Chair, to replace Maura Bergan. Email vote sent March 2, 2022.

#### CASCE Bylaws Amendment:

- During the last Board meeting, it was suggested that the CASCE Bylaws be amended to prevent having to elect officers each year.
  - The amendment to the CASCE Bylaws include:

- Delete “for a period of one (1) year” and replace with “up to a (maximum) of three (3) years.”
- The Bylaws would now state, “The elected officers of the corporation shall be elected by the Board of Directors, at the regular annual meeting, to hold office for up to a maximum of three (3) years.”
- Next step is to have the NSCA Board of Directors vote to approve amended CASCE Bylaws, during the July 2022 board meeting.

**2022-4-27-02-** Approval of the amendment to the CASCE Bylaws.

**Adopted Motion:** That the Board of Directors approve the amendment to the CASCE Bylaws in Section IV.4.2. to state, “The elected officers of the corporation shall be elected by the Board of Directors, at the regular annual meeting, to hold office for up to a maximum of three (3) years.”

**Proposed by:** Diane Bartholomew      **Vote:** Passed

**Seconded by:** Bob Jones

**Revisions to CASCE Policies and Procedures Manual:**

- To be consistent with the changes to the CASCE Bylaws, changes made to Section II. Election of Terms and Directors- II.A, 1-3, II.B, III.E. 1-2
- **Discussion**
  - II.B. - CASCE BOD will determine what constitutes “substantial”.
  - The CASCE BOD would elect directors until it is determined that the “substantial” amount of programs that are accredited should have a voice for service on the board
  - A nomination committee would be an Ad Hoc CASCE committee.
  - Move II.B. Up to II.A.1.
  - Delete Section II.D. 1-5. The initial board terms were staggered but at this time, all terms are 3-year terms

**2022-4-27-03-** Approval of the revisions to the CASCE Policies and Procedures Manual.

**Adopted Motion:** That the Board of Directors approve the amended *Policies and Procedures Manual* in Sections II.A. 1-3, II.B, II.D. 1-5, III. E. 1-2.

**Proposed by:** Colin Wilborn      **Vote:** Passed

**Seconded by:** Bob Jones

**FY 23 Budget Report:**

- FY 23 budget has been approved by the NSCA.
- Marketing was increased from initial requested amount for outreach to programs outside of ERP contacts.

### Program Report:

- Report on the status of programs seeking accreditation:
  - 2020 Applicants
    - All 7 programs have completed Site Visits (SVs)
    - Next Steps
      - Peer Review Teams submit SVRs within 2 weeks following SVs
      - Accreditation Review Committee reviews SVRs
      - Official SVR and request for Program Response (for non-compliant standards) sent to programs within 4-6 weeks
      - Program has 30 days to submit Program Response
      - ARC reviews the Program Response
      - ARC submits recommendations for accreditation decisions
  - 2021 Applicants
    - 10 programs (8 institutions)
    - Self-Study- Due Oct 1, 2022
    - Consultation/Guidance offered from CASCE office
    - Next Steps
      - Invoice accreditation fees
      - PR Teams assigned
      - SVs scheduled, Spring 2023
      - Accreditation decisions, Summer/Fall 2023 (TBD)
- **Discussion**
  - Board members suggested that it is preferred that accreditation decisions be delivered in July. The decision was made to move the decision date back to Fall, due to Covid related issues, but if possible, a July decision is preferred.
  - The timing of accreditation decisions will be dependent upon the ARC review and recommendations.
  - First time through is a learning experience. The ARC is proceeding with caution and diligence as each decision sets a precedent.

### ARC Report:

- Report on the status of work by the ARC:
  - ARC has been diligent in reviewing Site Visit Reports to ensure they are consistent.
  - Call for next round of Peer Reviewers to go out Spring 2022
  - Next tentative virtual PR training date TBD.
    - Mandatory attendance
    - New PRs could attend the entire training and previous PRs attend the last part of the training and use their expertise to mentor in breakout groups.
  - Program and Peer Reviewer Evaluations
    - Results reported to ARC
  - ARC has put in a lot of work and has a lot more work to do.

### Standards Committee Report:

- Report on the status of the work by the Standards Committee
  - The Standards Committee recommends that the Board of Directors approve the updated Glossary Items in the Standards.
    - Committee has updated the glossary to better define terms in the standards, being cautious not to redefine Standards.

**2022-4-27-04-** Approval of the changes to the Glossary Items in the Professional Standards and Guidelines.

**Adopted Motion:** That the Board of Directors approve the updated Glossary Items in the CASCE Professional Standards and Guidelines.

**Proposed by:** Marissa Wehr                      **Vote:** Passed

**Seconded by:** Bob Jones

- The Standards Committee is waiting to see how the Certification Committee will handle International Candidates that do not meet degree requirements, to begin the process of developing international equivalencies to the standards, if needed.
- The Committee will begin to develop processes to determine how to look at trends in the profession, evaluate if anything was missing, or if programs were struggling with standards, for future revisions.

### Accreditation Decision Process:

- **Discussion**
  - Most efficient way for the board to review programs to effectively make accreditation decisions:
    - It was decided that programs will be listed on a spreadsheet for the Board to review, including any non-compliances and recommendations from the ARC.
    - If there is something concerning, it can be viewed in the portal.
    - Staff will make changes and adjustments in the portal.
  - The program notification process to include:
    - Decision letter sent to Program Director, Department Chair (if other different than PD), Dean, Chief Academic Officer, with CASCE Chair's signature
    - Informal decision notification by phone call to the Program Director, from CASCE Chair (for initial accreditation and while possible with a smaller number of programs).
      - Provides a personal touch
      - Should follow a script to prevent specific questions during the call
    - Newly Accredited Program celebration/announcement
      - In the future, an announcement at the National Conference, which would require a board meeting to make accreditation decisions prior to a July meeting.
      - Due to the timing of the ARC review and decisions for programs, we will likely not be able to make an announcement at the National Conference for this cycle.

### Reviewing New Programs:

- **Discussion**

- Reviewers would be unable to evaluate outcome data for new programs or do not have students enrolled, so programs would not meet the standard.
- If programs do not have outcome data at the time of review, initial accreditation can be determined, provided that they had a plan as to how that data was going to be gathered and programs would meet the standard at some point. Programs would need to provide a plan and demonstrate how the policies and procedures will be followed to meet the standard.
- Programs would need to provide outcome data in the annual reports and reaccreditation.

### Process for Programs with Significant Non-Compliances:

- **Discussion**

- The Board of Directors to determine the process for programs with significant non-compliances.
  - Common practice is:
    - Withdrawal,
    - Defer action (allows time for the program to show compliance),
    - Withhold (may not be the best option).
- Information and process if program is unable to show compliance within the 30-day Program Response should be communicated in the Official Site Visit Report.

**2022-4-27-05-** Approve the accreditation action and fees for programs unable to submit the Program Response within 30-days.

**Adopted Motion:** That the Board of Directors approve the accreditation action and fees for programs unable to submit the Program Response within 30-days.

Action- The program may defer action for up to one calendar year (from Decision Letter date) or voluntarily withdraw. If deferment is chosen, program will be invoiced for a \$1250 continuance fee. (\$250 portal continuation fee, \$1000 review fee, which is equivalent to the annual fee). If a program cannot meet the calendar year deadline, the program will be withdrawn.

**Proposed by:** Diane Bartholomew      **Vote:** Passed

**Seconded by:** Bob Jones

### Program Question: Field Experience Supervisor Requirement Inquiry

- CASCE Chair will respond to inquiry.

### 2022 National Conference Planning:

- Todd, Bob Jones and Colin will attend
- Verbal report to NSCA BOD
- CASCE Booth
  - Board representation periodically
- CASCE Session(s)
  - Todd and Colin to present at CASCE sessions

**July/Fall Board Meeting Planning:**

- Next board meeting to include accreditation decisions for programs that the ARC has made recommendations, and any other agenda items as needed.
- Fall meeting will be held in September in-person, to include remaining accreditation decisions, strategic planning and quality improvement.

***NEW BUSINESS***

- None

***NEXT MEETING***

- TBD based on timing of ARC's review of programs

**This meeting adjourned at 2:55 pm MT.**