

CASCE BOARD OF DIRECTORS IN-PERSON AND ZOOM MEETING MINUTES

SEPTEMBER 23-24, 2022

Members participating in this meeting: Dr Todd Miller (in-person), Dr. Nicholas Hanson (in-person), Dr. Diane Bartholomew (in-person), Dr. Kathy Chappell (in-person), Ms. Marissa Wehr (in-person), Dr. Colin Wilborn (Zoom), Mr. Bob Jones (Zoom), Mr. Ryoji Abe (Zoom), Mr. Robert Alejo (Zoom).

Also Present: Linda Aaberg, Michael Massik, Lee Madden, Dr. Micki Cuppett.

The meeting of the CASCE Board of Directors was called to order at 8:30am Mountain Time (MT) on Friday, September 23, 2023 by Dr. Todd Miller, CASCE Chair in the classroom of the NSCA Headquarters, Colorado Springs Colorado. Began without R. Alejo and R. Abe. A quorum was present.

SEPTEMBER 23, 2022

CONSENT AGENDA

2022-9-23-01- Approval of the April 27, 2022 Zoom Board Meeting Minutes

Adopted Motion: That the Board of Directors approve the minutes from the April 27, 2022 board meeting as distributed.

Proposed by: Diane Bartholomew

Vote: Passed

Seconded by: Marissa Wehr

One abstention: Kathy Chappell

ADDRESS FROM NSCA EXECUTIVE DIRECTOR

The NSCA ED discussed the NSCA's full support to allow CASCE to focus on accreditation, including, but not limited to:

- Shared services model for accounting, marketing, operational support
- Support of the Certification Committee in developing strategies for candidates that may not meet the new CSCS degree requirements, after 2030
- Hiring outside marketing firm
- Promoting positive relationships with other strength and conditioning organizations

Updates on other NSCA initiatives was provided.

FINANCIAL REPORT

Brief background of the CASCE organization provided.

- CASCE incorporated January 2021

- Approval for 501c3 status summer 2021
- As a non-profit tax form 990 will be filed every year
 - The CASCE board will be given the opportunity to review the form before it is filed
- The CASCE year end is consistent with NSCA's yearend cycle.
- All CASCE expenses and income are processed through the NSCA bank account.

Brief financial update was provided

- Moving forward financial updates will be provided quarterly to the CASCE board.
- The site visit timeline moving forward is Jan-March vs the adjusted timeline due to Covid issues, Jan-April, so recognized SV income should not be split and recognized after the yearend cycle.
- Zero-based budget.
- Conservative budget approach both to revenue as well as expenses.
- NSCA is committed to supporting CASCE financially.

ACCREDITATION ACTIONS

Accreditation actions discussion for 2 programs from the 2020 applicant cycle.

Motions

2022-09-23-02- That the board approve the recommendation from the ARC, the undergraduate program at Parker University be granted 3-years initial accreditation with a progress report, due within 6 months of the decision date (due April 1, 2023).

Vote: Passed unanimously

2022-09-23-03- That the board approve the recommendation from the ARC, the graduate program at Parker University receive a deferred action decision with the option for the program to complete a new self-study, due October 1, 2023. A virtual site visit may be conducted to review information provided in new self-study.

Vote: Passed unanimously

PEER REVIEWER SELECTIONS

Peer reviewer applicants and qualifications reviewed.

- 39 Peer Reviewer applicants selected with 4 alternates.

PROGRAM REPORT

An update on the status of program applicants was provided.

- 2020 Applicants
 - 7 programs (5 institutions)
 - 3 programs accredited for 5 years
 - 3 programs accredited for 3 years with progress reports

- 1 program pending decision
- Accredited program invoice annual fees- Oct 1
- Requirements for Annual Reports for accredited program to be developed
- 2021 Applicants
 - 10 programs (9 institutions)
 - 2 programs elected to defer to 2022 application cycle
 - Self-studies due Oct 1
 - Accreditation Fee invoice sent once self-studies have been received and confirmed
- 2022 Applicants
 - Applications open Oct 1-Dec 1
 - Application Awareness marketing in process
- Discussed making accreditation decisions to prior to the NSCA National Conference to allow the opportunity for celebration of accredited programs during the conference.
- Annual Reports requirements yet to be developed as well as how that information gathered will be used and reviewed.
 - Board could consider to waiting to require annual reports due to a lack of program outcome data.

COMMITTEE REPORTS

ARC Report and Discussion

An update on ARC activities and efforts was provided.

- Virtual Peer Reviewer Training planned Oct 28-29
 - Ongoing quality improvements implemented to this year's training
 - Future trainings ideally scheduled in September
- Discussed timeline to allow a program to submit a Program Response
 - 30 business days at this time is sufficient.
- Discussed estimated accreditation timeline to allow time for ARC to review site visit reports, submit to programs, time for program response submissions, program response review and decisions.
 - Timeline was established to allow the board to make accreditation action decisions by the end of June, notify programs, share publicly and announce accredited programs during National Conference,
 - Disclaimer, if a program has substantial non-compliant standards there may be additional time spent for reviews and/or decisions during the next regularly scheduled meeting.
- Discussed changes to Accreditation Actions including:
 - Added language to Deferred Action, “for the CASCE to validate or confirm compliance”
 - Removed Withdrawal and replaced with Revoke Action
 - Removed the term “involuntary” from Revoke Action
 - Added Denial Action in which a process is in place to reject a program that is substantially non-compliant with the Standards and Guidelines
 - Reason for denial must be supplied to program as well as notification of appeals process.

Motion

2022-09-23-04- That the board approve the following changes to Accreditation Actions

- Add a Denial Action category stating the following:
“Programs applying for initial accreditation that do not provide sufficient evidence to demonstrate substantial compliance with the CASCE Standards and Guidelines will be denied. The application fee is nonrefundable. Programs may reapply once sufficient evidence can be produced to demonstrate compliance with the Standards. The program will be considered a new applicant and all fees will apply.”
- That the board approve adding language “for the CASCE to validate or confirm compliance” to Deferred Action category.
- That the board approve removing Withdrawal and replace with Revoke Action and change the term from “voluntary” to “involuntary”

Proposed by: Diane Bartholomew

Vote: Passed

Seconded by: Marissa Wehr

Standards Committee Report

An update on Standards Committee activities was provided.

- Ongoing efforts to develop processes and gather information for Standards revisions, including:
 - Minor review 2023, comprehensive review 2027
 - Information from JTA meeting that may impact education
 - Feedback from ARC
 - Informal surveys to stakeholders
 - Presence at Coaches and National Conferences to gather feedback from stakeholders on trends in profession, suggestions for educational requirements, required skills and abilities for professionals entering the field (identify gaps in requirements) and build awareness.
 - Public Comment process to be developed for potential revisions during the comprehensive review
 - Development of international equivalencies is still on hold

DISCUSSION ITEMS

Update on Certification Related Topics

An update was provided on a discussion with the NSCA/Certification Committee on exam candidates who would not meet the new degree requirements after 2030 (i.e., AT, PT, candidates from international programs that cannot be accredited).

- Discussed, the possibility of recommending that the Certification Committee consider an alternative solution that graduates from CAATE accredited (AT) or CAAPTE accredited (PT) programs be eligible to sit for the CSCS exam provided they successfully complete a Foundations of Lifts Course (or similar course/alternate path tied to academic gaps) to address the issue of these programs not meeting practical components necessary for strength and conditionin professionals. Keeping in mind that a course(s) requirement is one of multiple options/alternate paths to maintain independence and prevent conflict by the membership organization.

- CASCE will need to develop a gap analysis to cross reference and compare curriculum requirements to equip the CASCE to make a recommendations to the Certification Committee.

An update was provided on information to identify an NSCA-approved accrediting agency.

- Determination that the NSCA Board should identify CASCE as an NSCA-approved accrediting body and discuss how to develop requirements/process/infrastructure with input from CASCE, and legal input through appropriate legal channels.
- Identification of NSCA-approved accrediting body should be completed prior to CASCE recommendations to Certification Committee.

An update was provided on options on how to handle accrediting international programs (non-English speaking) and candidates that do not meet exam requirements.

- Alternate options that the CASCE could recommend to the Certification Committee could include:
 - Consider an alternate international certificate (i.e., CSCS-I) whereby candidates would not be able to practice in the US
 - Extend exam requirements beyond 2030 for countries with educational requirements that cannot meet CASCE standards.
 - International programs that feel they meet the requirements for accreditation could apply and go through the process

An update was provided on the status of developing a process by which required data, exam and other, is passed on to programs.

- Development of process to integrate information between NSCA AMS and CASCE software system.
- Discussed the development of a dashboard/student database to verify/track students, demographics from each program, determine exam eligibility (faculty validation), pass/fail result of first attempt, and calculate attrition, retention and graduation rates. Link/API from NSCA AMS to CASCE system.

Marketing Update

A brief update was provided on initial plans to begin to market accreditation to programs outside of the ERP scope by looking at employing an outside marketing firm to market accreditation and educate programs on CASCE accreditation.

Clarification of Roles and Responsibilities of Committees/Board/Staff

Discussed roles and responsibilities of staff, committees and board in the evolution throughout the development of the organization.

Add denial, change withdrawal to revoke add phrases to deferral, remove involuntary.

NEW BUSINESS

Discussed whether applications from international programs should be accepted.

- The onus will be on the program to demonstrate compliance with the Standards. Site visit fees for non-US programs to include additional international travel expenses over and above the \$5000 accreditation fee charges for US programs.

The meeting was adjourned at 4:03pm MT by Todd Miller.

SEPTEMBER 24, 2022

The meeting of the CASCE Board of Directors was called to order at 8:30am Mountain Time (MT) on Saturday, September 24, 2023 by Dr. Todd Miller, CASCE Chair in the classroom of the NSCA Headquarters, Colorado Springs Colorado. Began without R. Alejo, R. Abe and C. Wilborn. A quorum was present.

CONTINUATION REMARKS/REVIEW

A recap and continuation of day one was provided. No additional comments were added.

STRATEGIC PLANNING-QUALITY IMPROVEMENT WORKSHOP

Strategic Planning-Quality Improvement Workshop was conducted by Dr. Micki Cuppett.

Goals of workshop:

- Revisit mission, vision and values of CASCE
- What we are doing well, what needs to be improved and what obstacles are there?
- Create a set of goals and objectives for 3-5 years
- Create a list of strategies to achieve those goals
- Develop a plan for regular review of goals

EXECUTIVE SESSION

Executive Session called at 11:25am MT by Dr. Todd Miller, seconded by Diane Bartholomew- unanimously approved.

Returned to regular session at 11:53am MT by Dr. Todd Miller, seconded by Nick Hanson- unanimously approved.

The meeting was adjourned at 12:14pm MT.