Commission on Accreditation of Allied Health Education Programs

19th Annual Meeting

Charleston: Using the Past to Shape the Future

April 14-15, 2013

Francis Marion Hotel
Charleston, SC
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“Charleston: Using the Past to Shape the Future”

CAAHEP’s 19th Annual Meeting
April 14-15, 2013
Hotel Francis Marion Charleston, SC

Sunday – April 14th

12:30 – 1:45 pm  Welcome and Orientation Luncheon
Call to Order and Introductions
Preliminary Nominating and Elections Committee Report

2:00 – 2:45 pm  Keynote Address: “Using Past Experience to Shape the Future of Disaster Preparedness” by Ralph M. Shealy, M.D., FACEP, FAAEM, Chief Medical Officer, Southeastern Medical International, Inc.

2:45 – 3:30 pm  “Certification: You Can’t Tell the Players Without a Scorecard! A Report on Efforts to Validate Certification Programs,” Dr. Roy Swift, Senior Program Director, Personnel Certifier Accreditation Program, American National Standards Institute (ANSI)

3:30 – 3:45 pm  Break

3:45 – 4:45 pm  Spotlight on Professions:

Here’s your chance to learn about other professions: what do they do and what are the “hot button” issues in their field? We will hear from three of CAAHEP’s professions:

Cardiovascular Technologist – Jeff Hill
Specialist in Blood Banking Technology – Linda Sigg
Clinical Research Professionals – Carolynn Thomas Jones

6:00 – 8:00 pm  Welcome Reception

Monday, April 15th

8:00 – 8:45 am  Breakfast

9:00 – 10:00 am  Spotlight on Our Sponsors

Accreditation would not be possible without the partnership with our Sponsoring Organizations – here’s a chance to learn about who they are and what they do.

American Society of Echocardiography – Carol Mitchell, Commissioner

Society of Diagnostic Medical Sonography – Katie Kuntz, Commissioner

Society for Vascular Ultrasound – LeAnn Maupin, Commissioner
10:00 – 10:15 am  Break

10:15 – 11:45 am  Concurrent Sessions:

Value of Accreditation for Employers

Q&A with reps from three CoAs:
  Diagnostic Medical Sonography
  Medical Assisting
  Surgical Technology

12:00 – 2:30 pm  Awards Luncheon and Commission Business Meeting
(see separate agenda)

2:45 – 3:45 pm  Health Professions Pathways Project (H2P) – Marianne Krismer,
Project Director

3:45 – 4:00 pm  Wrap up and Adjourn
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<td>Brenda Barnes</td>
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2012-2013

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3/13/2013
## CAAHEP Committees – 2012-2013

### Audit Committee
- Calvin Harris, Chair
- Bernie Cohen
- Barry Eckert
- Kerry Weinberg

### Governance Committee
- Cameron Harris, President
- Claire Chandler, Chair – Planning & Development Committee
- Bernard Cohen, Chair – Performance Oversight Committee
- Susan Fuchs, Secretary
- Calvin Harris, Treasurer
- Kerry Weinberg, Vice President

### Nominations & Elections Committee
- Thomas Skalko, Chair
- Anne Loochtan
- Judy Jondahl

### Performance Oversight Committee
- Bernard Cohen, Chair
- Barry Eckert
- Alan Marco
- John Padgett
- Yasmin Simonian

### Planning and Development
- Claire Chandler, Chair
- Cynthia Butters
- Susan Fuchs
- Calvin Harris
- Thom Skalko

### Recommendation Review Committee
- Kalyani Naik, Chair
- Pauletta Brown Bracy
- Katie Lukovich
- Carolyn O’Daniel
- Kerry Weinberg

### Standards Committee
- Bill Goding, Chair
- Kalyani Naik, Vice Chair
- Jennifer Anderson Warwick
- Hugh Bonner
- Fumisuke “Fred” Matsuo
Advanced Cardiovascular Sonography – Committee on Accreditation for Education in Advanced Cardiovascular Sonography

Chair - Michelle Bierig  
Email: Michelle.Bierig@samcstl.org

Staff - Mary Alice Dilday  
CoA-ACS Staff  
2100 Gateway Centre Boulevard  
Suite 310  
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Phone: 919-465-9020 / Fax: 919 - 882-9900  
Email: MADilday@ASEcho.org

Anesthesia Technologists/Technicians – Committee on Accreditation for Anesthesia Technologist/Technician Education

Chair- Victoria A. Reyes  
Kaiser School of Anesthesia  
Email: Victoria.A.Reyes@kp.org

No Staff

Anesthesiologist Assistant - Accreditation Review Committee for the Anesthesiologist Assistant

Chair – Alan Marco, MD  
Email: Alan.Marco@utoledo.edu

Staff - Jennifer Anderson-Warwick  
Executive Director  
2027 Burnside Drive  
Allen, Texas 75013  
Phone: 469-656-1103  
Email: Jennifer@arc-aa.org

Cardiovascular Technologist - Joint Review Committee on Education in Cardiovascular Technology (www.jrcctvt.org)

Chair – David Hunter, MD (ACR)  
E-mail: hunte001@umn.edu

Staff - William Goding, MEd, RRT  
Executive Director, JRC-CVT  
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Cytotechnologist - Cytotechnology Programs Review Committee (www.cytopathology.org)

Chair – Donald Schnitzler, BS, CT(ASCP)  
Email: schnitzler.donald@marshfieldclinic.org

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CPRC Coordinator, Editorial Assistant  
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Wilmington, DE 19801  
Phone: 302-543-6583 / Fax: 302-543-6597  
Email: dmacintyre@cytopathology.org

Diagnostic Medical Sonographer - Joint Review Committee on Education in Diagnostic Medical Sonography (www.jrdsms.org)

Chair – Daniel Breitkopf, MD, FACOG  
Email: breitkopf.daniel@mayo.edu

Staff – Cindy Weiland, RVT, RRT  
Director of Accreditation/QA Monitor  
JRC-DMS  
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Ellicott City, MD 21043  
Phone: 443-973-3251  
Email: weiland@intersocietal.org

Emergency Medical Services - Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org)

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Email: douglas-york@uiowa.edu

Staff - George W. Hatch, Jr., EdD, LP, EMT-P  
CoAEMSP Executive Director  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
Phone: 214-703-8445Fax: 214-703-8992  
Email: george@coaemsp.org

Exercise Physiology and Exercise Science - Committee on Accreditation for the Exercise Sciences (www.coaes.org)

Chair - Susan Muller, PhD  
Email: smuller1@murraystate.edu

Staff - Traci Sue Rush, BA, ACSM HFI  
401 W. Michigan Street  
Indianapolis, IN 46202  
Phone 317-637-9200, ext. 147/Fax 317-634-7817  
Email: trush@acsm.org
Kinesiotherapist – Committee on Accreditation for Education Programs for Kinesiotherapy (www.akta.org)

Chair - Jerry W Purvis
Email: Jerry.Purvis@usm.edu

Staff – Loralee Hansen
Administrative Officer
2117 NE Ainsworth St.
Portland, OR 97211
Phone: 503-249-8381
E-mail: lhansen1271@gmail.com

Lactation Consultants - Lactation Education Accreditation and Approval Review Committee (www.aarclactation.org)

Chair – Cheryl Benn, IBCLC
Email: cherylbenn@paradise.net.nz

Staff - Judith Lauwers, BA, IBCLC
Education Coordinator
International Lactation Consultant Association
c/o 228 Park Lane
Chalfont PA 18914
Phone 919-459-6106 / Fax: 919-459-2075
Email: judil@imiae.com

Medical Assisting - Medical Assisting Education Review Board (www.maerb.org)

Chair - Cheryl B. Startzell, CMA (AAMA), MA
Email: cstartzell@alamo.edu

Staff – Judy A. Jondahl, MS, RN
Director of Accreditation
Medical Assisting Education Review Board
20 N Wacker Drive, Suite 1575
Chicago, IL 60606-2963
Phone: 312-899-1500 ext. 134 or 800-228-2262
Fax: 312-899-1259
Email: ijondahl@maerb.org

Medical Illustration - Accreditation Review Committee for the Medical Illustrator

Chair - Kathleen Jung
Email: kijung@aol.com

No Staff

Neurodiagnostic Technology - Committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org)

Chair - Debra Carson, EdD, R EEG/EP T
Email: debcarson@cinci.rr.com

Staff - Jackie L. Long-Goding, PhD, RRT-NPS
Executive Director
22 Railroad Avenue, Suite 3
Beverly, MA 01915
Phone: 978-338-6300/Fax: 978-832-2638
Email: office@coa-ndt.org

Orthotic/Prosthetic - National Commission on Orthotic and Prosthetic Education (www.ncope.org)

Chair - Jennifer Richards, CPO, CPed., FAAOP
Email: jar928@yahoo.com

Staff - Robin Seabrook
Executive Director
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330 John Carlyle St., Suite 200
Alexandria, VA 22314
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E-mail: rseabrook@ncope.org

Perfusion - Accreditation Committee-Perfusion Education (www.ac-pe.org)

Chair – Linda Cantu, CCP
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Staff - Theresa Sisneros
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Littleton, CO 80120
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Email: office@ac-pe.org

Polysomnographic Technology - Committee on Accreditation for Polysomnographic Technologist Education

President - Henry L. Johns, BS, RPSGT, CRT, CPFT (AAST)
Email: hljohns@gmail.com

Staff – Karen Monarchy Rowe, BS AAS RPSGT
Executive Director
CoA PSG
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New Bern, NC 28560
252-626-3238
Email: office@coapsrg.org

3/13/2013
Recreational Therapists - Committee on Accreditation of Recreational Therapy Education (CARTE)

Chair - Thomas K. Skalko, Ph.D., LRT/CTRS
Email: skalkot@ecu.edu

No Staff

Specialist in Blood Banking Technology/Transfusion Medicine - Committee on Accreditation of Specialist in Blood Bank Technology Schools

Chair – Marian Fortmann MS, MT(ASCP)SBB
Email: marian.fortmann@carolinashealthcare.org

Staff – Anne Chenoweth
Manager, Accreditation Programs
American Association of Blood Banks
8101 Glenbrook Road
Bethesda, MD 20814-2749
Phone: 301-215-6586 /Fax:301-951-3729
E-mail: achenoweth@aabb.org

Surgical Technology - Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
(http://www.arcstsa.org)

President - Betsy Slagle, MS, RN, CST
Email: eslagle@sf.edu

Staff - Keith Orloff, CST, FAST
Executive Director
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
Phone: 303-694-9262 / Fax 303-741-3655
Email: keith.orloff@arcstsa.org
NOMINATING AND ELECTIONS COMMITTEE
REPORT OF NOMINATIONS FOR 2013

The 2013 annual election for CAAHEP is for the following elected positions:

Five 3-year positions on the Board of Directors

The Nominating and Elections Committee received a total of four nominations in response to the Call for Nominations which set a deadline of March 8, 2013. Nominations also will be accepted from the floor during the Annual Meeting in Charleston. In considering candidates for floor nominees, be advised that the eligibility criteria for candidates to these positions, as specified in the CAAHEP Bylaws are:

A. Must be a Commissioner or a Commissioner-Designate.
B. Must continue as a Commissioner during the term of office to which elected; the sponsoring organization must verify the candidate will continue as their Commissioner for the full term of office (3 years).
C. Commissioner can only hold one office at a time.
D. The Board of Directors has a limit of two consecutive terms for which a Commissioner can be elected.

NOMINATIONS FROM THE FLOOR AT THE CAAHEP MEETING:

Additional nominations will be accepted from the floor during the opening luncheon on Sunday, April 14, 2013. Such nominees must be able to present the full documentation necessary to the Chair of the Nominating and Elections Committee no later than 8:00 am Monday, April 15, 2013. For the convenience of any potential candidates, this section includes copies of the Consent to Nomination and Verification of Commissioner Status forms that will be required.

INTRODUCTION OF NOMINEES AT THE CAAHEP MEETING:

The Nominating and Elections Committee will formally present the final slate of nominees to the Commission at the Business Meeting on Monday, April 15th. Nominees will be asked to stand for visual identification. This introduction will provide the Commissioners the opportunity to individually discuss issues and concerns with the nominees during the remainder of the morning. Nominees and Commissioners will also have the opportunity to meet during the Sunday afternoon break and reception as well as the Monday morning breakfast and break.

ELECTION PROCESS AT THE CAAHEP MEETING:

The election of Commissioners to positions on the Board of Directors is scheduled during the Business Meeting on Monday, April 15, 2013. Ballots will be distributed to and collected from Commissioners in attendance during the 15-minute period.

The Bylaws require a 50% + 1 majority for election to both elected bodies. If runoff elections are required to meet this provision, ballots for the runoff will be distributed to the Commissioners at the end of the business meeting, and collected from the Commissioners during the afternoon break. Newly elected Board members will be presented to the Commissioners at the end of the meeting on Monday.
NOMINATIONS RECEIVED BY THE MARCH 8, 2013 DEADLINE

FIVE POSITIONS OPEN – TWO FROM SPONSORING ORGANIZATIONS, ONE FROM COAS, ONE FROM NN2 AND ONE “AT LARGE” EDUCATOR

<table>
<thead>
<tr>
<th>NAME OF NOMINEE</th>
<th>ORGANIZATION</th>
<th>CATEGORY</th>
<th>CURRENT INCUMBENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregory Ferenchak</td>
<td>National Network (NN2)</td>
<td>NN2 -Two-year deans</td>
<td>No</td>
</tr>
<tr>
<td>Cameron Harris</td>
<td>Board of Registered Polysomnographic Technologists</td>
<td>Sponsoring Organization</td>
<td>Yes</td>
</tr>
<tr>
<td>John Padgett</td>
<td>Commissioner for Proprietary Institutions</td>
<td>At Large Educator</td>
<td>Yes</td>
</tr>
<tr>
<td>Murry B. Sturkie</td>
<td>Amer College of Osteopathic Emergency Physicians</td>
<td>Sponsoring Organization</td>
<td>No</td>
</tr>
</tbody>
</table>

There is one open seat for a Commissioner representing a Committee on Accreditation – no nominations were received by the March 8th deadline.
PERSONAL STATEMENTS AND ACTIVITY REPORTS FOR NOMINEES

Name: Gregory Ferenchak, Ed.D
CAAHEP Commissioner for: NN2
Current Position Title: Dean, Health Sciences, Broward College, North Campus

I believe that programmatic accreditation is essential to ensure that students in Health Science programs receive the best education possible so they are successful in their chosen medical profession. CAAHEP improves the educational process. Graduates from CAAHEP accredited programs are well received by employers because of the CAAHEP reputation. In the years that I have been associated with CAAHEP, I have found the organization very accommodating to the needs of the programs. The accreditation process is well defined and the Standards are easy to interpret. My goals as a CAAHEP Board of Director are to accredit programs that are worthy of the status and to increase the number of CAAHEP accredited programs.

Relevant experience:
Commissioner for three years to CAAHEP
Participation in Special Meeting for Commissioners
Attended 2011 Annual CAAHEP meeting representing NN2
Member of the JRCERT Board of Directors for three years
JRCERT site visitor for ten years

Name: Cameron Harris, B.S.
CAAHEP Commissioner for: Board of Registered Polysomnographic Technologists
Current Position Title: Operations Manager, Mayo Clinic Center for Sleep Medicine; Assistant Professor, Mayo Clinic College of Medicine

CAAHEP’s CHEA recognized, programmatic accreditation has value to a range of stakeholders. Health professions can apply a vetted accreditation process for standardization and continuing improvement of their discipline’s educational infrastructure. Employers appreciate the quality of preparation provided by accredited programs for practitioners whom they seek to employ. Students rely upon accreditation as a hallmark of relevance and value in the programs they consider. Professional associations, educational institutions and committees on accreditation can collaborate on a nationally recognized program for development and application of accreditation standards. Challenges to accreditation in the current legislative and economic environment are compounded by the administration’s interest in accreditation as a means of controlling the application of federal resources to education. CAAHEP will continue to collaborate with its stakeholders to meet these challenges by sustaining the quality and value of programmatic accreditation. I hope to continue my contributions to these efforts with your support through re-election to the Board of Directors. If elected I will seek support from the Board to continue serving as president.

Relevant experience:
Board member for three years (vice-president and president for one year each)
Served on CoA PSG for six years serving as vice-president, president and secretary-treasurer
Participation in CAAHEP's generalist site visitor program and have served in that capacity for the JRC DMS and JRC CVT
Name: John Padgett, PhD. Higher Education  
CAAHEP Commissioner for: Proprietary Institutions  
Current Position Title: Vice President, Institutional Advancement, City College

As I complete my 12th year as commissioner of CAAHEP I am in awe of the changes in Health care, and how those changes have affected the education of our students. I have always been prideful of my contributions and experiences with CAAHEP. I am often reminded why we exist when I witness the quality of many of our programs. I hope to make a few more contributions in my next and last term.

Relevant experience:
City College successfully underwent accreditation visits by CoAEMSP in the Fall of 2012  
Chaired the Distance Education Ad Hoc committee  
Chaired the POC of 2011-2012  
Liaison with recreational therapy  
Attended 2012 ACICS Accreditation workshop  
2011-2012 ACICS Team Chair  
Presenter at Pearson Learning Summit in Orlando 2013

Name: Murry B. Sturkie, BA, DO
CAAHEP Commissioner for: American College of Osteopathic Emergency Physicians  
Current Position Title: Medical Director, Guardian College EMS Division; Staff Physician, Emergency Medicine of Idaho

After assisting a college with initial accreditation (institutional and programmatic), I have seen two areas of concern that I would like to improve if elected. The first is to provide consistency in the application and interpretation of standards so that programs know up front if they meet standards or not, and what are acceptable methods to document that fact. Site visitor training would also improve consistency between programs and over time. The second goal is to ensure that standards accurately reflect program quality, both at the outcome level and to ensure program viability. Standards should be based on employer needs and community resources rather than a “in a perfect world” setting without budgetary constraints or clinical shortages that are becoming increasingly common.

Relevant experience:
Medical director for Guardian College  
Participated in self study and site visit through CoAEMSP  
Site visitor for CoAEMSP, but have not yet completed training  
Chairman, Idaho EMS Physician Commission  
ACOEP Liaison to National Registry of Emergency Medical Technicians  
CECBEMS Reviewer  
Member of Natinal Association of EMS Physicians Quality Assurance Committee  
Former Paramedic
<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Represents</th>
<th>Term: 1st or 2nd</th>
<th>Current Term Ends</th>
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<tr>
<td><strong>SPONSORING ORGANIZATIONS</strong></td>
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<td></td>
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<tr>
<td>Cameron Harris</td>
<td>Board of Registered Polysomnographic Technologists</td>
<td>1st</td>
<td>2013</td>
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<tr>
<td>Bernard Cohen</td>
<td>Amer Society of Neurophysiological Monitoring</td>
<td>1st</td>
<td>2014</td>
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<tr>
<td>Susan Fuchs</td>
<td>American Academy of Pediatrics</td>
<td>1st</td>
<td>2015</td>
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<td>Claire Chandler</td>
<td>Amer. Academy of Anesthesiologist Assistants</td>
<td>1st</td>
<td>2013</td>
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<td>Carolyn O'Daniel</td>
<td>National Network</td>
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<td>Cynthia Butters</td>
<td>National Network</td>
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<td>Barry Eckert</td>
<td>ASAHP</td>
<td>1st</td>
<td>2014</td>
</tr>
<tr>
<td>Yasmen Simonian</td>
<td>ASAHP</td>
<td>1st</td>
<td>2015</td>
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<tr>
<td>Alan Marco</td>
<td>Accreditation Review Committee- Anesthesiologist Assistants</td>
<td>1st</td>
<td>2013</td>
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<td>Kalyani Naik</td>
<td>CPRC (Cytoretechnology)</td>
<td>2nd</td>
<td>2015</td>
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<tr>
<td>Thomas Skalko</td>
<td>CARTE</td>
<td>1st</td>
<td>2015</td>
</tr>
<tr>
<td>Kerry Weinberg</td>
<td>Joint Review Committee – Diagnostic Medical Sonography</td>
<td>2nd</td>
<td>2014</td>
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<tr>
<td><strong>PUBLIC MEMBERS</strong></td>
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<td></td>
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<tr>
<td>Calvin Harris</td>
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<td>2nd</td>
<td>2014</td>
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<tr>
<td>Pauletta Brown Bracy</td>
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<td>1st</td>
<td>2015</td>
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<tr>
<td><strong>AT-LARGE EDUCATOR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Padgett</td>
<td>Proprietary Institutions</td>
<td>1st</td>
<td>2013</td>
</tr>
<tr>
<td><strong>RECENT GRADUATE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katie Lukovich</td>
<td></td>
<td>n/a</td>
<td>2014</td>
</tr>
</tbody>
</table>
CAAHEP CONSENT TO NOMINATION

Date _____________________

Commission on Accreditation of Allied Health Education Programs
Attn: Nominating and Elections Committee
1361 Park Street
Clearwater, FL 33756
Fax: 727-210-2354 / E-mail: megivern@caahep.org

Dear Nominating and Elections Committee:

I have been nominated for an elected position for the Commission on Accreditation of Allied Health Education Programs on the

________ Board of Directors

By signing and submitting this letter, I verify that I accept the nomination.

I am a Commissioner (or Commissioner-designate) to CAAHEP, representing:

________________________________________________________________________, which is a:

____ Sponsoring Organization

____ Sponsors of Educational Programs

____ NN2 representative

____ “At Large” educator

____ Committee on Accreditation

I will submit the Personal Statement and Activity Information and a Verification of Commissioner status during the term of office for the position from my sponsoring organization to the address above no later than Friday, March 8, 2013.

________________________________________________________________________

(Signature)

________________________________________________________________________

(Print or Type Name)

________________________________________________________________________

(Street Address)

________________________________________________________________________

(City, State and Zip Code)

________________________________________________________________________

(Phone, Fax and E-mail)
VERIFICATION OF COMMISSIONER STATUS

Commission on Accreditation of Allied Health Education Programs
Attn: Nominating and Elections Committee
1361 Park Street
Clearwater, FL 33756

Fax: 727-210-2354

Dear Nominating and Elections Committee:

As either a Sponsoring Organization or a Committee on Accreditation of the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), we verify that _______________________________ is our current Commissioner to CAAHEP, or has been designated to become our Commissioner, effective July 1, 2013.

We acknowledge that the above-named Commissioner has been nominated for an elected position and that, if elected, the Commissioner must continue to represent our organization during the term of office.

We confirm that the candidate will continue as our Commissioner to CAAHEP for a period that will coincide with the term of office, if elected.

(Signature)

(Print or Type Name)

(Title)

(Organization/Institution)

(Street Address)

(City, State and Zip Code)

(Phone, Fax and E-mail)

Please mail or FAX to CAAHEP (727-210-2354) no later than March 8, 2013.
AGENDA
Annual Business Meeting
Commission on Accreditation of Allied Health Education Programs
April 15, 2013

Call to Order – Cameron Harris, President
Review and Approval of Minutes from 2012 Annual Meeting
President’s Report – Cameron Harris
Treasurer’s Report – Calvin Harris
Executive Director/Staff Report – Kathleen Megivern
Final Report of Nominating and Elections Committee – Thom Skalko, Chair
  Distribution of Ballots

Special Commissioner Reports

Other Business:
  Request from The Consortium of Academic Programs in Clinical Research for Associate
  Member status.

  Open Forum for Discussion of Issues of Concern to Commissioners

Announcement of Election Results

Adjourn
Meeting called to order by President Hugh Bonner at 2:00 pm.

Review and Approval of Minutes from the April 11, 2011, meeting.

Motion for approval of April 11, 2011, minutes. Seconded and approved.

President’s Report. President Bonner referenced his prepared written report provided in the program material.

Treasurer’s Report. Treasurer Calvin Harris had submitted a written report and there were no additional comments or questions.

Executive Director’s Report. Kathleen Megivern referred to the staff report presented in the meeting material.

Final Report of Nominating and Elections Committee. Nominating and Elections Committee Chair, Judy Jondahl, reported that there was one additional nomination from the floor. Thomas Skalko was added to the final slate as a candidate for the Committee on Accreditation representative on the Board. Ms. Jondahl reviewed the final ballot:

For one opening:
Susan Fuchs, sponsoring organization representative
Carol Mitchell, sponsoring organization representative

For one opening:
Yasmen Simonian, ASAHP/four year deans representative

For two openings:
Susan Muller, Committee on Accreditation representative
Kalyani Naik, Committee on Accreditation representative
Thomas Skalko, Committee on Accreditation representative

For one opening:
Carolyn O’Daniel, NN2/two year deans representative

Bylaws Committee Report: Kalyani Naik, Bylaws Committee member, presented the proposed changes to the Bylaws, which included:

Amendment #1: Delete Article IV - Definitions
Amendment #2: Addition to Article V – Membership
Amendment #3: Changes to Article V - Commission
Amendment #4: Changes to Article IV – Board of Directors
Amendment #5: Changes to Article VII - Committees

Motion to approve all Amendments to the Bylaws as presented. Seconded and approved.

Special Commissioner Reports:
Katie Bowe, Recent Graduate Commissioner, presented an overview of CAAHEP’s Facebook page and shared her YouTube video on why it is important for students to select a CAAHEP accredited program.

Dr. Suzan Bowman, METC Director of Standards & Evaluation, presented the Department of Defense Commissioner’s update on the progress of the Medical Education and Training Campus at Ft. Sam Houston, Texas.

Other Business:
The Cytotechnology Programs Review Committee requested the Commission’s approval of three new Sponsoring organizations:

Motion to approve the American Society of Clinical Pathology, the American Society for Cytotechnology, and the College of American Pathologists as sponsors of the Cytotechnology Programs Review Committee. Seconded and approved.

The Committee on Accreditation of Emergency Medical Services Professionals requested the Commission’s approval to add one new Sponsoring organization:

Motion to approve the International Association of Fire Fighters as a sponsor of the Committee on Accreditation for Emergency Medical Services Professions. Seconded and approved.

Open Forum for Discussion of Issues of Concern to Commissioners:
Kathleen Megivern announced that the strategic planning by the Board included discussion of reformatting of the annual meeting, and that CAAHEP will be surveying the Commissioners on this idea. She asked that attendees please respond to the electronic survey so that the Board can make an informed decision.

Keith Orloff, on behalf of the ARCST/SA, thanked CAAHEP, the Board, and Kathleen Megivern for the assistance with recent appeal. Ms. Megivern noted that the Board made changes to the appeals policy at its meeting just prior to the Commission’s Annual Meeting and an updated Policy Manual will be available shortly after the meeting’s conclusion.

Announcement of Elections Results
Judy Jondahl reported the verified election results: Susan Fuchs, Yasmen Simonian, Kalyani Naik, Carolyn O’Daniel, and Thomas Skalko will serve on the 2012-2013 Board of Directors.
President’s Award
CAAHEP Vice President Cameron Harris presented Hugh Bonner with a President’s Gavel Award in appreciation for his dedication and service to CAAHEP.

Adjourn
There being no additional business to conduct, the 2012 Annual Meeting adjourned at 2:21 PM,
CAAHEP PRESIDENT’S REPORT – Cameron Harris

Welcome to the 19th Annual Meeting of CAAHEP Commissioners! An outstanding program has been prepared by the Annual Meeting Program Planning Committee. Please join me in thanking the chair, Carol Mitchell, and the rest of the committee: Susan Fuchs, Richard Hernandez, Tony Makin and Kerry Weinberg.

Your Board of Directors has also been very busy with the development of new policies and the ongoing work on what we are calling our “Operational Plan” – a document that is much more focused and action-oriented than a traditional Strategic Plan. The Plan focuses on three primary goals: 1. Promote best practices in accreditation; 2. Strengthen the organizational effectiveness of CAAHEP and 3. Assert leadership within accrediting communities. Progress has been made on objectives relative to each goal. One project aimed at improving CAAHEP’s organizational effectiveness is piloting a Recommendations Review Committee, the purpose of which is to develop and apply standardized processes for evaluating accreditation actions recommended by committees on accreditation. The committee includes Kalyani Naik, Chair, Pauletta Brown Bracy, Katie Lukovich, Carolyn O’Daniel and Kerry Weinberg.

Bylaws amendments passed last year have changed the role of our Recent Graduate Commissioner, Katie Lukovich, to a full, voting member. (Katie also had a busy year – we congratulate her on her marriage!). The Board will also be announcing the first commissioner and Board member representing the community of practitioners.

CAAHEP passed a major milestone earlier this year with its first-ever electronic meeting of the Commission where we voted to add a new profession – Clinical Research Professionals. The attendance and participation in that meeting was excellent (more Commissioners than have sometimes been at our Annual Meeting) and we may well find ourselves using that tool more often in the future.

The effectiveness of CAAHEP is dependent on interactions with many other organizations within the academic and accreditation communities. I have valued the opportunity to represent CAAHEP at several meetings including the Association of Specialized and Professional Accreditors (ASPA), the Council for Higher Education Accreditation (CHEA), the Health Professions Network (HPN) and the National Network of Health Career Programs in Two Year Colleges (NN2).
CAAHEP accomplished much over the past year and the specifics are highlighted in the Staff Report. We have put a specific focus on providing as much support as possible to our Committees on Accreditation and were delighted to increase the time that Theresa Sisneros has been able to give to those efforts. Our thanks go to Theresa as well as the rest of the hard-working staff: Lorna Frazier Lindsey, Cynthia Jackson-McNeill, Kathy Megivern and our newest staff member, Katie Davis.
## Revenue and Expense Compared to Budget

**July 1, 2012 - March 6, 2013**

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Thru 3/6/2013</th>
<th>Budget 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Fees</td>
<td>563,010</td>
<td>565,650</td>
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<tr>
<td>Sponsor &amp; CoA Fees</td>
<td>219,000</td>
<td>219,000</td>
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<tr>
<td>Dividends and Interest Income</td>
<td>15,722</td>
<td>14,000</td>
</tr>
<tr>
<td>Annual Meeting Revenue</td>
<td>3,540</td>
<td>14,750</td>
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<td>Other Income</td>
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<td></td>
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**TOTAL INCOME**

801,272  

Transfer from Reserves

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<tr>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting</td>
</tr>
<tr>
<td>Dues/Subscriptions/Publications</td>
</tr>
<tr>
<td>Furniture/Equipment/Supplies</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Personnel &amp; Professional Services</td>
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<tr>
<td>Postage/Printing/Reproduction</td>
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<td>Insurance/Utilities/Taxes</td>
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<td>Telephone/Internet</td>
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<td>GoToMeeting/GoToWebinar</td>
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<tr>
<td>Travel/Lodging/Meals</td>
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<td>ASPA Scholarships</td>
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**TOTAL EXPENSES**

567,148  

$234,124 $ (53,100)
# Commission on Accreditation of Allied Health Education Programs
## STATEMENT OF FINANCIAL POSITION
As of March 6, 2013

### ASSETS

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<td>Investment Portfolio</td>
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<td>Accrued Interest Receivable</td>
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<td><strong>Total Current Assets</strong></td>
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<td>Fixed Assets</td>
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<td><strong>TOTAL ASSETS</strong></td>
<td>$2,155,428.14</td>
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### LIABILITIES & EQUITY

<table>
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<tr>
<th>Description</th>
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<tr>
<td>Current Liabilities</td>
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<td>Opening Balance Equity</td>
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| **TOTAL LIABILITIES & EQUITY** | $2,155,428.14 |
Staff Report

Growth:
At a special meeting of the Commissioners in November 2012, the Commissioners approved a new profession – Clinical Research Professional – which brings the total of professions participating in CAAHEP to 25. While several of our newer Committees on Accreditation are working toward accrediting their first programs, the Recreational Therapist profession (which was approved in 2010) is growing at a rapid rate, and now has four CAAHEP accredited programs.

Through the diligent efforts of our Committees on Accreditation and the CAAHEP Standards Committee, three sets of Standards and Guidelines were approved by the CAAHEP Board this past year: Standards and Guidelines for the Accreditation of Educational Programs in Kinesiotherapy; Standards and Guidelines for the Accreditation of Educational Programs in Advanced Cardiovascular Sonography; and Standards and Guidelines for the Accreditation of Educational Programs in Personal Fitness Trainer. In addition, the Standards Committee is currently in the process of working with CoAs to review Standards in Intraoperative Neurophysiologic Monitoring, Perfusion, Surgical Technology, and Specialist in Blood Banking Technology. Kudos to the Standard Committee which is chaired by William Goding, and whose members include Jennifer Anderson Warwick, Hugh Bonner, Fred Matsuo, and Kalyani Naik. We recognize, with appreciation, the efforts of Standards Committee member Dan Points, who stepped down from his position on the Committee in January 2013.

Support for Our Committees on Accreditation:
This past year, staff increased its support to our Committees on Accreditation (CoAs) by expanding the role of Theresa Sisneros, Director of Accreditation Services. Theresa has worked with several CoAs to develop practices and policies and introduce them to the CAAHEP Annual Report tool. In addition, along with CAAHEP’s attorney Doug Carlson, Executive Director Kathleen Megivern provided assistance to CoAs on complaints as well as legal support to several CoAs on subpoenas they received.

The CoAs continue to utilize the Go to Meeting software provided through a subscription of CAAHEP’s and will soon have access to a joint subscription to Survey Monkey for survey collection and analysis. CAAHEP serves as a clearinghouse of information by querying CoAs on best practices, collecting the responses, and sharing information received back to all of the Committees.

Last fall, at the request of one of our CoAs, Lorna Frazier-Lindsey designed a generic brochure about CAAHEP accreditation to be used as a “give away” by one of our CoAs for distribution in an exhibit booth at a sponsoring organization’s meeting. Since that time, the brochure has been refined and a supply has been offered to all CoAs interested.
The annual Summer Workshop, designed for and by CoA leadership, will be held July 19 and 20, 2013, in Boston, MA. One day of the Workshop will be dedicated to accreditation and distance education. Cynthia Jackson-McNeill was instrumental in securing the Hilton Back Bay location and has an expanded meeting planner role to include site visits. She has assisted several CoAs in negotiating discounts on meeting sites by “piggy backing” the CoA’s meeting on an existing CAAHEP meeting.

**Refining Accreditation Policies:**
A number of accreditation policies were reviewed and refined this past year, and include a refined definition of the CAAHEP Audit Committee; policies on procedures for handling revisions to Appendix B without changes to the Standards and Guidelines; development of a policy on Selection of Officers; and a new CAAHEP Reserve Policy. In addition, edits to the responsibilities of the public member and recent graduate commissioner positions were made and the new practitioner commissioner position was defined.

**Webinars:**
The CAAHEP Webinar Series continued this past year with two new offerings:

- “Effective Interprofessional Faculty Development,” presented by Cecilia Rokusek, EdD, RD
- “Your Advisory Committee: Meeting Expectations and Beyond,” with Joseph Long, EdD, CST/FAST.

The webinar topics proved to hit the mark with 308 registering for the “Your Advisory Committee” program and 148 attending the “Effective Interprofessional Faculty Development” session. All CAAHEP Webinars are recorded and posted on the CAAHEP website. Since July 1, 2012, the beginning of CAAHEP’s fiscal year, 1,330 people have visited the CAAHEP webinars.

**Communications:**
CAAHEP continues to reach out to all interested parties and our distribution list is growing. Through its monthly *For Commissioners Only* and *CoA Notes*, CAAHEP kept its leadership informed of important policy change and issues, meetings and events, and updates on resources available. *For Commissioners Only* (despite its name!) has increased distribution to include the executive directors of our Sponsoring Organizations. The bi-monthly *Communiqué* is sent to nearly 7,000 individuals including deans and program directors.

The CAAHEP website is continually enhanced and we continue our efforts to increase its usage. Thus far this fiscal year (9 months), our web presence is strong with nearly 492,000 visits to the site. The most visited page continues to be the “Find an Accredited Program” search page, with 372,772 visits.
Volunteer site visitors continue to utilize the online education of the Site Visitor Quiz, with 157 potential site visitors participating in the online training since July 1. Professions represented by those taking the quiz include Anesthesia Technician/Technologist, Cardiovascular Technologist, Cytotechnologist, Diagnostic Medical Sonographer, Emergency Medical Technician-Paramedic, Exercise Science, Medical Assistant, Neurodiagnostic Technologist, Perfusionist, Polysomnographic Technologist, Specialist in Blood Bank Technology, and Surgical Technologist.

The Your Accreditation Mentor (YAM) online education tool for programs contemplating becoming accredited or wanting more information has shown strong activity, with 1,972 pages viewed by 1,669 visitors.

Our social media efforts include LinkedIn, Twitter, and Facebook, and while small our online presence is building through promotion in our electronic publications, website, and emails.

Going Green:

CAAHEP continued our “go green” efforts with the first electronic billing in 2012, which saved on printing, postage, and manpower mailing more than 1,200 invoices. Also, beginning January 2012, accreditation notifications (initial, continuing, voluntary withdrawal, administrative probation, inactive) were electronically distributed to institution personnel. This also saves on printing and postage costs.

As mentioned, the first-ever, webinar-based Commissioners meeting was held in November and seemed to be well received. Forty-five of the 88 Commissioners attended (51%).
April 5, 2013

Kathleen Megivern, JD, CAE
Executive Director
CAAHEP
1361 Park Street
Clearwater, FL 33756

Dear Ms. Megivern,

We are writing to officially request that the Consortium of Academic Programs in Clinical Research (COAPCR) be granted Associate Member status on the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Consortium is an organization whose membership includes institutions of higher learning which house academic programs that educate clinical research professionals as well as other organizations which support our efforts. COAPCR recently submitted a request to CAAHEP that the clinical research professional be officially recognized as a profession and that request was approved by the Commission. The Consortium is currently in the process of forming a Council on Accreditation which will then be charged with defining accreditation standards for the profession in concert with the CAAHEP Guidelines.

Thank you for your continuing support.

Carolynn Thomas Jones  Stephen A. Sonstein  Barbara Gladson
President  Treasurer  Secretary