



Commission on Dental Accreditation

Via Email Transmission: Kristie.Fisher@iavalley.edu

**ELECTRONIC MAIL**  
**TRACKING REQUESTED**

February 15, 2024

Dr. Kristie Fisher  
Chancellor  
Marshalltown Community College  
3700 S. Center Street  
Marshalltown, IA 50158

RE: Marshalltown Community College, Marshalltown, Iowa  
Dental Assisting Program  
Status: Approval with Reporting Requirements, Intent to Withdraw

Dear Dr. Fisher,

As you recall, the dental assisting program was granted the accreditation status of “approval with reporting requirements” by the Commission on Dental Accreditation (CODA) at its August 4, 2022 meeting. The accreditation status definition of “approval with reporting requirements” states: “*evidence of compliance with the cited standards or policies must be demonstrated within a timeframe not to exceed eighteen (18) months if the program is between one and two years in length or two years if the program is at least two years in length. If the deficiencies are not corrected within the specified time period, accreditation will be withdrawn, unless the Commission extends the period for achieving compliance for good cause.*” The specified 18-month or two-year time period to correct all deficiencies was to expire in **February 2024**. The definitions of accreditation classifications are linked below.

At its February 9, 2023 meeting, the Commission considered the November 2022 progress report on the dental assisting education program. Based on a review of the report, the Commission determined that the following recommendation contained in the site visit report adopted August 4, 2022 remains unmet: #6. The Commission specified that continued accreditation of the program will be dependent upon the remaining recommendations being met and the program achieving full compliance no later than February 2024. The Commission adopted a resolution to continue the program’s accreditation status of “approval with reporting requirements.”

At its August 10, 2023 meeting, the Commission considered the May 2023 progress report on the dental assisting program and determined that recommendation # 6 contained in the site visit report adopted August 4, 2022 remains unmet. The Commission adopted a resolution to continue the program’s accreditation status of “approval with reporting requirements.” Further, the Commission noted its intent to withdraw accreditation at its February 1, 2024 meeting if compliance could not be demonstrated.

At its February 1, 2024 meeting, the Commission considered the November 2023 progress report on the dental assisting program and determined that recommendation # 6 contained in the site visit report adopted August 4, 2022 remains unmet. The Commission carefully considered the circumstances of the issue and believed that the program should be granted a six-month extension to demonstrate full compliance. The Commission noted the program's efforts in submitting faculty biosketches; however, additional information is needed related to one (1) faculty member.

Accordingly, at this time, the Commission is notifying your institution of its **intent to withdraw** the program's accreditation at the Commission's **August 8, 2024** meeting unless the recommendation is met and the program achieves full compliance by that time.

Intent to withdraw is a formal warning utilized by the Commission on Dental Accreditation to notify an accredited program and the communities of interest that the program's accreditation will be withdrawn if compliance with accreditation standards or policies cannot be demonstrated by a specified date. The warning is usually for a six-month period, unless the Commission extends for good cause. The Commission advises programs that the intent to withdraw accreditation may have legal implications for the program and suggests that the institution's legal counsel be consulted regarding how and when to advise applicants and students of the Commission's accreditation actions.

In the event the Commission withdraws accreditation from a program, students currently enrolled in the program at the time accreditation is withdrawn and who successfully complete the program, will be considered graduates of an accredited program. Students who enroll in a program after the accreditation has been withdrawn will not be considered graduates of a Commission accredited program. Such graduates may be ineligible for certification/licensure examinations. A copy of the Commission's Evaluation and Operational Policies and Procedures may be accessed at the link provide below.

### **Requested Information for August 8, 2024 Commission Meeting**

The "Summary of Recommendations and Required Documentation" found at the end of this letter includes the stated recommendation and required documentation to submit with the progress report to demonstrate compliance.

The Commission requires one (1) electronic copy of a detailed progress report documenting implementation of the recommendations be submitted to this office by **May 15, 2024** for consideration at the Dental Assisting Education Review Committee's July 11-12, 2024 meeting and the Commission's August 8, 2024 meeting.

At the link below, please find Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations to assist you in developing a focused, concise response to the Commission's recommendations. Please note that reports that fail to adhere to the stated guidelines may be returned to the program and may not be reviewed at the assigned time. The Commission's timelines for demonstration of full compliance will not be modified due to a delayed review resulting from improperly formatted reports.

Instructions to assist you in developing and submitting an electronic copy are linked below. The electronic copy must include a signed verification page and must conform to the Commission's electronic submission guidelines.

### **General Information**

All institutions offering programs accredited by the Commission are expected to adhere to deadlines for requests for program information. If an institution fails to comply with the Commission's request, or a prescribed deadline, it will be assumed that the institution no longer wishes to participate in the accreditation program. In this event, the Commission will immediately notify the chief executive officer of the institution of its intent to withdraw the accreditation of the program(s) at its next scheduled meeting.

***Institutions/Programs are expected to follow Commission policy and procedure on privacy and data security related to compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Commission's statement on HIPAA, as well as the Privacy and Data Security Summary for Institutions/Programs (PDF), are found in the Policies/Guidelines section of the Commission's website at <https://coda.ada.org/policies-and-guidelines/hipaa-compliance>. Programs that fail to comply with CODA's policy will be assessed an administrative fee of \$4000.***

It should be noted that Commission policy allows for the program to appear before the Dental Assisting Review Committee to supplement the written information contained in your progress report. A written request for a special appearance must be submitted to Dr. Sherin Tooks, director, Commission on Dental Accreditation, thirty (30) days prior to the July 11-12, 2024 meeting of the Dental Assisting Review Committee.

If the special appearance request is approved, a representative of the institution will be permitted to appear before the Dental Assisting Review Committee to present the additional information. The special appearance will occur at a specified date and time prior to the committee's consideration of the program's accreditation classification. If additional written materials will be presented, one (1) electronic copy should be submitted by the institution to this office at least one (1) week prior to the meeting, absent documented extraordinary circumstances.

The Commission expects institutions to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting program changes are linked below. Guidelines for specific program changes, including reporting enrollment changes, adding sites where educational activity occurs, and developing a teach-out report are found on the Commission's website.

In accordance with Federal regulation, the Commission is providing written notice of its decision to place the program on "intent to withdraw accreditation, August 2024" to the Secretary of the United States Department of Education as well as the appropriate accrediting and state

licensing/authorizing agencies. Notice to the public is provided through the Commission's listing of accredited programs.

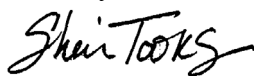
The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation *[and has been granted the accreditation status of "approval with reporting requirements, with intent to withdraw accreditation in August 2024"]*. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://coda.ada.org/>.

The staff of the Commission on Dental Accreditation is available for consultation to all educational programs which fall within the Commission's accreditation purview. Educational institutions sponsoring dental education programs are encouraged to obtain such staff counsel and guidance by written or telephone request. Consultation is provided on request prior to, as well as subsequent to, the Commission's granting accreditation to specific programs. The Commission expects to be reimbursed if substantial costs are incurred.

If this office can be of any assistance to you or members of your staff, please contact me by telephone, at 312-440-2940 or by e-mail, at [tookss@ada.org](mailto:tookss@ada.org).

Sincerely,



Sherin Tookss, Ed.D., M.S.  
Senior Director  
Commission on Dental Accreditation

ST/ds

Web Links: [CODA Accreditation Status Definitions](#)  
[Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations](#)  
[Electronic Submission Guidelines](#)  
[Policy & Procedure Manual](#)  
[Guidelines for Reporting Program Changes in Accredited Programs](#)

Dr. Kristie Fisher  
February 15, 2024  
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cc: Ms. Beth Johanns, associate dean, Health Occupations, Marshalltown Community College, Beth.Johanns@iavalley.edu  
Ms. Kristy Parker, program director, Dental Assisting Program, Marshalltown Community College, Kristy.Parker@iavalley.edu  
Mr. Herman Bounds, Jr., director, Accreditation Division, U.S. Department of Education (via CODA website)  
Dr. Tiffany Allison, executive director, Iowa Dental Board (via CODA website)  
Dr. Barbara Gellman-Danley, president, Higher Learning Commission (HLC) (via CODA website)  
Dr. Maxine Feinberg, chair, CODA  
Ms. Jamie Asher Hernandez, manager, Allied Dental Education, CODA

**Summary of Recommendations and Required Documentation**  
**Marshalltown Community College**  
**Marshalltown, Iowa**  
**Dental Assisting**

Please review the following paragraphs that include the stated recommendations and required documentation to submit with the progress report to demonstrate compliance.

**Recommendation #6:** It is recommended that dental assisting faculty have current knowledge of dental assisting, the specific subjects they are teaching consistent with teaching assignments. (DA Standard 3-5)

The Commission reviewed the program's progress report noting submission of faculty biosketches. However, the biosketch for the faculty who is also a chiropractor did not provide evidence of current knowledge of subjects that the faculty is teaching (i.e., continuing education) nor a background or current knowledge in dental assisting.

**To demonstrate compliance with Recommendation #6 the Commission requests:** evidence that the faculty who is a chiropractor and teaches DEA 263 Dental Science II has background in and current knowledge of dental assisting, the specific subjects they are teaching and educational theory and methodology consistent with teaching assignment, e.g., curriculum development, educational psychology, test construction, measurement and evaluation. Provide an updated biosketch for the faculty who is a chiropractor documenting evidence of dental assisting background and current knowledge (i.e., continuing education) for all subjects taught in the dental assisting program.