



Commission on Dental Accreditation

Via Email Transmission: Kristie.Fisher@iavalley.edu

March 8, 2023

Dr. Kristie Fischer
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

Dear Dr. Fischer,

At its February 9, 2023 meeting, the Commission on Dental Accreditation (CODA) granted the dental assisting program the accreditation status of “approval with reporting requirements.” The definitions of accreditation classifications are linked below. Below is a summary of actions and additional information.

Dental Assisting Progress Report

The Commission considered the November 2022 progress report on the dental assisting program.

Following careful review of the information provided, the Commission adopted a resolution to continue the program’s accreditation status of “approval with reporting requirements.”

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**. When Accreditation Standards are revised during the period in which the program is submitting progress reports, the program will be responsible for demonstrating compliance with the new standards.

Requested Information for August 10, 2023 Commission Meeting

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

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For the dental assisting program, the Commission requires one (1) electronic copy of a detailed report addressing the concerns noted in this letter be submitted by May 15, 2023 for consideration at the Dental Assisting Education Review Committee's July 13-14, 2023 meeting and the Commission's August 10, 2023 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, senior director, Commission on Dental Accreditation, thirty (30) days prior to the July 13-14, 2023 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.

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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.

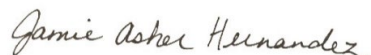
The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated 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"*]. 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: <https://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 my office at asherhernandezj@ada.org or 312-440-4660.

Sincerely,



Jamie Asher Hernandez, MS
Manager, Allied Dental Education
Commission on Dental Accreditation

JAH/ds

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Web Links: [Accreditation Status Definitions](#)
[Guidelines for Preparation of Reports and Documentation Guidelines for Selected Recommendations](#)
[Electronic Submission Guidelines](#)
[Guidelines for Reporting Program Changes](#)
[Policy & Procedure Manual](#)
[Guidelines for Reporting Sites Where Educational Activity Occurs](#)

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)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)
Dr. Sanjay M. Mallya, chair, CODA
Dr. Sherin Tooks, senior director, CODA

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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 biosketches for the dental assisting program faculty; however, many of the biosketches were missing evidence that faculty have current knowledge of the specific subjects they are teaching consistent with teaching assignments.

To demonstrate compliance with Recommendation #6 the Commission requests: 1) a biosketch for the faculty teaching dental sciences; and 2) revised biosketches for all dental assisting program faculty to provide evidence of current knowledge of the specific subjects they are teaching consistent with teaching assignments.