

CASCE BOARD OF DIRECTORS ZOOM MEETING MINUTES OCTOBER 18, 2023

Members participating in this meeting: Dr. Colin Wilborn, Dr. Diane Bartholomew, Ms. Marissa Wehr, Dr. Nicholas Hanson, Dr. Kathy Chappell, Dr. N. Travis Triplett, Dr. Brent Alvar, Mr. Bob Jones, Mr. Ryoji Abe

Also present at times: Staff: Linda Aaberg, Todd Miller, Lori Stikeleather, Lee Madden, Shelby Williamson

The meeting of the CASCE Board of Directors was called to order at 2:01pm Mountain Time (MT) on Wednesday, October 18, 2023, by Dr. Colin Wilborn. A quorum was present.

MOTIONS

2023-10-18-01- Approval of the June 19, 2023, Meeting Minutes

Adopted Motion: That the Board of Directors approve the June 19, 2023, Board of Directors meeting minutes as presented.

Proposed by: Bob Jones **Vote:** Passed
Seconded by: Travis Triplett
Abstain: Travis Triplett, Kathy Chappell, Brent Alvar

2023-10-18-02- That the Board of Directors remove the motion to amend the CASCE Bylaws by changing from, "...any vacancy on the Board will be announced to the programs, and nomination and election of a director to fill a vacancy will be by the Corporation's Board of Directors to, "...any changes to the board composition will be announced to accredited programs and programs within the accreditation process, and nomination and election of a director to fill a vacancy will be filled by the NSCA Board." Under Section 3.5 Vacancies.

Proposed by: Brent Alvar **Vote:** Passed
Seconded by: Bob Jones

REPORTS

Financial Report

- The NSCA CFO presented a brief financial update and informed the board that CASCE is working within budget. The NSCA approved has a variance to finance programs seeking accreditation.

Marketing Report

- The NSCA Marketing Director presented a marketing update and informed the board regarding marketing efforts in collaboration with an outside marketing agency intended to increase the visibility and awareness of CASCE. Including creating marketing assets such as a preparation quiz

as part of the application process, email nurture program and online application process, to make for a more efficient process for CASCE Staff.

- New webpages are being created to announce and detail the accreditation grant and
- Marketing accreditation efforts to programs inside and outside of the NSCA network.

Program Report

- An update on the status of accredited programs and programs seeking accreditation was presented by staff to include:
 - 12 programs were awarded initial accreditation.
 - 14 programs are going through the accreditation process for the 2022 cycle.
 - 3 programs deferred to the next (2023) accreditation cycle.
 - 6 programs have applied for the 2023 cycle to date.

ARC Report

- The ARC Board Liaison presented an update on growth for the committee.
 - As the number of programs begin to grow, the number of ARC members and Peer Reviewers will also need to grow.
 - Peer Reviewer training was created as a “home study course” this cycle to allow more opportunity for reviewers be able to attend at their leisure, rather than a “live” training.
 - Annual Report
 - Mechanism to be put in place to put programs in the habit of submitting an annual report and to collect historical data.
 - Future project: To develop Peer Reviewer training videos that can be featured on NSCA TV.
 - The ARC is still developing Standardized Language for non-compliant standards.
 - Reviewer assignments will be put in place for programs that have submitted self-studies.

Standards Committee Report

- The Standards Committee Board Liaison presented to the board on the current and future tasks for the committee.
 - An update was given on the roundtable discussion at the 2023 National Conference.
 - The Standards Committee is deciding on whether to attend the 2024 Coaches Conference for another Roundtable discussion about any standards that people feel need to be updated or changed.

DISCUSSION ITEMS

CASCE Grants

- An update was presented by the CASCE Chair and NSCA Board President/CASCE Board Representative regarding the CASCE Accreditation Grant.
 - It was determined that it was important to support accreditation efforts, break down financial barriers and ensure success by offsetting the cost of earning accreditation early by funding both the Accreditation Fees and the Annual Fees required to gain accreditation until 2030.
 - Application fees and deferral fees will remain in place.
 - The money is being committed to CASCE to allow financial autonomy and separation.
 - This grant closes to new programs in 2027 but will continue to fund pre-approved programs through December 31, 2029.

- The grant application is seamlessly incorporated into the accreditation application by simply checking a box.
- Exploration into incentivizing reviewers to help increase the pool to handle an increase in programs.

Identification of NSCA-Approved Accrediting Body

- The NSCA President/CASCE Board Representative provided an update on the outcome of the NSCA board vote regarding identification of the NSCA-approved accrediting body.
 - The NSCA Board of Directors voted unanimously to identify CASCE as the NSCA-approved accrediting body for CSCS exam candidates beginning in 2030.
 - The Certification Committee determined not to change the language in the degree requirements at this time to allow for future changes if other accrediting bodies would be considered.

The NSCA CREP representative/staff joined the call to provide an update on the discussions with the Certification Committee regarding degree requirement language.

- CASCE recommends that the Certification Committee consider that the language be changed to reflect the CASCE as the NSCA-approved accrediting body.
 - Further discussion with the Certification Committee is planned to change the language in the currently stated degree requirements.

Update on Exam Eligibility (International/PT/AT Candidates)

- An update on exam eligibility discussion with the Certification Committee was provided:
 - Job Task Analysis to be reviewed for allied health standards and programs to determine what gaps there are between them and the CSCS.
 - No decisions were made regarding eligibility for international exam candidates.
 - Discussion to be continued.

NSCA International Affiliates/NSCA Global Chapters Summary

- The CASCE Affiliate Representative presented an update on the affiliate/global chapter meeting held during National Conference:
 - Since S& C has not been established as a profession, there is no or very limited need for CSCS in most international affiliate countries.
 - Each country has differences and its own individual needs, progress and knowledge of the S&C profession and education.
 - Most international programs are focused on developing curriculum to meet ERP requirements as a priority.
 - Accreditation may hinder the development of CSCS and S&C profession if the only path to taking the CSCS exam was closed.
 - Determining data to include international affiliate CSCS and CPT credential holders to better guide international candidates' decisions.

Annual Reports Update

- An update was provided by staff on the progress of putting a mechanism in place to gather annual reports from accredited programs:
 - Ongoing efforts are taking place to begin the process of requiring Annual Reports from accredited programs.
 - Annual Reports will be gathered in the accreditation management system and will include changes to personnel, specifically to program directors.

Appeals Process Next Steps

- An update on the Appeals Policy draft document was provided:
 - A draft has been compiled for the appeals process and will need to be reviewed to draft a final document to bring back to the board and determine the next steps.

Process to Register a Complaint

- Discussion regarding whether CASCE needs to develop a process to register a complaint:
 - Standard VI.7. Policies state, “Prospective and enrolled students are provided with relevant information about the institution and program that may affect them, including, but not limited to:
 - The process to register a complaint with the accrediting agency needs to be developed.
 - Complaint classification and action need to be defined.
 - A detailed internal process to handle complaints needs to be in place.
 - Possibly a smaller committee composed of board members to serve as first line of receipt to review complaints.
 - Complain policy, the process will need to be posted on the website to be transparent to programs, students etc.

New Business

- The board was informed of pricing from Armature for support packages for support services.
 - A support analysis comparison was provided based on the past twelve months of usage and cost.
 - The board agreed to move forward with obtaining the premium support package paid annually.

Planning for Next Meeting

- Possible virtual meeting in January.

ADJOURN

This meeting adjourned at 4:17p MT.