

**ANNUAL AND OTHER REPORT REVIEW ASSIGNMENTS  
MAY 2020 COUNCIL MEETING**

**Annual Report Review Assignments**

The following are the annual report review assignments for the 2019 annual reports submitted by CNME-accredited and candidate ND programs. Electronic copies of the annual reports and related materials are in the CNME Dropbox folder. The lead reviewer has the option of also requesting a hardcopy version in addition to accessing the report electronically, and is responsible for (i) presenting the report at the meeting, and (ii) filling out and submitting the “Annual Report Review Form” for the program. The secondary reader confers with the primary reader to decide on any recommendations for board action based on the report.

If, in reviewing an annual or focused report, a review team has questions about a program’s compliance with accreditation standards or needs additional information or documentation from a program to conduct a thorough review, the review team should contact the program (Dr. Seitz can facilitate this). In some cases, it may be useful or necessary to arrange for a program representative to be available to speak with the board by telephone to address questions or issues presented by a report; the team should confer with Dr. Seitz on whether to invite a program representative to attend via telephone.

- **U. of Bridgeport, College of Naturopathic Medicine** – **Dr. Jenab**, lead reviewer; **Dr. Olehausen**, secondary reviewer
- **Canadian College of Naturopathic Medicine** – **Dr. Gregory**, lead reviewer; **Dr. Woolard**, secondary reviewer
- **National University of Natural Medicine** – **Dr. Wallace**, lead reviewer; **Dr. Hope**, secondary reviewer
- **Southwest College of Naturopathic Medicine** – **Dr. Beasleigh**, lead reviewer; **Dr. Swenson**, secondary reviewer
- **Boucher Institute of Naturopathic Medicine** – **Dr. Woolard**, lead reviewer; **Dr. Stretch**, secondary reviewer
- **National University of Health Sciences** – **Dr. Stretch**, lead reviewer; **Dr. Jenab**, secondary reviewer
- **Bastyr University** – **Dr. Swenson**, lead reviewer; **Dr. Gregory**, secondary reviewer
- **Universidad del Turabo** – **Dr. Olehausen**, lead reviewer; **Dr. Beasleigh**, secondary reviewer
- **Review of Financial Statements** – **Ms. Woodin, CPA, MBA**, and **Mr. Andrew, JD**

## **Review Assignments for the CCNM Evaluation Team Report**

At the May 2020 Council meeting, the Board will also review the evaluation team report for reaccreditation of CCNM's ND program, hold a reaccreditation hearing, and make a decision on reaccreditation.

**CCNM Evaluation Team Report Review Assignment:** Dr. Olehausen (presenter), Ms. Woodin, CPA, MBA (reviewer), Dr. Woolard (reviewer)

Note the following about the review process for the agenda item on reaccreditation of the CCNM ND program:

- The board first meets in closed session to review the hearing process and the decision to be made by the board, and also to determine whether any board members must recuse themselves due to a conflict of interest.
- The board then holds a hearing in closed session with representatives of the program to review the report and any other written documents (such as the program's formal institutional response), ask questions of the representatives, and allow the program an opportunity to provide additional information to the board. The presenter is responsible for starting the hearing with (i) introductions and a synopsis of the report(s), (ii) a summary of the action before the board and (iii) an invitation to the program to make a statement. The review team as a group is responsible for initiating the dialogue with the program by asking questions and making comments; however, all board members should be prepared to participate in questions, discussion and decisions.
- Following the hearing, the program representatives leave the meeting room and the board arrives at a decision.
- Once a decision is made, the program representatives return to the meeting room and the board president announces the decision.