

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

Meeting of the Committee on Standards, Policies and Procedures (COSPP)

**Saturday, October 17, 2015 ♦ 9:00 a.m. – 5:00 p.m.
Portland Harbor Hotel • Portland, Maine**

MEETING MINUTES

Call to order and roll call

COSPP chair, Dr. Kruzel, called the meeting to order at 9:05 a.m. The following committee and Board members were present:

- Lance Blackshaw, PhD (Public Member), Belfast, Maine;
- Jasmine Carino, ND (Profession Member), Toronto, Ontario;
- Melanie Henriksen, ND (Institutional Member Rep., NCNM), Portland, Oregon;
- Thomas Kruzel, ND (Profession Member), Scottsdale, Arizona;
- Margot Longenecker, ND (Profession Member), Tucson, Arizona;
- Marianne Marchese, ND (Profession Member), Phoenix, Arizona;
- John Pecchia, CPA (Public Member), Poughkeepsie, New York;
- Marcia Prenguber, ND (Institutional Member Rep., UBCNM), Bridgeport, Connecticut
- Steve Rissman, ND (Profession Member), Broomfield, Colorado;
- Carl Saubert, PhD (Public Member), Saint Charles, Missouri;
- Arianna Staruch, ND (Institutional Member Rep., Bastyr U.) Kenmore, Washington; and
- Christina Woolard, ND (Profession Member), Murfreesboro, Tennessee.

Committee members absent:

- None

Staff present:

- Daniel Seitz, JD, EdD (Executive Director), Great Barrington, Massachusetts

Guests present:

- Jessica Mitchell, ND (SCNM)
- Nydia Bou, EdD (U. del Turabo)
- Frank Valentin, MD (U. del Turabo)
- Diannie Rivera Rodriguez, PhD (U. del Turabo)
- Diannie Rivera Rodríguez (UT)
- Carrie Baldwin-Sayre, ND (NCNM)
- Garrett Thompson, DC, PhD (SCNM)
- Desta Golden, ND (NMSA)

Review of COSPP meeting agenda

There were no additions to the agenda.

Approval of the minutes of the May 30, 2015 COSPP meeting

Dr. Saubert moved, and Dr. Blackshaw seconded, the following motion:

To approve the minutes of the May 30, 2015 COSPP meeting.

The motion was unanimously approved.

Update on the process and timeline for revising CNME's accreditation standards

Dr. Seitz outlined the anticipated process and timeline for completing the review the CNME standards:

- At this COSPP meeting, further revisions will be made to the draft revised standards based on written comments received and participants' input.
- The CNME board will either approve a final, revised version at tomorrow's board meeting, or the board will ask the Standards Review Taskforce to address any remaining suggestions/issues regarding revisions to the standards.
- If the Standards Review Taskforce makes further suggested changes, these will be reviewed by the board and then either approved via a phone meeting or an email vote, or at the May board meeting.
- The board will also need to decide on the implementation date.

Update on the process and timeline for revising the draft "Guidelines on the Use of Information Communication Technologies"

Dr. Carino, chair of the Distance Education Taskforce, stated that no suggestions for further revisions on the ICT guidelines document were received when it was circulated for public comment.

Dr. Carino suggested it would be useful to include one or two updated references in the guidelines document, and everyone agreed. Dr. Carino will find some relevant references. Additionally, Dr. Carino noted that a couple of minor edits might be needed.

COSPP members agreed to recommend that the ICT guidelines document be adopted by the board at tomorrow's meeting with the subsequent addition of one or two updated references and any minor edits that might be needed.

Review of draft revised CNME accreditation standards

COSPP members and meeting guests reviewed the draft revised accreditation standards and the public comments that were received, and suggested various revisions and additions. Revisions and additions were decided upon for Standards I, III, IV, VI, VII, and XI; Dr. Seitz recorded the ones that were agreed upon, and will incorporate them into the current set of draft standards using the track-changes function for ease of review. Additionally, COSPP asked Mr. Pecchia, CPA, to work with Dr. Seitz to remove redundancies from Standards XI without changing content. COSPP will formally recommend these changes/additions at tomorrow's board meeting.

(Note that at the board meeting on the following day, the board decided on several further revisions and additions to the draft standards; Dr. Seitz will also incorporate these into the draft standards using the track-changes function.)

There was discussion on whether the CNME *Handbook of Accreditation* should include the AANMC competencies document and the ICT guidelines document. There was not agreement on how to reference these documents and where to publish them; Dr. Seitz will explore options for the board to consider when compiles the 2016 edition of the *Handbook*.

The implementation date for the revised standards was discussed. All agreed that they should be implemented as of September 2016, which reflects the start of the academic year for most or all ND programs.

Review Draft Bylaws Revisions

COSPP members and guests discussed a proposed addition to Article I, Section 5 (“Beginning of Completion of Terms”), of the bylaws, and COSPP agreed to recommend adoption of the following bylaws addition to the board at tomorrow’s meeting:

If, at the completion of the second and final term of a public member or profession member, the number of public or profession members will drop below the number set by the Council or required under the U.S. Department of Education’s Criteria for Recognition of accrediting agencies and a suitable new member has not been elected to fill the seat, the Council may, at its discretion, extend the term of that member for up to one year.

Review draft revised CNME policy on Formal Complaints against CNME-Recognized Programs

COSPP members and guests discussed proposed revisions to the CNME policy titled: “Formal Complaints against CNME-Recognized Programs.” Dr. Seitz explained that the main reason for the revisions is to set a “statute of limitations” on when a complaint can be filed, since in the experience of the CNME there have been complaints filed so long after the incident in question that it was difficult for relevant documentation to be provided. The following revisions to the draft were agreed upon:

- Adding language suggested by Dr. Bernhardt of CCNM in the second paragraph;
- In paragraph #6, specifying that the review committee will consist of three (rather than two) members; and
- Several minor, non-substantive stylistic edits that Dr. Seitz recorded.

COSPP agreed to recommend to the board at its meeting tomorrow adoption of the revised policy on Formal Complaints against CNME-Recognized Programs with the agreed-upon changes.

Identify COSPP priorities

Dr. Kruzel noted that the main priority is to complete the standards revision process by incorporating agreed-upon changes and making other final edits, asking the standards review taskforce to do a final review if needed, and then presenting the revised standards to the CNME board for formal adoption.

Adjournment

The meeting was adjourned at 2:45 p.m.