



Commission on Dental Accreditation

Via Email Transmission: lori.sundberg@kirkwood.edu

September 5, 2023

Dr. Lori Sundberg
President
Kirkwood Community College
6301 Kirkwood Blvd SW
Office of the President
Cedar Rapids, IA 52406

RE: Kirkwood Community College, Cedar Rapids, Iowa
Dental Assisting, Dental Hygiene and Dental Laboratory Technology Programs

Dear Dr. Sundberg,

At its August 10, 2023 meeting, the Commission on Dental Accreditation (CODA) granted the dental assisting program the accreditation status of “approval with reporting requirements,” the dental hygiene program the accreditation status of “approval without reporting requirements,” and the dental laboratory technology program the accreditation status of “approval without reporting requirements, teach out through May 2024”. The definitions of accreditation classifications are linked below. Below is a summary of actions and additional information.

Dental Assisting (Site Visit)

The Commission considered the site visit report on the dental assisting program. The Commission also considered the institution’s response to the site visit report.

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

Based on a review of the response, the Commission determined that the following recommendations contained in the site visit report remain unmet: **#s 1, 5 and 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 **January 2025**. 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.

Dental Hygiene (Site Visit)

In a separate action, the Commission considered the site visit report on the dental hygiene program.

On the basis of this review, the Commission adopted a resolution to grant the program the accreditation status of “approval without reporting requirements.”

No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2029**.

Dental Laboratory Technology (Site Visit)

In a separate action, the Commission considered the site visit report on the dental laboratory technology program.

On the basis of this review, the Commission adopted a resolution to grant the program the accreditation status of “approval without reporting requirements.”

No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2029**. See Teach-Out Report below.

Dental Laboratory Technology (Teach-Out Report)

In a separate action, the Commission reviewed correspondence dated April 3, 2023, which included a Teach-Out Plan for the dental laboratory technology program.

Following careful review of the information provided, the Commission adopted a resolution to **approve** the teach-out plan, grant the program the accreditation status of “approval without reporting requirements, teach-out through May 2024” and monitor the program through the Annual Survey. If warranted, the Commission reserves the right to request supplemental information or direct a special focused site visit.

In accord with Commission policy, all students who matriculated prior to the program’s reported discontinuance effective date of May 2024 will be considered graduates of an accredited program. The Commission understands that the final class of students enrolled in the accredited program will graduate May 2024 and the accredited program will be discontinued at that time. **It is the program’s responsibility to provide written confirmation to the Commission that the final class has graduated.** The program will receive final notice of the Commission’s action to affirm the program’s decision to discontinue accreditation following its August 8, 2024 meeting.

Please note that the Commission is required by Federal regulation to inform the United States Department of Education as well as appropriate institutional accrediting and state agencies that the accreditation status of the dental laboratory technology program is being phased out. Notice to the appropriate accrediting, state licensing/authorizing agencies, and public is provided through the Commission’s listing of accredited programs.

Dental Assisting Requested Information for February 1, 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.

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 November 15, 2023 for consideration at the Dental Assisting Education Review Committee's January 11-12, 2024 meeting and the Commission's February 1, 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

The findings of the Commission on Dental Accreditation are noted in the attached Commission approved site visit report. Oral comments made by site visit team members during the course of the site visit are not to be construed as official site visit findings unless documented within the site visit report and may not be publicized. Further, publication of site visit team members' names and/or contact information is prohibited.

One copy of this report has also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report be forwarded to the chairpersons and appropriate faculty.

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 January 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.

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 program in dental hygiene is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without 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 program in dental laboratory technology is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval*

without reporting requirements, teach-out through May 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: <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.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. If this office can be of any assistance to you or members of your staff, for dental assisting and dental laboratory technology please contact Ms. Jamie Asher Hernandez at 312-440-4660 or asherhernandezj@ada.org, and for dental hygiene please contact Ms. Katie Navickas at 312-440-2695 or navickask@ada.org.

Sincerely,

Jamie Asher Hernandez

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

JAH/ds

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](#)

Attachment: Formal Site Visit Report

cc: Dr. Nichelle Cline, dean, Allied Health, Kirkwood Community College,
nicky.cline@kirkwood.edu
Ms. Christi Winders, program director, Dental Assisting Program,
Kirkwood Community College, christi.winders@kirkwood.edu
Ms. Shaunda Clark, program director, Dental Hygiene Program,
Kirkwood Community College, shaunda.clark@kirkwood.edu
Ms. Sandra Kotowske, program director, Dental Laboratory Technology Program,
Kirkwood Community College, Sandra.kotowske@kirkwood.edu

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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
Ms. Katie Navickas, manager, Allied Dental Education, CODA

**Summary of Recommendations and Required Documentation
Kirkwood Community College
Cedar Rapids, 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 #1: It is recommended that dentists and dental assistants be equally represented. (DA Standard 1-7)

The Commission reviewed a listing of the advisory committee members; however, it is unclear who are the dentists and who are the dental assistants.

To demonstrate compliance with Recommendation #1 the Commission requests: a revised roster of the advisory committee indicating who are dentists and who are dental assistants, and ensure the dentists and dental assistants are equally represented.

Recommendation #5: It is recommended that when clinical experience is provided in extramural facilities, dental assisting faculty visit each facility to assess student progress. (DA Standard 2-28)

The Commission reviewed the program narrative; however, there was no evidence documenting that faculty visit each extramural facility for clinical experience to assess student progress.

To demonstrate compliance with Recommendation #5 the Commission requests: evidence documenting that faculty visit each extramural facility for clinical experience to assess student progress (for example, evaluation of the facility visit, a log of the visit, etc.).

Recommendation #6: It is recommended that the program administrator have a full-time commitment to the institution and an appointment which provides time for program operation, evaluation and revision. (DA Standard 3-2)

The Commission reviewed narrative explaining the program administrator's teaching load and release time; however, the program did not provide a biosketch for the program director with the time allotment for managing the program or teaching tables.

To demonstrate compliance with Recommendation #6 the Commission requests: a completed biosketch for the current program director with the time allotment and teaching tables to indicate adequate time to manage the dental assisting program.