



August 24, 2015

Dr. Mick Starcevich
President
Kirkwood Community College
6301 Kirkwood Boulevard SW
Cedar Rapids, IA 52406

Re: Dental Assisting, Dental Hygiene and Dental Laboratory Technology Programs

Dear President Starcevich:

At its August 6, 2015 meeting, the Commission on Dental Accreditation (CODA) considered the site visit report on the dental assisting, dental hygiene and dental laboratory technology programs sponsored by the Kirkwood Community College. The Commission also considered the institution's response to the site visit report.

On the basis of this review, the Commission adopted a resolution to grant the **dental assisting** program the accreditation status of "approval without reporting requirements."

In a separate action, the Commission determined that the recommendations cited in the report have been met and adopted a resolution to grant the **dental hygiene** program the accreditation status of "approval without reporting requirements."

In a separate action, the Commission adopted a resolution to grant the **dental laboratory technology** program the accreditation status of "approval without reporting requirements."

The definitions of accreditation classifications are enclosed. No additional information is requested from the programs at this time. The next site visit for the programs is scheduled for **2021**.

The findings of the Commission on Dental Accreditation are noted in the enclosed 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 and the related enclosures have also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report and the related enclosures be forwarded to the chairpersons and appropriate faculty. In taking

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this action, the Commission stipulated that it will expect the institution 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 enclosed.

Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information ("Sensitive Information" or "PII") as outlined in "Privacy and Data Security Requirements for Institutions" (see below). Similarly, such documentation must not contain any identifiable patient information ("PHI"); therefore, no "patient identifiers" may be included (see below). This applies whether or not the program is required to comply with HIPAA.

Before sending documents such as self-studies or faculty CVs to CODA, institutions must fully and appropriately redact all PII and all PII all patient identifiers such that the PII and patient identifiers cannot be read or otherwise reconstructed. Covering information with ink is not an appropriate means of redaction.

If the program/institution submits documentation that does not comply with the directives on PHI and PII (noted above), CODA will assess a penalty fee of \$1000 to the institution; a resubmission that continues to contain PHI or PII will be assessed an additional \$1000 fee.

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 programs in dental assisting, dental hygiene, and dental laboratory technology programs are accredited by the Commission on Dental Accreditation [*and have been granted the accreditation statuses of "approval without reporting requirements," "approval without reporting requirements," and "approval without reporting requirements," respectively]. 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: <http://www.ada.org/en/coda>.*

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. Should you have any questions regarding this letter or any aspect of accreditation, please contact the Allied accreditation managers, Ms. Patrice Renfrow at renfrowp@ada.org or 1-800-621-8099, extension 2695, or Ms. Alyson Ackerman at ackermana@ada.org or 1-800-621-8099, extension 4660.

Sincerely,

President Starcevich

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Patrice Renfrow, RDH, BSDH, MA
Manager, Allied Dental Education
Commission on Dental Accreditation

PR/ap

Enclosures: Formal Report of the Site Visit

Sent via e-mail: Formal Report of the Site Visit
CODA Accreditation Status Definitions
Reporting Program Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

Link to Evaluation and Operational Policies and Procedures

<http://www.ada.org/coda/policies-and-guidelines>

Link to Accreditation Standards for Allied Dental Education Programs

<http://www.ada.org/coda/current-accreditation-standards>

cc: Dr. Nichelle Cline, dean, Allied Health
Ms. Pam Hanson, director, Dental Assisting
Ms. Shaunda Clark, program director, Dental Hygiene
Ms. Betty Mitchell, program director, Dental Laboratory Technology
Dr. Perry Tuneberg, chair, Commission on Dental Accreditation (CODA)
Dr. Sherin Tooks, director, Commission on Dental Accreditation (CODA)
Ms. Alyson Ackerman, manager, Allied Dental Education, CODA
Mr. Herman Bounds, director, Accreditation Division, U.S. Department of Education (via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)