

**Meeting Minutes**  
**INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS**  
**DEGREE ASSEMBLY BOARD OF GOVERNORS**

Friday, October 7, 2022

Holiday Inn St. John's Conference Centre, St. John's, Newfoundland and Labrador, Canada

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Cindy Brun, acting chair, calls the regular fall meeting of the Degree Assembly Board of Governors to order at 2:17 PM local time on October 7, 2022.

**Attendance**

There were 6 DABOG members present, 4 DABOG members absent, and 3 proxy appointments.

Board Members Present: Gary Johnson, Cindy Brun, Marc Rudder, Earl "Rob" Freese, Bill Benjamin, Lee Silvi (Public Board Member)

Board Members Absent: Paula Simone, Randy Southern, Josh Crisp, Zeyad Sagr

**Minutes of the DABOG 2022 Spring Meeting (AM-A)**

**Motion:** Motion by Lee Silvi to approve the DABOG 2022 Spring Meeting minutes. Second. Motion carried.

**Review of Agenda**

Cindy Brun reviewed the agenda.

**New Member Applications**

None.

**Committee Reports — Degree Assembly Committees**

*DA Criteria Committee*

Gary Johnson reported for the DA Criteria Committee:

- The Committee discussed proposed amendments in Agenda Memo E-3, removal of CHEA references in bylaws, policies and procedures.
- The Committee discussed making a recommendation to remove previous requirements by CHEA on the annual status reports.

**Motion:** Motion by Lee Silvi to approve the DA Criteria Committee's report. Second. Motion carried.

*DA Promotions Committee*

Casey Hall reported for the DA Promotions Committee:

- The Committee discussed hosting another DA webinar.
- The Committee discussed a prior promotional video and ways to update it.
- The Committee discussed different platforms of social media and how to promote the organization. Possibly hold a training session for entities on how to utilize social media.
- The Committee discussed how entities are promoting IFSAC.
- The Committee discussed making a recommendation to the DA Criteria Committee to look into adding a component in the criteria to address public relations in regards to promotion of IFSAC.

**Motion:** Motion by Bill Benjamin to approve the DA Promotions Committee's report. Second. Motion carried.

#### *Hybrid & Virtual Site Visits Committee*

Joel Billings reported for the Hybrid & Virtual Site Visit Committee:

- The Committee did not have a quorum. The committee had an informal discussion regarding in-person, blended, and virtual site visits. The committee will send out a survey to the membership for input on if the membership would like options for site visits.

**Motion:** Motion by Rob Freese to approve the Hybrid & Virtual Site Visit Committee's report. Second. Motion carried.

#### *DA Program Evaluation Information and Procedures Committee*

The Committee did not meet.

#### *DA Academic Certificate Committee*

Lee Silvi and Bill Benjamin reported for the DA Academic Certificate Committee:

- The Committee discussed Agenda Memo K, Policy on Academic Certificates. The Committee explained the amendments made to the new policy previously distributed to the membership. Content on accreditation of academic certificates and the procedures to issue certificates from IFSAC Administration were separated into different sections of the policy.

Discussion was held on Agenda Memo K, academic certificates, and terminology.

**Motion:** Motion by Marc Rudder to accept the DA Academic Certificate Committee's report. Second. Motion carried.

## DA Institution Status Report

Callie Mars reviewed the DA Institution Status Report.

The following entities are due for or requested an accreditation or reaccreditation site visit in 2022/2023.

- Montana State University – Billings due by October 2022
- The University of Akron due by October 2022
- Guilford Technical Community College due by October 2022
- Des Moines Area Community College due by April 2023
- Dona Ana Community College due by April 2023
- Yavapai College due by September 2023
- Johnson County Community College due by November 2023
- University of Florida due by November 2023

The following entities are in process of scheduling initial accreditation site visits.

- College of Western Idaho
- Kansas City Kansas Community College

The following entities are requesting an extension:

Guilford Technical Community College is due for a reaccreditation site visit in October 2022. The entity has requested a second six-month extension through April 2023.

**Motion:** Motion by Rob Freese to approve a six-month extension until April 2023. Second. Discussion held. Motion amended to approve the extension request until the 2023 Spring Meeting. Motion carried.

Montana State University - Billings is due for a reaccreditation site visit in October 2022. The entity has requested a second six-month extension through April 2023.

**Motion:** Motion by Marc Rudder to approve the extension until the 2023 Spring Meeting. Second. Motion carried.

The University of Akron is due for a reaccreditation site visit in October 2022. The entity has requested a second six-month extension through April 2023.

**Motion:** Motion by Lee Silvi to approve the extension until the 2023 Spring Meeting. Second. Motion carried.

**Motion:** Motion by Rob Freese to accept the Institution Status Report as presented. Second. Motion carried.

## Substantive Program Changes

Northwest Arkansas Community College's Associate of Applied Science Fire Science Administration and Technology will close December 31, 2022.

### **Emerging Trends and Innovation**

Discussion held on hiring issues within higher education and fire departments.

### **Nominations for Emeritus Status**

None.

### **Old Business**

None.

### **New Business**

Discussion held on IFSAC's business model regarding day-to-day functions as well as peer-driven functions and committees.

Discussion held on providing social security numbers or W-9 forms for travel reimbursements.

### **Announcements**

The announcement was made for the Rules Open Forum scheduled to begin at 5:15 PM.

### **Adjourn**

**Motion:** Motion by Marc Rudder to adjourn. Second. Motion carried. The Degree Assembly Board of Governors adjourned at 3:54 PM, Friday, October 7, 2022.

**Attendees – IFSAC Degree Assembly Board of Governors (DABOG) 2022 Fall Meeting**

**Friday, October 7, 2022**

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*Note: This list only includes individuals who signed the meeting roster, confirming attendance.*

<b>Attendee</b>	<b>Entity/Institution</b>
Benjamin, Bill	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Brun, Cynthia	University of Wisconsin - Oshkosh
Davis, Joel	Guilford Technical Community College, North Carolina
Drumhiller, Nicole	American Public University System
Freese, Earl "Rob"	Bucks County Community College
Hall, Casey	Kentucky Community and Technical College System
Holley, Steve	Utah Valley University
Johnson, Gary	Central Ohio Technical College
Rudder, Marc	Kentucky Community and Technical College System
Silvi, Lee	DABOG Public Board Member