

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

Friday, April 14, 2023  
Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

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Chair Paula Simone calls the regular scheduled spring meeting of the Degree Assembly Board of Governors to order at 2:15 PM local time on April 14, 2023.

**Attendance**

Board Members Present: Paula Simone, Gary Johnson, Cindy Brun, Marc Rudder, E. Rob Freese, Bill Benjamin, Zeyad Sagr, Terri Wilkin, Josh Crisp, Richard Carroll, and Lee Silvi (Public Board Member)

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

**Motion:** Motion by Rob Freese to approve the DABOG 2022 Fall Meeting minutes. Second. Motion carried.

**Review of Agenda**

Paula Simone reviewed the agenda. Eastern Arizona College was added under New Member Applications. Chair, vice chair, and parliamentary term discussion was added to New Business.

**Committee Reports — Degree Assembly Committees**

*DA Criteria Committee*

Gary Johnson reported for the DA Criteria Committee:

- The Committee discussed proposed amendments in Agenda Memo J, Agenda Memo H, and Agenda Memo G.
- The Committee discussed the development of a reader comment checklist.
- The Committee discussed an upcoming criteria review.
- The Committee discussed recommended language changes to criteria for G23.3.5 (D) and G23.5.5 (B).

**Motion:** Motion by Terri Wilkin to accept 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 promotional webinar.

- The Committee discussed hosting international meetings to promote IFSAC to new members.
- The Committee discussed online options for meetings and the cost associated with online meetings.
- The Committee discussed the possibility of combining hotel and airfare cost into the annual fee for one member to attend meetings.
- Discussed revising the promotional video and options for social media.
- The Committee discussed the need for lapel pins for site team members.
- The Committee encouraged members to reach out to other degree programs within their state to promote IFSAC.

**Motion:** Motion by Cynthia Brun to accept the DA Promotions Committee's report. Second. Motion carried.

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

Terri Wilkin reported for the Hybrid & Virtual Site Visit Committee:

- The Committee did not have a quorum. The Committee had an informal discussion regarding a proposal for accreditation site visits. Initial accreditations would be conducted in-person and reaccreditations could be conducted virtually or in-person. The Committee also discussed the site visit definition and the need to clarify the definition.

**Motion:** Motion by Lee Silvi to accept the Hybrid & Virtual Site Visit Committee's report. Second. Discussion held. Motion carried.

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

The Committee did not meet. This project was put on hold until the Hybrid & Virtual Site Visit Committee completed their work.

**Motion:** Motion by Marc Rudder to accept the DA Program Evaluation Information and Procedures Committee's report. Second. Motion carried.

#### *DA Academic Certificate Committee*

Lee Silvi reported for the DA Academic Certificate Committee:

- The Committee discussed the approval of Policy on Academic Certificates. The Committee discussed an upcoming recommendation to change the definition for academic certificate.

**Motion:** Motion by Cynthia Brun to accept the DA Academic Certificate Committee's report. Second. Discussion held. Motion carried.

#### **New Member Applications**

Southern Arkansas University Tech was approved for voting membership February 16, 2023.

Blinn College was approved for voting membership February 16, 2023.

Eastern Arizona College was approved for corresponding membership.

### **DA Institution Status Report**

Callie Mars reviewed the DA Institution Status Report.

The following programs are due for or requested an accreditation or reaccreditation site visit by April 2024.

- 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
- Kentucky Community and Technical College System due by April 2024
- Cleveland Community College due by April 2024
- Portland Community College due by April 2024

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

- Kansas City Kansas Community College
- Mitchell Community College

The following programs have not met the provision of Article 22.5.3, and have not scheduled a site visit:

- Des Moines Area Community College

The following entities are requesting an extension:

- Dona Ana is due for a reaccreditation site visit in April 2023. The program has requested a six-month extension through October 2023.

**Motion:** Motion by E. Rob Freese to approve a six-month extension through October 2023. Second. Motion amended to approve an extension until the next regular scheduled board meeting. Second. Motion carried.

*Action Item:* Administration to include the bylaws regarding the deadlines for site visit reports prior to regular scheduled meetings in the extension letter.

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

## Site Visit Reports – Accreditation/Reaccreditations (Agenda Memo D)

### *College of Western Idaho*

The DABOG approved this report and recommendation of the evaluation team on February 20, 2023. The site visit for College of Western Idaho was conducted November 8-10, 2022. The evaluation team consisted of Bill Benjamin (leader), Casey Hall (member), Lee Silvi (member), Cindy Brun (reader), and Terri Wilkin (reader). The evaluation team recommended initial accreditation.

### *Montana State University Billings, City College*

Casey Hall reported on the site visit to Montana State University Billings, City College. The site visit was conducted on February 27-March 2, 2023. The evaluation team consisted of Casey Hall (leader), David Bullins (member), and Cindy Brun (reader). The evaluation team had one recommendation. The evaluation team recommends reaccreditation for Montana State University Billings, City College degree program(s) – Associate of Science in Fire Science.

**Motion:** Motion by Zeyad Sagr to accept the evaluation team’s report and approve Montana State University Billings, City College degree program for reaccreditation. Second. Motion carried.

### *Guilford Technical Community College*

Lee Silvi reported on the site visit to Guilford Technical Community College. The site visit was conducted on March 1-2, 2023. The evaluation team consisted of Lee Silvi (leader), Terri Wilkin (member), and Darrin Raskopf (reader). The evaluation team recommends reaccreditation for Guilford Technical Community College – Associate of Applied Science in Fire Protection Technology and initial accreditation for academic certificate – Fire Protection Technology Certificate.

**Motion:** Motion by E. Rob Freese to accept the evaluation team’s report and approve Guilford Technical Community College degree programs for reaccreditation/accreditation. Second. Motion carried.

### *The University of Akron*

Paula Simone reported on the site visit to The University of Akron. The site visit was conducted on March 16-17, 2023. The evaluation team consisted of Paula Simone (leader), Cindy Brun (member), Zeyad Sagr (reader), and John Failla (reader). The evaluation team had one requirement and two recommendations. The evaluation team recommends reaccreditation for The University of Akron degree program(s) – Associate of Applied Science in Fire Protection Technology and Bachelor of Science Emergency Management and Homeland Security.

**Motion:** Motion by Marc Rudder to accept the evaluation team’s report and approve The University of Akron degree programs for reaccreditation. Second. Motion carried.

## **DA Accreditation Cycles**

Board members spoke about the Degree Assembly accreditation cycles. Currently, accreditation cycles are based on when the spring or fall meetings occur. Discussion held on possible solutions to spread out accreditation dates throughout a calendar year.

## **Inactive Status of Programs**

Board members spoke about whether there is a need to create an inactive status of programs in the Bylaws for when programs become inactive and if they would retain accreditation during that time. Discussion held.

**Motion:** Motion by Richard Carroll to take no further action other than communicate that there is no inactive status and that a program will remain in good standing as long as annual membership dues are paid. Second. Discussion held. Motion carried.

## **Substantive Program Changes**

None.

## **IFSAC Conference Attendance Requirement**

This topic resulted from discussions within the DA Promotions Committee and the Criteria Committee about promoting attendance. Discussion held.

## **Emerging Trends and Innovation**

Discussion held on providing credit for credentials.

## **Nominations for Emeritus Status**

None.

## **Old Business**

None.

## **New Business**

Discussion held on DABOG Chair, Vice Chair, and Parliamentary term limits.

## **Announcements**

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

## **Adjourn**

**Motion:** Motion by Gary Johnson to adjourn. Second. Motion carried. The Degree Assembly Board of Governors adjourned at 4:57 PM local time, Friday, April 14, 2023.

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

**Friday, April 14, 2023**

**Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA**

*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
Brun, Cynthia	University of Wisconsin Oshkosh
Carroll, Richard	Cleveland Community College
Crisp, Josh	Gaston College
Davis, Joel	Guildford Technical Community College
Drumhiller, Nicole	American Public University System
Freese, E. Rob	Bucks County Community College
Hall, Casey	Kentucky Community and Technical College System
Hitch, James	Eastern Arizona College
Holley, Steve	Utah Valley University
Johnson, Gary	Central Ohio Community College
Loyd, Jason	Blinn College
Ragins, Dennis	The University of Akron
Raskopf, Darrin	College of Western Idaho
Sagr, Zeyad	Arab Fire Safety & Security Academy
Silvi, Lee	Degree Assembly Public Member
Simone, Paula	Central Oregon Community College
Villines, Randy	Ozarks Technical Community College
Wilkin, Terri	American Public University System