

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

Friday, October 4, 2024  
Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma USA

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Marc Rudder calls the regular scheduled fall meeting of the Degree Assembly Board of Governors to order at 2:15 PM local time on October 4, 2024.

**Attendance**

Board Members Present: Marc Rudder, Bill Klein (Public Board Member), Richard Carroll, Terri Wilkin, Shane Kelley, and Paula Simone

Board Members Absent: Joel Davis, E. Rob Freese, Darrin Raskopf, Josh Crisp, and Jeffrey Lindsey

**Minutes of the DABOG 2024 Spring Meeting**

**Motion:** Motion by Paula Simone to approve the DABOG 2024 Spring Meeting minutes.  
Second. Motion carried.

**Review of Agenda**

Marc Rudder reviewed the agenda. Annual Status Report Procedure was added under new business.

**Committee Reports — Degree Assembly Committees**

*Degree Assembly Planning Coordination Committee*

Terri Wilkin reported for the DA Planning Coordination Committee:

- The Committee discussed work assignments for the criteria task group and the policy and procedures task group. Key updates include aligning the accreditation criteria with NFPA 1000 standards, addressing sections like non-discrimination, safety, appeals, and compliance. The task group also discussed refining the virtual and on-site visit policies for consistency and ensuring program evaluation is viewed through a programmatic lens. Monthly meetings for both the criteria task group and the policies and procedures task group will be held to maintain progress, with clear delegation to ensure the work is completed effectively.

**Motion:** Motion by Paula Simone to accept the Degree Assembly Planning Coordination Committee's report. Second. Motion carried.

**New Member Applications/Membership Withdrawals**

None

**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 October 2025.

- Eastern Kentucky University due by September 1, 2024
- Cleveland Community College due by October 4, 2024
- Gaston College due by March 20, 2025
- Central Oregon Community College due by March 20, 2025
- Oxnard College due by April 17, 2025
- Chemeketa Community College due by April 22, 2025
- Bucks County Community College due by June 9, 2025
- Purdue University Global due by September 25, 2025

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

- Kansas City Kansas Community College

The following entities are requesting an extension:

- Eastern Kentucky University was due for a reaccreditation site visit September 1, 2024. A site visit is scheduled for November 12-14, 2024. Administration is requesting an extension due to a scheduling conflict acquiring a site team.

**Motion:** Motion by Richard Carroll to approve an extension until the next regularly scheduled meeting in April 2025. Second. Motion carried.

- Cleveland Community College is due for a reaccreditation site visit October 4, 2024. A site visit is scheduled for November 14-15, 2024. Administration is requesting a second extension due to a scheduling conflict acquiring a site team.

**Motion:** Motion by Terri Wilkin to approve an extension until the next regularly scheduled meeting in April 2025. Second. Richard Carroll abstained. Motion carried.

The following entities have been granted an extension:

- Gaston College
- Central Oregon Community College
- University of Wisconsin Oshkosh

### **Site Visit Reports – Accreditation/Reaccreditations**

#### *Rowan-Cabarrus Community College*

The site visit for Rowan-Cabarrus Community College was conducted June 11-13, 2024. The evaluation team consisted of Lee Silvi (leader), Bill Carver (member), Darin Raskopf (member), Marc Rudder (reader) and Paula Simone (reader). The evaluation team recommended initial accreditation.

**Motion:** Motion by Paula Simone to accept the evaluation team's report and approve the Rowan-Cabarrus Community College degree program for initial accreditation. Second. Motion carried.

### **Substantive Program Changes**

None.

## **Policies/procedures – proposed amendments or new**

Agenda Memo P, Degree Assembly Administrative Review Procedure, new proposal following the removal of policies and procedures from the bylaws.

**Motion:** Motion by Shane Kelley to approve proposal in Agenda Memo P. Second. Motion carried.

Agenda Memo Q, Degree Assembly Extension of Reaccreditation Policy/Procedure, new proposal following the removal of policies and procedures from the bylaws.

**Motion:** Motion by Paula Simone to approve proposal in Agenda Memo Q. Second. Motion carried.

Agenda Memo R, Degree Assembly Substantive Changes Policy/Procedure, new proposal following the removal of policies and procedures from the bylaws.

**Motion:** Motion by Paula Simone to approve proposal in Agenda Memo R. Second. Motion carried.

Agenda Memo S, Degree Assembly Membership Applications Procedure, new proposal following the removal of policies and procedures from the bylaws.

**Motion:** Motion by Terri Wilkin to approve proposal in Agenda Memo S. Second. Motion carried.

Agenda Memo T, Degree Assembly Conditional Accreditation Policy, new proposal following the removal of policies and procedures from the bylaws.

**Motion:** Motion by Paula Simone to approve proposal in Agenda Memo T. Second. Motion carried.

## **Nominations for Emeritus Status**

None.

## **Emerging Trends and Innovation**

No discussion.

## **Old Business**

None.

## **New Business**

Discussion held on the Annual Status Report Policy.

**Motion:** Motion by Richard Carroll to rescind the Annual Status Report Policy. Second. Motion carried.

## **Announcements**

None.

## **Adjourn**

**Motion:** Motion by Terri Wilkin to adjourn. Second. Motion carried. The Degree Assembly Board of Governors adjourned at 2:57 PM local time, Friday, October 4, 2024.

**Attendees – IFSAC Degree Assembly Board of Governors (DABOG) 2023 Fall Meeting  
Friday, October 4,  
2024**

**Marriott Tulsa Hotel Southern Hills, Tulsa, Oklahoma USA**

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

<b>Attendee</b>	<b>Entity/Institution</b>
Benjamin, Bill	IFSAC Assistant Parliamentarian
Carroll, Richard	Cleveland College
Ennis, Lee	Rowan-Cabarrus Community College
Hall, Casey	Kentucky Community & Technical College System
Kelley, Shane	Purdue University Global
Klein, Bill	Degree Assembly Public Member
Loyd, Jason	Blinn College
McCarthy, Kevin	Utah Valley University
Ragins, Dennis	The University of Akron
Rudder, Marc	Kentucky Community & Technical College System/Kentucky Fire Commission
Simone, Paula	Central Oregon Community College
Smith, Adam	University of Florida
Thompson, William	Gaston College
Villines, Randy	Ozarks Technical Community College
Warren, William	Gaston College
Wilkin, Terri	American Public University System