

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
DEGREE ASSEMBLY

Saturday, October 8, 2022

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

Vice Chairperson Cindy Brun calls the regular fall meeting of the Degree Assembly to order at 9:35 AM local time, Saturday, October 8, 2022. A quorum has been established.

Minutes of the Degree Assembly 2022 Spring Meeting (Agenda Memo A)

Motion: Motion by Nicole Drumhiller to approve the minutes for the 2022 Spring Meeting. Second. Motion carried.

Review of Agenda

Cindy Brun reviewed the agenda.

Committee Reports

Criteria Committee

Gary Johnson reported for the Criteria Committee:

- The Committee had a discussion on the proposed amendments to remove all reference to CHEA.
- The Committee will be looking into the annual status report procedures and drop the requirements previously imposed when seeking CHEA recognition.
- Elections were held for chair and vice chair. Gary Johnson was elected for chair and Richard Carroll was elected for vice chair.
- The Committee will be looking into a previous draft of the mission statement to clearly define who the Degree Assembly serves.

Motion: Motion by Nicole Drumhiller to accept the Criteria Committee's report. Second. Motion carried.

DA Promotions Committee

Casey Hall reported for the DA Promotions Committee:

- The Committee will be conducting a promotional webinar.
- The Committee discussed a promotional video.
- The Committee had a discussion on social media platforms and opportunities for members to promote IFSAC.

- The Committee had a discussion on a public relations component within the criteria. The Committee has asked the Criteria Committee to review a public relations component.

Motion: Motion by Nicole Drumhiller to accept the DA Promotions Committee's report. Second. Motion carried.

Hybrid and Virtual Site Visits Committee

Joel Billings reported that the Hybrid and Virtual Site Visits Committee did not have business due to lack of a quorum.

DA Program Evaluation Information and Procedures Committee

Callie Mars reported that the DA Program Evaluation Information and Procedures Committee did not meet due to lack of quorum.

DA Academic Certificates Committee

Bill Benjamin reported for the DA Academic Certificates Committee:

- The Committee discussed Agenda Memo K. The Committee reformatted the proposal for readability and consistency.

Motion: Motion by Nicole Drumhiller to accept the DA Academic Certificates Committee's report. Second. Motion carried.

Proposed Bylaw Amendments and Policies

Bill Benjamin facilitated the voting on proposed bylaw amendments and proposed policy amendments.

COG, Congress, and/or Administrative Bylaws – Proposed Amendments (Agenda Memo E)

Proposed bylaw amendments in Agenda Memo E were voted on and approved by the Congress. To take effect, the proposed bylaw amendments must also be approved by each assembly.

Motion: Motion by Gary Johnson to ratify proposed bylaw amendments in Agenda Memo E as approved by the Congress. Second. Motion carried.

DABOG and/or DA Bylaws – Proposed Amendments (Agenda Memo G)

G-1, proposed bylaw amendments, contains revisions to replace regional accreditor, regional accreditation, regional accrediting organization with *Accreditation – Approved Organization* or *AAO*.

Motion: Motion by Nicole Drumhiller to approve the proposed amendments in G-1 of Agenda Memo G. Second. Motion carried.

G-2, proposed bylaw amendments, contains revisions to the definitions to remove all instances of Council on Higher Education Accreditation or CHEA.

Motion: Motion by Gary Johnson to approve the proposed amendments in G-2 of Agenda Memo G. Second. Motion carried.

G-3, Article 21.9.3, contains revised language to remove CHEA information, revised language to remove IFSAC Administration representation on the Committee, and adding language to the committee's charge. The Committee on Rules found the last sentence of the proposed new language for 21.9.3 (A)(1) is repetitious and recommends removal of the last sentence.

Motion: Motion by Nicole Drumhiller to approve the proposed amendments for 21.9.3 for G-3 of Agenda Memo G as recommended by the Committee on Rules. Second. Motion carried.

Proposed policies (Agenda Memo K and Agenda Memo M)

Agenda Memo K, proposed amendments, Policy on Accrediting Post-Secondary Academic Certificates. The Committee on Rules recommended the following revisions to the proposal:

- Remove the definition – definitions are in the Bylaws.
- Language cleanup to match the language used in the Bylaws.
- Removal of discussion language.
- Removal of examples.

Motion: Motion by Nicole Drumhiller to approve Agenda Memo K as recommended by the Committee on Rules. Second. Motion carried.

The Committee on Rules is recommending not address the proposed amendments in Agenda Memo M at this time as information does not align with the bylaws. Amendments to the policy and the bylaws should be done at the same time.

Agenda Memo M died for lack of a motion.

Vote on policies/items approved during the Congress Meeting

None.

Vote on nomination(s) made by DABOG for Emeritus Status

None.

Emerging Trends and Innovation

None discussed in the Assembly meeting.

Old Business

None.

New Business

None.

Announcements

A suggestion was made to take a group photo at the fall conference for promotional purposes. Discussion held.

Discussion held on the use of interns to help IFSAC with social media platforms. Discussion held.

Adjourn

Motion: Motion by Nicole Drumhiller to adjourn. Second. Motion carried. The Degree Assembly adjourned at 10:23 AM, Saturday, October 8, 2022.

Attendees – IFSAC Degree Assembly 2022 Fall Meeting

Saturday, October 8, 2022

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

Attendee	Entity/Institution
Benjamin, Bill	Portland Community College
Billings, Joel	Embry-Riddle Aeronautical University
Brun, Cynthia	University of Wisconsin – Oshkosh
Davis, Joel	Guildford Technical Community College
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