

Meeting Minutes
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
DEGREE ASSEMBLY

Saturday, April 15, 2023
Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

Chairperson Paula Simone calls the regular spring meeting of the Degree Assembly to order at 9:30 AM local time, Saturday, April 15, 2023. A quorum has been established.

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

Motion: Motion by Zeyad Sagr to approve the minutes for the 2022 Fall Meeting. Second. Motion carried.

Review of Agenda

Paula Simone reviewed the agenda. Elections were moved to the top of the agenda. Under New Business, add discussion on committees.

Appointment of Election Officials

Paula Simone appointed Marc Rudder and Nicole Drumhiller.

Nominations/Elections for DABOG Positions

The following were nominated for the DABOG:

E. Rob Freese
Cynthia Brun

Gary Johnson
Darrin Raskopf

Motion: Motion by Josh Crisp to close nominations for DABOG positions. Second. Motion carried.

Motion: Motion by Lee Silvi for E. Rob Freese, Cynthia Brun, Gary Johnson, and Darrin Raskopf to take by acclamation. Second. Motion carried.

Nominations/Elections for DA/DABOG Chair

The following were nominated for the DA/DABOG Chair:

Paula Simone
Marc Rudder
E. Rob Freese

Paula Simone and Marc Rudder declined nomination.

Motion: Motion by Lee Silvi to take by acclamation. Second. Motion carried.

Nominations/Elections for DA/DABOG Vice Chair

The following were nominated for the DA/DABOG Vice Chair:

Cindy Brun

Motion: Motion by Terri Wilkin to close nominations. Second. Motion carried.

Motion: Motion by Josh Crisp to take by acclamation. Second. Motion carried.

Nominations/Elections for DA/DABOG Parliamentarian

The following were nominated for the DA/DABOG Parliamentarian position:

Marc Rudder

Paula Simone

Marc Rudder declined nomination.

Motion: Motion by Terri Wilken to take by acclamation. Second. Motion carried.

Nominations/Elections for COG positions

The following were nominated for the DA COG positions:

Casey Hall

Motion: Motion by Josh Crisp to close nominations. Second. Motion carried.

Motion: Motion by Lee Silvi to take by acclamation. Second. Motion carried.

Proposed Bylaw Amendments and Policies

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

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

G-1, proposed bylaw amendments, contains revisions to Article 20.5.3 for consistency.

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

G-2, proposed bylaw amendments, contains revisions to Article 21.1 and 21.2. The Committee on Rules is recommending to strike the word “of” in 21.2.1

Motion: Motion by Darrin Raskopf to approve the proposed amendments in G-2 of Agenda Memo G as recommended by the Committee on Rules. Second. Motion carried.

G-3, proposed bylaw amendments, contains revisions to Article 21.3.1.

Motion: Motion by Gary Johnson to approve the proposed amendments for G-3 of Agenda Memo G. Second. Motion carried.

G-4, proposed bylaw amendments, contains revisions to Article 21.4.2.

Motion: Motion by Lee Silvi to approve the proposed amendments for G-4 of Agenda Memo G. Second. Motion carried.

G-5, proposed bylaw amendments, contains revisions to Article 21.5.5.

Motion: Motion by Cindy Brun to approve the proposed amendments for G-5 of Agenda Memo G. Second. Motion carried.

G-6, proposed bylaw amendments, contains revisions to Article 21.7.3.

Motion: Motion by Terri Wilkin to approve the proposed amendments for G-6 of Agenda Memo G. Second. Motion carried.

G-7, proposed bylaw amendments, contains revisions to Article 21.9.3.

Motion: Motion by Terri Wilkin to approve the proposed amendments for G-7 of Agenda Memo G. Second. Motion carried.

G-8, proposed bylaw amendments, contains revisions to Article 22.

Motion: Motion by Terri Wilkin to approve the proposed amendments for G-8 of Agenda Memo G. Second. Motion carried.

G-9, proposed bylaw amendments, contains revisions to 22.1.1. The Committee on Rules determined there was a conflict between G-9 and G-14 of the proposed amendments.

Motion: Motion by Lee Silvi to approve the proposed amendments for G-9 of Agenda Memo G. Second. Motion made by Richard Carroll to amend the amendment by adding the word “services” so it reads, *This article shall apply to the accreditation of fire, emergency services, public safety, and related postsecondary programs at the academic certificate, associate, baccalaureate, and master levels offered by colleges and universities in the United States, and at equivalent levels internationally.* Second. Motion carried.

G-10, proposed bylaw amendments, contains revisions to Article 22.5.1.

Motion: Motion by Terri Wilkin to approve the proposed amendments for G-10 of Agenda Memo G. Second. Motion carried.

G-11, proposed bylaw amendments, contains revisions to Article 22.5.3.

Motion: Motion by Lee Silvi to approve the proposed amendments for G-11 of Agenda Memo G. Second. Motion carried.

G-12, proposed bylaw amendments, contains revisions to Article 22.7.2.

Motion: Motion by Casey Hall to approve the proposed amendments for G-12 of Agenda Memo G. Second. Motion carried.

G-13, proposed bylaw amendments, contains revisions to Article 22.5.11.

Motion: Motion by Terri Wilkin to approve the proposed amendments for G-13 of Agenda Memo G. Second. Motion carried.

G-14, proposed bylaw amendments, contains revisions to Article 23. The proposed amendment is in conflict with Article 22.1.1.

Motion: Motion by Richard Carroll to approve the proposed amendments for G-14 of Agenda Memo G. Second. Motion by Lee Silvi to amend the amendment to change the language in 23.1 to mirror the approved change in 22.1.1 regarding postsecondary degrees so it reads, *The institution shall have clear and publicly stated purposes consistent with the program's mission and appropriate to an institution granting postsecondary degrees in fire, emergency services, public safety, or related fields of study.* Second. Motion carried.

Motion: Motion by Casey Hall to approve the proposed amendments for G-14 of Agenda G as amended. Second. Motion carried.

Proposed policies or procedures amendments (Agenda Memo H, Agenda Memo N and Agenda Memo P)

Agenda Memo H, proposed criteria amendments, revisions to G23.5.6 (f)

Motion: Motion by Holli Vah Seliskar to approve proposed amendments in Agenda Memo H. Second. Motion carried.

Agenda Memo N, proposed amendments, revisions to the Annual Status Report Procedures. The Committee on Rules is recommending the following changes:

- Change any reference of DABOG to Board
- Remove the verbiage “scheduled regular” so it reads, ... *next meeting*.

Motion: Motion by Lee Silvi to approve proposed amendments in Agenda Memo N as recommended by the Committee on Rules. Second. Motion carried.

Agenda Memo P, proposed amendments, revisions to DA Public Member Policy.

Motion: Motion by Casey Hall to approve proposed amendments in Agenda Memo P. Second. Motion carried.

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 Casey Hall to ratify proposed bylaw amendments in Agenda Memo E as approved by the Congress. Second. Motion carried.

Vote on policies/items approved during the Congress Meeting

A motion was made for the COG to meet prior to the deadline for submitting bylaw amendments for consideration at the fall 2023 scheduled regular meeting to develop bylaw amendments that create a governance model that enables IFSAC to move forward effectively. The motion was voted on and approved by the Congress as a whole. To take effect, the motion must also be approved by each assembly.

Motion: Motion by Terri Wilkin to ratify the motion. Second. Motion carried.

A motion was made for the COG to meet prior to the spring 2024 scheduled regular meeting to create a strategic plan that will enable IFSAC to move forward effectively. The motion was voted on and approved by the Congress as a whole. To take effect, the motion must also be approved by each assembly.

Motion: Motion by Terri Wilkin to ratify the motion. Second. Motion carried.

Committee Reports

Criteria Committee

Gary Johnson reported for the Criteria Committee:

- The Committee had a discussion on the proposed amendments in Agenda Memo G, Agenda Memo H, and Agenda Memo N.
- The Committee will be making recommendations to change the language in G23.3.5 (d) and G23.5.5 (b) from shall to should.
- The Committee will be reviewing the criteria and will make recommendations, if needed.

Motion: Motion by Cindy Brun 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 prior to the fall meeting.
- The Committee discussed the need for international meetings to bring in new members.
- The Committee had a discussion on online options for conducting meetings and the cost associated with that.
- The Committee had a discussion on including airfare/lodging for one registrant to attend meetings and include the cost into the annual fee.
- The Committee discussed getting lapel pins or name tags for site visits.
- The Committee encouraged others to promote IFSAC with other programs within their states.

Motion: Motion by Zeyad Sagr 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:

- The Committee surveyed the membership regarding virtual site visits.
- The Committee will look into changing the definition for site visits.
- The Committee is proposing for reaccreditation site visits to be conducted virtually or in-person. initial site visits or if a program has a substantive change will be in-person.

Motion: Motion by Casey Hall to accept the Hybrid and Virtual Site Visits Committee's report. Second. Motion carried.

DA Program Evaluation Information and Procedures Committee

Callie Mars reported that the DA Program Evaluation Information and Procedures Committee did not meet.

DA Academic Certificates Committee

Lee Silvi reported for the DA Academic Certificates Committee:

- The Committee discussed changing the academic certificate definition for the fall meeting.
- Lee Silvi encouraged everyone to distribute the degree completion certificate order forms to their students.

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

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

No nominations were made during the Board meeting.

Emerging Trends and Innovation

Discussion held on providing credit for credentials.

Motion: Motion by Marc Rudder to write a letter of support on credit for credentials. Second. Motion carried.

Action Item: The Criteria Committee will review the criteria regarding providing credit for credentials. Paula Simone will draft a letter of support citing our criteria regarding credit for credentials.

Committee Appointments

Bill Benjamin spoke about how IFSAC as an organization has zealously formed committees and has overcommitted its members. Many committees are continuously not able to meet quorum. A task group should be formed to look into the current committee structure. Discussion held.

Motion: Motion by Holli Vah Seliskar to create a task group to work on a definition for task group and review which committees need to be task groups to make a recommendation by the fall meeting. Second. Motion carried.

Paula Simone reviewed committee vacancies. Committee appointments will be made at a later date.

Old Business

None.

New Business

None.

Announcements

None.

Adjourn

Motion: Motion by Casey Hall to adjourn. Second. Motion carried. The Degree Assembly adjourned at 10:55 AM, Saturday, April 15, 2023.

Attendees – IFSAC Degree Assembly 2023 Spring Meeting

Saturday, April 15, 2023

Sheraton Oklahoma City Downtown Hotel, Oklahoma City, Oklahoma USA

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
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
Johnson, Gary	Central Ohio Community College
Loyd, Jason	Blinn College
Lujan, Alfred	Dona Ana Community College
Ragins, Dennis	The University of Akron
Raskopf, Darrin	College of Western Idaho
Rudder, Marc	Kentucky Fire Commission
Sagr, Zeyad	Arab Fire Safety & Security Academy
Silvi, Lee	Degree Assembly Public Member
Simone, Paula	Central Oregon Community College
Vah Seliskar, Holli	Purdue University Global
Villines, Randy	Ozarks Technical Community College
Wilkin, Terri	American Public University System

Agenda Memo	Item	Meeting Agenda	Meeting Date
E	Proposed Amendments for New Section Bylaws, COG Bylaws, and Congress Bylaws	Congress, CA, DA	April 2023

The proposed bylaw amendments in this agenda memo must be voted on in the Congress general assembly meeting by all members - amendments approved by the Congress as a whole must also be voted on and ratified in each assembly meeting in order for amendments to take effect.

Proposed additions are in blue and underlined. Proposed deletions are in red and are struck through.

Agenda Memo #: E-1	Section/Article(s): (New Section)
Submitted by: Council of Governors	New or Revision: New/Revision
Comments/Reason for proposal:	
<p>The following are proposed for a new section (article) of the IFSAC Bylaws. These are bylaws from sections of the COG, boards, Congress, and assemblies that have been merged together, and Revised as necessary, because they were identified to be the alike and/or applicable to more than one group in the organization. The new section will by numbered and titled as <i>Article 1 Bylaws of the Organization as a Whole</i>, and the article number for Bylaws of the Council of Governors (COG) will be changed from 1 to 3. Shaded text in bold italics are explanations for what has been done to make changes.</p>	

ARTICLE 1 BYLAWS OF THE ORGANIZATION AS A WHOLE

1.1 COUNCIL AND BOARDS

Revised existing 1.5.7, move to new section, and number accordingly. Remove 1.5.7 from existing location in Bylaws.

1.1.1 If the member's entity is not in good standing, the ~~individual-member~~ shall be removed from the Council and/or their respective board.

~~***1.5.7*** If the entity is not in good standing the individual shall be removed from the Council.~~

Revised existing 1.5.10 to merge 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13, move to new section, and number accordingly; remove existing 1.5.10, 1.5.10, 10.5.1(B)(1), 10.5.9, and 20.5.13.

1.1.2 Members of the Council or boards, as such, shall not receive any remuneration for their services.

~~(A) ; however, t~~The Administrative Office may reimburse the reasonable expenses of council or board members for their attendance at meetings of the Council or boards in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among a meeting of the Council the Council of Governors and Administration.

~~(B)~~ Administration ~~may~~ shall reimburse ~~the~~ public members s for reasonable expenses for their attendance at meetings ~~of the Board~~.

~~***1.5.10*** Members of the Council, as such, shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of council members for their attendance at meetings of the Council in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by a meeting of the Council and Administration.~~

~~10.5.1(B)(1) The public board member will not receive remuneration for their services. However, Administration may reimburse the public member for reasonable expenses for their attendance at meetings of the Board.~~

~~10.5.9— Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the assemblies, and Administration.~~

~~20.5.13— Members of the Board shall not receive any remuneration for their services; however, the Administrative Office may reimburse the reasonable expenses of board members for their attendance at meetings of the Board in the event of extenuating circumstances or for special meetings. Extenuating circumstances shall be determined by electronic means or conference call among the Council of Governors, the chairs of the Degree and Certificate Assembly, and Administration.~~

1.3 ELECTIONS

1.3.1 The election process will follow first-past-the-post voting process.

1.4 MEETINGS

Revised existing 1.6.1 to merge 1.6.1, 5.6.1, and 5.6.2, move to new section, number accordingly; remove 1.6.1, 5.6.1, and 5.6.2 from existing locations in Bylaws.

1.4.1 ~~A meeting~~Scheduled regular meetings of the Council, Congress, assemblies, and boards, and committees shall be held ~~during the~~ semi-annually meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and ~~printing~~distribution of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.

~~1.6.1— A meeting of the Council shall be held during the semi annual meeting of IFSAC. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and printing of the agenda. Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment.~~

~~5.6.1— Meetings shall be held semi annually; one in the spring and one in the fall. Ninety (90) days prior to the meeting, written notice of the meeting shall be published to each member. Agenda items may be provided to the Administrative Office between notification of the meeting (90 days) and distribution of the agenda (60 days). Sixty (60) days prior to the meeting, notice of the agenda shall be published in sufficient detail to enable members to form a reasoned judgment. See A.5.6.1.~~

~~5.6.2— Semi-annual meetings shall include meetings of the Congress, assemblies, Council, boards and committees.~~

Revised existing 5.6.3, move to new section, and number accordingly. Remove 5.6.3 from existing location in Bylaws.

1.4.2 Training and education for the membership shall be provided at least annually during a scheduled regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.

~~5.6.3 Training and education for the membership shall be provided at least annually during a regular meeting of IFSAC. Site visit team training shall be provided annually through in-class, distance, or hybrid learning educational methods.~~

Revised existing 1.6.2 to merge 1.6.2, 5.6.6, 10.5.14, and 20.5.17, move to new section, and number accordingly; remove 1.6.2, 5.6.6, and 10.5.14 from existing locations in Bylaws.

1.4.3 At meetings of the Council, Congress, assemblies, and boards every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws.

~~1.6.2 At meetings of the Council, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws.~~

~~5.6.6 At meetings of the Congress and assemblies, every question shall be determined by a simple majority vote of its members present and proxy votes unless specifically provided by these Bylaws. See A.5.6.6.~~

~~10.5.14 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.10.5.14.~~

~~20.5.17 At meetings of the Board, every question shall be determined by a simple majority vote of its members present unless specifically provided by these Bylaws. See A.20.5.17.~~

Revised existing 5.6.7, move to new section, and number accordingly. Remove 5.6.7 from existing location in Bylaws.

1.4.4 Administration shall keep minutes of ~~T~~the Congress, Council, assemblies, and boards ~~shall keep minutes of the proceedings of its~~ meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at their next meeting.

~~5.6.7 The Congress, Council, assemblies, and boards shall keep minutes of the proceedings of its meetings in which all actions taken are recorded. Minutes will be considered for approval by the Congress, Council, assemblies, and boards at the next meeting.~~

Revised existing 1.6.4 to merge 1.6.4, 5.6.8, 11.6.4, and 21.6.4, move to new section, and number accordingly; remove 1.6.4, 5.6.8, 11.6.4 and 21.6.4 from existing locations in Bylaws.

1.4.5 Council, Congress, assembly, and board members are responsible for ensuring that the business and activities of IFSAC ~~of the Council~~ are conducted in accordance with the provisions of these Bylaws and that the business and activities ~~of the Council~~ are appropriate for furthering the objectives stated therein.

~~1.6.4 Council members are responsible for ensuring that the business and activities of the Council are conducted in accordance with the provisions of these Bylaws and that the business and activities of the Council are appropriate for furthering the objectives stated therein.~~

~~5.6.8 Congress members are responsible for ensuring that the business and activities of the Congress are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein.~~

~~11.6.4 Assembly voting entity members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly voting entity members shall have full membership rights including the right to be elected to the Board.~~

~~21.6.4 Assembly members are responsible for ensuring that the business and activities of the Assembly are conducted in accordance with the provisions of these Bylaws and are appropriate for furthering the objectives stated therein. Assembly members shall have full membership rights including the right to be elected to the Board.~~

Revised existing 1.6.5 to merge 1.6.5, 10.5.12, and 20.5.15, move to new section, and number accordingly; remove 1.6.5, 10.5.12, and 20.5.15 from existing locations in Bylaws.

1.4.6 The Council, ~~or boards or committees~~ shall be allowed to have meetings between scheduled regular meetings. The Council or boards may take action consistent with the ~~Bylaws of the Council~~ bylaws relating to the management and operation of the activities within their purview ~~of the Congress~~ as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next scheduled regular Congress or assembly meeting.

~~1.6.5 The Council shall be allowed to have meetings between scheduled regular meetings. The Council may take action consistent with the Bylaws of the Council relating to the management and operation of the activities within the purview of the Congress as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular Congress meeting. See A.1.6.5~~

~~10.5.12 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.10.5.12.~~

~~20.5.15 The Board shall be allowed to have meetings between scheduled regular meetings. The Board may take action consistent with the Bylaws of the Board relating to the management and operation of the activities within the purview of the Assembly as they deem expedient. If action is taken during a meeting, records shall be kept and presented at the next regular meeting of the Assembly. See A.20.5.15.~~

Revised existing 1.6.6 to merge 1.6.6, 10.5.13, and 20.5.16, move to new section, and number accordingly; remove 1.6.6, 10.5.13, and 20.5.16 from existing locations in Bylaws.

1.4.7 The Council or boards, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council or respective board, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council or respective board, or individuals requested by the chairperson of the Council or board by name, shall excuse themselves from the room. And provided further, that:

(A) No binding action shall be taken while in any such executive session except for matters related to 1.~~6.2.6~~7(E)(2).

(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.

(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.

(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.

(E) Matters discussed in executive session shall be limited to:

(1) Consideration of nominations for awards to be made.

(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.

(3) Discussion of IFSAC Administration personnel matters.

(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council or bBoard to regular session. The only exception would be matters related to 1.~~6.2.6~~7(E)(2).

~~1.6.6 The Council, may, in any regular meeting or special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Council, the parliamentarian, or a member of the Committee on Rules who is not a member of the Council, or individuals requested by the chairperson of the Council by name, shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 1.6.6(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made.~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(3) Discussion of IFSAC Administration personnel matters.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the Council to regular session. The only exception would be matters related to 1.6.6(E)(2).~~

~~**10.5.13** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the CABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 10.5.13(E)(2).~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed.~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded.~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session.~~

~~(E) Matters discussed in executive session shall be limited to:~~

~~(1) Consideration of nominations for awards to be made, and~~

~~(2) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~

~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the CABOG to regular session. The only exception would be matters related to 10.5.13(E)(2).~~

~~**20.5.16** The Board may, in any regular meeting or regularly called special meeting, for the purpose of discussing certain matters privately, adopt a motion to enter into executive session; provided that, in any such motion proposing an executive session, the general nature of the discussion to be held and a limitation as to the time permitted for the discussion shall be specified. Upon the adoption of any such motion, all persons not members of the Board, the parliamentarian or a member of the Committee on Rules who is not a member of the Board of Governors, or individuals requested by the chairperson of the DABOG by name shall excuse themselves from the room. And provided further, that:~~

~~(A) No binding action shall be taken while in any such executive session except for matters related to 20.5.16(E)(2);~~

~~(B) No topic(s) other than that (those) specified in the original motion authorizing the executive session shall be discussed;~~

~~(C) The time limit specified in the original motion authorizing the executive session shall not be exceeded;~~

~~(D) No minutes shall be kept and no recordings shall be made of any discussion occurring in an executive session; and~~
~~(E) Matters discussed in executive session shall be limited to:~~
~~(F) Consideration of nominations for awards to be made.~~
~~(G) Allegations or complaints of wrongdoing in office of elected officers, member organizations, agents, or employees.~~
~~(F) Any action(s) resulting from or out of any discussion held in executive session shall be taken immediately upon the return of the DABOG to regular session. The only exception would be matters related to 20.5.16(E)(2).~~

ARTICLE 1.5 AMENDMENTS

Revised existing 1.7.1 to merge 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1, move to new section, and number accordingly; remove 1.7.1, 5.9.1, 10.6.1, 11.8.1, and 21.8.1 from existing locations in Bylaws.

1.5.1 Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress or assemblies.

~~**1.7.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special meeting of the Congress.~~

~~**5.9.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Congress meeting.~~

~~**10.6.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**11.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

~~**21.8.1** Amendments to these Bylaws must be proposed in writing and submitted to the Administrative Office at least sixty (60) days prior to a regular or special Assembly meeting.~~

Revised existing 1.7.2 to merge 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2, move to new section, and number accordingly; remove 1.7.2, 5.9.2, 10.6.2, 11.8.2, and 21.8.2 from existing locations in Bylaws.

1.5.2 Properly proposed amendments to these Bylaws shall be ~~balloted~~ voted on at Congress or assembly meetings. They shall require a two-thirds majority vote of the members present and voting for adoption.

~~**1.7.2** Properly proposed amendments to these Bylaws shall be balloted at Congress meetings. They shall require a two-thirds majority vote of the members present and voting for adoption. (First and second sentence of existing 1.7.2)~~

~~**5.9.2** Properly proposed amendments to these Bylaws shall be voted on at Congress meetings. They shall require a majority vote of the Congress to be referred to each assembly for concurrence.~~

~~**10.6.2** Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a two-thirds majority vote of the voting entity members present and voting.~~

~~11.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings. They shall require a vote of two-thirds of the members present and voting for adoption.~~

~~21.8.2 Properly proposed amendments to these Bylaws shall be balloted at Assembly meetings at which a quorum is present. They shall require a two-thirds majority vote of the members present and voting.~~

Revised existing 1.7.2 to merge 1.7.2 and 5.9.3, move to new section, and number accordingly; remove 1.7.2 and 5.9.3 from existing locations in Bylaws.

1.5.3 Once a bylaw amendment has passed the Congress, ~~Once the amendment has passed the Congress, it must be placed before~~ each assembly ~~and must~~ concurred (approve) by a two-thirds majority vote ~~of both assemblies~~ prior to taking effect.

~~1.7.2 Once the amendment has passed the Congress, it must be placed before each assembly and concurred by a majority vote of both assemblies. (Third sentence of existing 1.7.2)~~

~~5.9.3 Bylaw amendments must be concurred (approved) by all assemblies prior to taking effect.~~

Revised existing 1.7.3 to merge 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3, move to new section, and number accordingly; remove 1.7.3, 5.9.4, 10.6.3, 11.8.3, and 21.8.3 from existing locations in Bylaws.

1.5.4 Any amendments to these Bylaws ~~passed by the Congress and concurred by a majority vote of the assemblies~~ shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.

~~1.7.3 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~5.9.4 Any amendments to these Bylaws passed by the Congress and concurred by a majority vote of the assemblies shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~10.6.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~11.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

~~21.8.3 Any amendments to these Bylaws passed by the Assembly shall take effect immediately upon completion of the meeting at which they are approved unless otherwise specified.~~

Revised existing 21.5.6 to merge 21.5.6 and 11.5.6, move to new section, and number accordingly; remove 21.5.6 and 11.5.6 from existing locations in Bylaws.

Add new language to reference mentoring program Criteria, move goals (A through F) to mentoring program criteria, and remove from Bylaws.

~~ARTICLE X.X TITLE~~ ARTICLE 1.6 MENTORING PROGRAM

~~1.6.1~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor.~~ IFSAC shall have a mentoring program administered per the Mentoring Program Criteria. ~~The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~21.5.6~~ ~~Mentoring Program. All new members and/or new representatives to the IFSAC Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(F) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

~~11.5.6~~ ~~Mentoring Program. All new members to the Assembly will be assigned a mentor. The goals of the mentoring program are to:~~

- ~~(A) Accelerate the new member's understanding of IFSAC.~~
- ~~(B) Provide new IFSAC members with information to enhance their IFSAC meeting (C) experience.~~
- ~~(C) Provide guidance relating to the procedures and processes used in IFSAC.~~
- ~~(D) Provide ongoing advice and support to facilitate the new member's progression through (E) accreditation.~~
- ~~(E) Provide a source of help and advice on all aspects of the member's role in IFSAC.~~
- ~~(G) Support the transfer of knowledge acquired through training seminars into application leading to accreditation.~~

Revised existing 12.7 (including 12.7.1, 12.7.2, 12.7.3) to merge with 22.10 (22.10.1, 22.10.2, 22.10.3), move to new section, and renumber accordingly; remove 12.7 and 12.10 from existing locations in Bylaws

ARTICLE 1.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS ~~BY AND FOR THE CERTIFICATE ASSEMBLY~~

1.7.1 All submissions to and documents prepared by and for the Congress or Assemblies shall be in the English language.

1.7.2 All meetings and records of the ~~Board and Assembly~~ COG, Congress, assemblies, and boards shall be conducted and recorded in the English language.

1.7.3 All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the ~~respective COG, Congress, assemblies, and boards~~ assembly.

~~ARTICLE 12.7 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE CERTIFICATE ASSEMBLY~~

~~**12.7.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**12.7.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**12.7.3** All costs for translation of documents or meetings shall be borne by the entity submitting or receiving the information or attending the meeting unless otherwise provided for by action of the Assembly.~~

~~ARTICLE 22.10 LANGUAGE FOR PREPARATION OR SUBMISSION OF DOCUMENTS BY AND FOR THE DEGREE ASSEMBLY~~

~~**22.10.1** All submissions to and documents prepared by and for the Assembly shall be in the English language.~~

~~**22.10.2** All meetings and records of the Board and Assembly shall be conducted and recorded in the English language.~~

~~**22.10.3** All costs for translation of documents or meetings shall be borne by the institution submitting or receiving the information or attending the meeting, unless otherwise provided for by action of the Assembly.~~

Agenda Memo #: E-2	Section/Article(s): Definitions
Submitted by: Council of Governors	New or Revision: New
Comments/Reason for proposal: To define how elections are done. This is the procedure that has been used for elections, but has not been in the Bylaws as the official method.	

First-Past-the-Post-Voting: [IFSAC] First-past-the-post voting methods can be used for single- and multiple-member electoral divisions. In a single-member election, the candidate with the highest number (but not necessarily a majority) of votes is elected. In a multiple-member election (or multiple-selection ballot), each voter casts (up to) the same number of votes as there are positions to be filled, and those elected are the highest-placed candidates corresponding to that number of positions. Each candidate may only receive one vote per ballot. If a candidate's name is entered on ballot more than once, their name is counted only once. For example, if there are three vacancies, then the three separate candidates with the greatest numbers of votes are elected.

Agenda Memo #:	E-3	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	New
Comments/Reason for proposal:			
Administration requested definition for <i>good standing</i> since this term is used in bylaws and other documents.			

Good Standing: [IFSAC] An entity that is in compliance with all bylaws, policies, and procedures.

Agenda Memo #:	E-4	Section/Article(s):	Definitions
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Remove time of year for when scheduled regular meetings are held. This is included in the Meeting Policy.			

Meeting, Scheduled Regular: [IFSAC] A scheduled regular meeting is a semi-annual meeting of the Congress, COG, CABOG, DABOG, Certificate Assembly, and ~~for~~ Degree Assembly, ~~held in the spring and fall.~~

Agenda Memo #:	E-5	Section/Article(s):	1.5.4
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting. Also, this allows for a position for an unexpired term to be held as soon as possible.			

1.5.4 In the event of a vacancy occurring on the Council, the replacement process shall be:
(A) The chairperson of the respective assembly will appoint a replacement from the members of its assembly to serve until its next ~~spring~~ scheduled regular meeting.

(B) Any assembly in which a vacancy occurs must elect a new member to the Council to fill the unexpired term at its next ~~spring~~ scheduled regular meeting.

Agenda Memo #:	E-6	Section/Article(s):	1.6.3
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Duplication. This is also with 1.5.1(C).			

~~**1.6.3**—The administrative member of the Council shall not vote on any question put before the Council except to break a tie vote.~~

Agenda Memo #:	E-7	Section/Article(s):	5.4.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
None.			

5.4.2 The Congress, in pursuit of its objectives, shall conduct appropriate operations. Such operations will be based on an assessment of ~~the needs and shall be carried out without remuneration to its members.~~

Agenda Memo #:	E-8	Section/Article(s):	5.10.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal:			
Addresses what is done if there is a vacancy of a committee member or the chair or vice-chair of a committee.			

5.10.2 Standing committees of the Congress shall be composed of three members from each assembly to be appointed by the chairperson of the board of governors of each assembly unless otherwise specified. The chairperson and vice-chairperson shall be elected by members of the committee from among its membership at the fall meeting and shall serve three-year terms.

(A) Appointments shall be for a term of three years.

(B) Appointments will be made within 30 days of a vacancy.

(C) In the event of a vacancy on the committee, the chairperson of the respective board shall appoint a person to complete the remainder of the three (3) year term.

(D) In the event of a permanent vacancy of the chair or vice-chair, the members of the committee shall elect a person to complete the remainder of the three (3) year term vacated.

(E) Committee members may be removed for cause by the respective chairperson of the board of governors.

Agenda Memo #:	E-9	Section/Article(s):	5.10.5
Submitted by:	Bill Slosson and IFSAC Administration	New or Revision:	New
Comments/Reason for proposal:			
The proposed bylaw creates a new section in 5.10.5, establishing the Meetings and Travel Committee as a Committee of the Congress.			

5.10.5 Standing Committees

(H) Meetings and Travel Committee – The Meetings and Travel Committee shall consist of three members each from the Certificate Assembly and the Degree Assembly. The Chair may appoint ex-officio members as necessary to conduct the business of the committee. The committee shall work with Administration to develop and maintain criteria for the locations of scheduled regular meetings. The committee shall assist Administration in soliciting and reviewing meeting host proposals. The committee shall work with Administration to review and update travel policies with respect to meetings and site visits, in accordance with Oklahoma State University travel policies (where applicable). The Meetings and Travel Committee shall report its findings and recommendations through the Council of Congress.

Agenda Memo #:	E-10	Section/Article(s):	9.7.2
Submitted by:	Council of Governors	New or Revision:	Revised
Comments/Reason for proposal:			
Consistency. See definition for Scheduled Regular Meeting.			

9.7.2 All IFSAC scheduled regular meetings shall be scheduled or canceled through Administration with consultation from the COG.

Agenda Memo	Item	Meeting Agenda	Meeting Date
G	DABOG & DA Bylaw Proposals	Degree Assembly	April 2023

Proposed additions are in blue and underlined. Deletions are in red and are struck through.

Agenda Memo #: G-1	Section/Article(s): 20.5.3
Submitted by: Council of Governors	New or Revision: Revision
Comments/Reason for proposal: Consistency. See definition for Scheduled Regular Meeting. Also, this allows for a position for an unexpired term to be held as soon as possible.	

20.5.3 If a vacancy occurs on the Board, the replacement process shall be:

(A) The chairperson of the Board will appoint a replacement from a member entity to serve until the next ~~spring~~ scheduled regular meeting of the Assembly. The Assembly must elect a new board member at its next ~~spring~~ scheduled regular meeting after the vacancy occurs to fill the unexpired term.

(B) If a vacancy occurs for the public board member position the chairperson of the board will appoint a person meeting the requirements to fill the unexpired term.

Agenda Memo #: G-2	Section/Article(s): 21.1 and 21.2
Submitted by: Council of Governors	New or Revision: Revision
Comments/Reason for proposal: Change back to common name of the Degree Assembly. Nowhere is this used other than in 21.1.1, 21.2.1 and in the title of Article 22. Article 22.1 SCOPE shows the types programs the Degree Assembly will accredit.	

ARTICLE 21.1 ENACTMENT

21.1.1 This Article Number 21 shall be the Bylaws of the International Fire Service Accreditation Congress (IFSAC) Degree Assembly ~~of Fire, Emergency Management, Emergency Medical, Public Safety, and Related Degree Granting Programs.~~

ARTICLE 21.2 NAME

21.2.1 The IFSAC Degree Assembly ~~of Fire, Emergency Management, Emergency Medical, Public Safety, and Related Postsecondary Educational Programs,~~ shall hereafter be referred to as the Assembly.

Agenda Memo #:	G-3	Section/Article(s):	21.3.1
Submitted by:	DA Criteria Committee	New or Revision:	Revision
Comments/Reason for proposal: Added language to reflect current practice.			

21.3.1 The responsibilities of the Assembly are to:

- (A) Develop and/or adopt criteria for accreditation.
- (B) Establish policies and operational guidelines to be carried out by the Board.
- (C) Promote networking among postsecondary institutions that offer degree programs in fire, emergency management, emergency medical, public safety, and related disciplines.
- (D) Develop and promote an awareness among government agencies, postsecondary institutions, and those members of the public served by the accredited program regarding the accreditation system.
- (E) Identify and provide accreditation services to member entities.
- (F) Ensure the objectives of this Assembly are completed in a non-discriminatory fashion.
- (G) Utilize appropriate criteria to ensure accreditation is completed on a valid and credible basis.
- (H) Seek recognition from agencies who evaluate, accredit, recognize, or approve accrediting bodies when deemed beneficial to the assembly.

Agenda Memo #:	G-4	Section/Article(s):	21.4.2
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal: None.			

21.4.2 ~~IFSAC and the~~The Assembly, in pursuit of its objectives, shall conduct such operations as its members shall from time to time deem necessary.

Agenda Memo #:	G-5	Section/Article(s):	21.5.5
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal: Restructured the sentence.			

21.5.5 Any institution may withdraw from the Assembly by sending [to the Administrative Office](#) a written letter of resignation ~~to the Administrative Office~~.

Agenda Memo #:	G-6	Section/Article(s):	21.7.3
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal: Assembly members elect both board and council members.			

21.7.3 The Assembly shall elect [council and](#) board members ~~at its spring meeting~~.

Agenda Memo #:	G-7	Section/Article(s):	21.9.3
Submitted by:	DA Criteria Committee	New or Revision:	Revision
Comments/Reason for proposal: Reduce the number of members on the DA Criteria Committee from six to five. The Committee's workload has been reduced since the Degree Assembly's voluntary withdraw of CHEA recognition.			

21.9.3 Standing Committees

Degree Assembly Criteria Committee - This committee shall be composed of ~~six~~ [five](#) members. The Degree Assembly Criteria Committee shall ensure Degree Assembly criteria for accreditation is consistent with the mission of the Assembly. The Committee shall receive and review all proposed amendments to the criteria for accreditation for conflicts, operational concerns, and consistency with key documents-of-reference within IFSAC or promulgated by organizations or bodies to which IFSAC itself subscribes or belongs (e.g., Bylaws, NFPA 1000). The Degree Assembly Criteria Committee shall report their work during Board and Assembly meetings.

Agenda Memo #:	G-8	Section/Article(s):	Article 22 title
Submitted by:	Council of Governors	New or Revision:	Revision
Comments/Reason for proposal: Simplify. Article 22.1 SCOPE shows the types programs the Degree Assembly will accredit.			

ARTICLE 22

Policies and Procedures for Accreditation ~~of Fire, Emergency Management, Emergency Medical, Public Safety, and Related Degree-Granting Programs of~~ [by](#) the Degree Assembly

Agenda Memo #:	G-9	Section/Article(s):	22.1.1
Submitted by:	DA Criteria Committee	New or Revision:	Revision

Comments/Reason for proposal:

Change to the scope to reflect current practice.

ARTICLE 22.1 SCOPE

22.1.1 This article shall apply to the accreditation of fire, emergency ~~services-management, emergency-medical~~, public safety, and related ~~postsecondary programs offered by postsecondary degree-granting institutions.~~ at the academic certificate, associate, baccalaureate, and master levels offered by colleges and universities in the United States, and at equivalent levels internationally.

Agenda Memo #: G-10

Section/Article(s): 22.5.1

Submitted by: DA Criteria Committee

New or Revision: Revision

Comments/Reason for proposal:

Procedures should be removed from the Bylaws and placed into procedures document. The proposed removal from the Bylaws already exists in the Annual Status Report Procedures (see AM-N). Consolidation into one procedural document reduces the possibility of conflicting information when changes are made.

22.5.1 The Assembly shall establish and publish criteria for program degree and academic certificate accreditation. The criteria for degree accreditation shall be the process, standard and criteria used by evaluation teams for review and evaluation of institutional postsecondary educational programs for accreditation, and shall form the basis for evaluation team training programs.

(A) Accredited programs must continue to meet the Criteria for Accreditation after accreditation and reaccreditation. Failure to meet accreditation criteria shall result in withdrawal of accreditation ~~as provided for in these Bylaws.~~

(B) Accredited entities shall complete and submit an Annual Status Report each year per the annual status report procedures. ~~that is due July 1st of each calendar year. If an accredited program fails to meet accreditation criteria after accreditation/reaccreditation or fails to submit the Annual Status Report (or if information in that report does not meet established criteria), IFSAC Administration will follow the process identified in 22.5.1 (C).~~

~~(C) Accredited On Notice: When an accredited program fails to meet accreditation criteria, an "accredited on notice" shall be issued by the Administrative Office. When an agency fails to submit the Annual Status Report, the Administrative Office shall issue an "accredited on notice" the first business day following July 1st. An "accredited on notice" will not affect the accreditation status of the agency.~~

~~(1) Agencies can be on notice no longer than 30 days.~~

~~(2) Probation: When an agency fails to respond to an "accredited on notice" from the Administrative Office, the accredited agency will be placed on probation for a period not to exceed 30 days. A Notice of Probation shall be sent to the program administrator and highest~~

~~ranking institution office using a verifiable delivery receipt method. A Notice of Probation will not affect the accreditation status of the agency.~~

~~(3) Recommendation to Withdraw Accreditation: When an agency fails to respond to a Notice of Probation and remains in noncompliance with accreditation criteria for the Annual Status Report requirements, the accredited agency will be notified of a Recommendation to Withdraw Accreditation. A Recommendation to Withdraw Accreditation shall be sent to the program administrator, highest ranking institution office, and DABOG using a verifiable delivery receipt method.~~

~~(4) Formal Withdrawal of Accreditation: When an agency fails to respond to a Recommendation to Withdraw Accreditation, then the agency's accreditation status will be voted on by the DABOG at the fall meeting.~~

~~(5)~~ (1) In the event of national emergencies within our member countries, delays in submitting the program's Annual Status Report shall be considered on a case-by-case basis. These emergencies can include natural and man-made disasters, pandemics, interruptions to critical infrastructure, et al.

Agenda Memo #:	G-11	Section/Article(s):	22.5.3
Submitted by:	DABOG	New or Revision:	Revision
Comments/Reason for proposal: Simplify. The text proposed for deletion is covered in the first sentence.			

22.5.3 All accreditations or reaccreditations shall be for a term of five (5) years. The five (5) year period shall begin on the date that accreditation is granted by the DABOG ~~and end at the conclusion of the fifth anniversary date of that accreditation~~. This applies to all accreditation scenarios including initial accreditation, reaccreditation, a conditional accreditation, a provisional accreditation, or any extension period(s).

Accredited programs should make their best effort to be prepared for a reaccreditation site visit based upon the five (5) year period from their prior visit. This will aid the Administrative Office with scheduling site visits within workable time parameters.

Agenda Memo #:	G-12	Section/Article(s):	22.7.2
Submitted by:	Council of Governors	New or Revision:	
Comments/Reason for proposal: Consistency. See definition for Scheduled Regular Meeting.			

22.7.2 Proposals to amend or revise the accreditation criteria may be offered and discussed fully at any [scheduled](#) regular or special meeting of the Assembly.

Agenda Memo #:	G-13	Section/Article(s):	22.5.11
Submitted by:	Paula Simone on behalf of the DABOG	New or Revision:	Revision
Comments/Reason for proposal: Proposed changes to improve the extension process.			

22.5.11 Extensions of reaccreditation will be considered by the DABOG upon request by the program.

(A) A program may be granted an extension of reaccreditation by the DABOG upon showing of circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit. Initial request for extension must be submitted no later than thirty-one (31) days prior to their initial accreditation date. A second request for extension must be submitted no later than six (6) months following the initial extension granted by the DABOG.

~~(B) (1) A program may be granted an extension of reaccreditation by the DABOG until the following Board meeting. A second extension of reaccreditation may be granted by the DABOG upon showing of a good faith effort to prepare for the reaccreditation visit. No extension, or combination of extensions, of the reaccreditation may exceed one (1) year, and if reaccreditation is granted, the five (5) years will be based upon the original reaccreditation date.~~

~~(C) (B)~~ Failure to attain accreditation within one (1) year of the original accreditation date prior to the DABOG meeting following the second extension of accreditation will result in loss of accreditation status.

Agenda Memo #:	G-14	Section/Article(s):	Article 23 title
Submitted by:	Council of Governors	New or Revision:	
Comments/Reason for proposal: Simplify. The text proposed for deletion is repeated in 23.1.			

ARTICLE 23

Principles of Accreditation ~~of Fire, Emergency Management, Emergency Medical, Public Safety, and Related Degree-Granting Programs~~ of the Degree Assembly

23.1 The institution shall have clear and publicly stated purposes consistent with the program's mission and appropriate to an institution granting postsecondary degrees in fire, emergency ~~managementservices, emergency medical,~~ public safety, or related fields of study.

Agenda Memo	Item	Meeting Agenda	Meeting Date
H	DA Criteria Revisions	DABOG/Degree Assembly	April 2023

Proposed deletions are struck through.

Proposed Amendment(s) #: H Article(s): G23.5.6 (f) New or Revision: Revision Submitted by: DA Criteria Committee Comments/Reason for proposal: <i>Revisions for the DA Criteria to remove the requirement to report program outcomes and program student achievement in the Annual Status Report.</i>
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G23.5.6 OUTCOMES ASSESSMENT AND STUDENT ACHIEVEMENT

Definitions related to G23.5.6 (a) and G23.5.6 (b):

Student Outcomes: Student outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills and behaviors that students acquire as they progress through the program.

Assessment: Assessment is one or more processes that identify, collect and prepare data to evaluate the attainment of student outcomes. Effective assessment uses relevant direct, indirect, quantitative and qualitative measures as appropriate to the outcome being measured. Appropriate sampling methods may be used as part of the assessment process.

- (a) The program shall have written program outcomes that successful students will possess upon completion of the degree or program of study.
- (b) The program shall demonstrate that the outcomes assessments are being applied to the further development and improvement of the program.
- (c) The program shall provide reliable information to the public on their performance, including student achievement. This information shall be provided on a yearly basis.
- (d) Program outcomes and documented results for student achievement will be posted on the accredited program's website or landing page.
- (e) Program outcomes for IFSAC-DA-accredited programs shall be separated out by each respective credential (e.g., AAS, BS) as well as by program area (e.g., Emergency Services, Emergency Management).
- (f) The program shall provide reliable information to the public on their performance, including student achievement. ~~This information shall be provided to administration on a yearly basis via the annual status report~~

~~required for each accredited agency and submitted per the Annual Status Report Procedure.~~

- (g) Student achievement data shall include information from a minimum of three of the following areas:
- a. attrition and retention
 - b. graduation rates
 - c. licensure pass rates
 - d. job placement
 - e. employment advancement
 - f. transfer rates
 - g. graduate survey results
 - h. report of student performance of program outcomes

Examples of supporting documentation:

- *Documentation of the program outcomes and how the outcomes are being assessed and used to improve the program. Outcomes must be listed on the institutions program website.*
- *Other information provided to the public may include but is not limited to job placement rates, graduation rates for the program, pass rates of professional certification exams, and average starting salaries of jobs related to the program.*
- *The information must be made publicly available such as posting on the program website, college catalogs, local/regional newspapers, trade journals or publications.*
- *Two web links are required listing both a program outcomes assessment process and areas of student achievement.*
- *Website links are to lead directly to the accredited program's website or landing page; a link to general information or to an institutional website is not acceptable.*
- *For active program links for all IFSAC-DA-accredited programs shall be separated out by each respective credential (e.g., AAS, BS) as well as by program area (e.g., Emergency Services, Emergency Management).*
- *Suggestions for student outcomes data that might be used include: attrition and retention, graduation, licensure pass rates (as applicable), job placement (as appropriate), employment advancement (as appropriate), acceptance into graduate programs, successful transfer of credit, or other reliable information.*
- ~~*Annual status report is required for each accredited agency and submitted per the Annual Status Report Procedures.*~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
N	Annual Status Report Procedures	Degree Assembly	April 2023

<p>Proposed Amendment(s) #: Annual Status Report Procedures</p> <p>New or Revision: Revision Submitted by: DA Criteria Committee</p> <p>Comments/Reason for proposal: Revisions to Annual Status Report Procedures (attached). Additions are in blue and underlined. Deletions are in red and struck through.</p>

See Following Pages.

Annual Status Report Procedure

An Annual Status Report is required for each accredited ~~agency~~ program. The Annual Status Report document is provided ~~to each accredited agency~~ by the Administrative Office ~~January~~ on April 1st of each calendar year and is due ~~April~~ July 1st of each calendar year.

If a program fails to submit an Annual Status Report, IFSAC Administration will follow the steps below:

1. ~~Accredited On Notice~~ — ~~w~~ When an ~~agency~~ accredited program fails to submit the Annual Status Report, the Administrative Office shall issue a deficiency notice the first business day following ~~July~~ April 1st. An accredited ~~on~~ notice will not affect the accreditation status of the ~~program~~ agency.
 - a. ~~Agencies~~ A program can be on notice no longer than 30 days.
2. ~~Probation~~ — ~~w~~ When an accredited program ~~agency~~ fails to respond to an accredited on notice from the Administrative Office, the accredited ~~agency~~ program will be placed on probation for a period not to exceed 30 days. A Notice of Probation shall be sent to the program administrator and highest ranking institution office using verifiable delivery receipt method. A Notice of Probation will not affect the accreditation status of the ~~agency~~ program.
3. ~~Recommendation to Withdraw Accreditation~~ — ~~w~~ When a ~~program~~ n ~~agency~~ fails to respond to a Notice of Probation and remains in noncompliance with the Annual Status Report, the accredited ~~agency~~ program will be notified of a Recommendation to Withdraw Accreditation. A Recommendation to Withdraw Accreditation shall be sent to the program administrator, highest ranking institution office, and DABOG using verifiable delivery receipt method.
4. ~~Formal Withdraw of Accreditation~~ — ~~w~~ When an accredited program ~~agency~~ fails to respond to a Recommendation to Withdraw Accreditation and remains in noncompliance with the Annual Status Report, then the ~~agency~~ program's accreditation status will be voted on by the ~~DABOG~~ Board at the ~~next scheduled regular meeting~~ fall meeting.

Annual Status Report

INSTITUTION OR ORGANIZATIONAL NAME

MAILING ADDRESS

Mailing Address

Town/City

State

Postal Code

Country

CONTACT INFORMATION

Program Administrator

Title

Telephone Number

FAX Number

E-Mail Address

Vice President of Academic Affairs

Telephone Number

FAX Number

E-Mail Address

President

Telephone Number

FAX Number

E-Mail Address

REGIONAL OR INTERNATIONAL~~INSTITUTIONAL~~
ACCREDITATION INFORMATION

Accrediting Body

Type of Accreditation: _____ Status of Accreditation: _____

Most Recent Reaffirmation of Accreditation: _____

Next Reaffirmation of Accreditation: _____

IFSAC ACCREDITATION INFORMATION

Degree Programs Accredited:

Changes in Programs:

Provide an explanation on any significant changes in the programs listed above.

Status of Recommendations and Requirements:

Provide an explanation on how any outstanding recommendations or requirements from the last accreditation site visit have been met.

PROGRAM INFORMATION

Program Website URL:

~~Program Outcomes URL:~~

~~Program Student Learning Achievement URL:~~

Agenda Memo	Item	Meeting Agenda	Meeting Date
P	DA Public Member Policy	Degree Assembly	April 2023

Proposed additions are in blue and underlined. Proposed deletions are in red and struck through.

Submitted by:	COG and Administration
Comments/Reason for proposal: <p>At their August 2022 work session, the Council of Governors revised the Certificate Assembly and Degree Assembly public member policies so they would be more consistent with one another. At the 2022 Fall Meeting, the Committee on Rules recommended that the policies with proposed revisions should not be approved, because the policies were originally written with the text for announcements to accept nominations for public member. The following amended policy has been adapted from the original document by removing the content for the announcement for nominations and keeping the proposed amendments to the policy sections, with some additional revisions.</p>	

IFSAC Degree Assembly

Public Member Policy

This position is an elected position to the [International Fire Service Accreditation Congress \(IFSAC\) Degree Assembly Board of Governors per the IFSAC Bylaws. The public member also serves on the IFSAC Council of Governors, and as a member of the IFSAC Degree Assembly.](#)

REQUIREMENTS

1. Requirements for service by an individual desiring to be considered for the Public ~~Board~~ Member are:

a) [Applicants shall not be a current member of an institution that is otherwise eligible for corresponding for voting membership.](#)

~~a)b) they will h~~ Have a good understanding of accreditation, higher education processes, and emergency services. ~~Additional qualities are:~~

~~b)c)~~ Knowledge of NFPA standards

~~c)d)~~ A desire to serve as a consumer advocate.

~~d)e)~~ [Have the willingness to represent](#) ~~to representing~~ and protect the public interest.

~~e)f)~~ Be involved in the accreditation process for fairness and reasonable action.

[g\) Be able to travel to and attend meetings of the Degree Assembly Board of Governors, Council of Governors \(COG\), Degree Assembly, and Congress.](#)

[h\) Be able attend meetings of assigned committees.](#)

2. ~~Service on the Board requires a commitment of time therefore, you should be available to travel to both the Spring and Fall Meetings of IFSAC.~~ The Public ~~Board~~ Member will **not** receive remuneration for their services. ~~Once elected to the position, However, administration the IFSAC~~

~~Administration Office may shall~~ reimburse the Public ~~Board~~ Member for reasonable travel expenses for their attendance at meetings ~~of the Board. This position is elected to a three (3) year term by the IFSAC Certificate Assembly.~~

~~(Wording of future announcements, continued)~~ NOMINATION AND ELECTION

~~1. To be considered~~ An individual must apply for nomination, ~~by you may emailing, fax, or mailing to the IFSAC Administration Office~~ a copy of ~~your their~~ most recent resume or curriculum vitae along with a one to two page statement of ~~your their~~ philosophy on accreditation and how ~~your their~~ knowledge, skills, and abilities would allow ~~you them~~ to properly represent the public in the IFSAC accreditation process. ~~Applications for nomination must be received no later than 4:00 PM Central Time on _____ (on a date 35 days prior to the meeting).~~

~~Please note the applications for nomination will be sent to the IFSAC Degree Assembly members for review, so all information provided by the applicant will become publicly available.~~

~~The process for the elections is as follows:~~

~~1. Applicants submit their documentation to IFSAC Administration~~

~~2. All "Applications for Nomination" that have been received are distributed to the IFSAC Degree Assembly members on _____ (30 days prior to the IFSAC Annual Meeting)~~

~~3. The Membership will review the "Applications for Nominations"~~

~~4. Members of the IFSAC Degree Assembly will make their nominations for the Public Board Member from the "Applications for Nomination".~~

~~5. The standard election process following IFSAC bylaws, Policies, and Procedures as well as Robert's Rules of Order will be followed for the elections since this is a Board Position~~

~~Reference Article 20: Bylaws and Constitution of the International Fire Service Accreditation Congress Degree Assembly Board of Governors~~

~~Additionally: (1) Former Degree Assembly members should be ineligible for appointment for one year after leaving their IFSAC institution. (2) Applicants~~

~~should not be a member of an institution that is otherwise eligible for corresponding or voting membership.~~

~~Public Member DA Openings — [as amended and approved by the April 26, 2014 DA vote]~~

~~Future Public Member openings (after 2014)~~

~~2. Applications for nomination must be submitted received no later than 35-60 days before an annual a scheduled regular meeting when an opening occurs at which nominations will be made and elections held.~~

~~3. Applications for nomination will be sent distributed to the IFSAC Certificate Degree Assembly members no later than 30 days prior to the meeting for review, so all All information provided by the applicant will become publicly available.~~

~~The election process is as follows:~~

~~4. Nominations are to be made by a Degree Assembly member delegate during the Degree Assembly meeting from the applications that were received by the deadline prior to the meeting.~~

~~5. Elections will be held for those nominated following IFSAC Bylaws, policies, and procedures, as well as Robert's Rules of Order.~~

- 63 ~~a) Applicants submit their documentation to IFSAC Administration~~
- 64 ~~b) All Applications for Nomination that have been received are distributed to the IFSAC Degree~~
- 65 ~~Assembly members 30 days prior to the IFSAC Annual Meeting.~~
- 66 ~~c) The Membership will review the Applications for Nominations.~~
- 67 ~~d) Members of the IFSAC Degree Assembly will make their nominations for the Public~~
- 68 ~~Board Member from the applications for nomination and/or persons present at the~~
- 69 ~~IFSAC Annual Meeting.~~
- 70 ~~The standard election process following IFSAC bylaws, policies, and procedures as well as Robert's~~
- 71 ~~Rules of Order will be followed for the elections since this is a board position.~~