

## CASCE BOARD OF DIRECTORS IN-PERSON AND ZOOM MEETING MINUTES

JUNE 3-4, 2024

**Members participating in this meeting:** Dr. Colin Wilborn (in-person), Dr. Diane Bartholomew (in-person), Dr. Kathy Chappell (in-person), Ms. Marissa Wehr (in-person), Mr. Bob Jones (in-person), Dr. N. Travis Triplett (in-person), Dr. Brent Alvar (Zoom) Mr. Ryoji Abe (Zoom).

**Also Present at times:** CASCE Staff: Todd Miller (in-person), Linda Aaberg (in-person), Christa Patterson (in-person), Haley Woeller (in-person), NSCA Staff: Michael Massik (Zoom), Lee Madden (Zoom), Keith Cinea (Zoom), Lori Stikeleather (Zoom)

The meeting of the CASCE Board of Directors was called to order at 8:53 AM CST on Monday, June 3, 2024, by Dr. Colin Wilborn, CASCE Chair at Mary-Hardin Baylor University in Belton, TX. A quorum was present.

### CONSENT AGENDA

**The following motion was adopted by unanimous consent:**

**2024-6-3-01-** Approval of the March 5, 2024, Zoom Board Meeting Minutes

**Adopted Motion:** That the Board of Directors approve the minutes from March 5, 2024, board meeting as distributed.

### NSCA REPORT

The NSCA Board President gave a report on NSCA initiatives, highlighting strong membership, thriving international presence, and successful certification programs. The organization is also focusing on marketing, education, and videography, with ongoing support for certification standards.

### FINANCIAL REPORT

A brief financial update was given, noting that expenses are under budget and the organization is committed to successfully managing new budgeting challenges. Additionally, an outside marketing firm has been hired without passing costs to CASCE.

## MARKETING REPORT

A brief marketing report highlighted changes in campaigns, including hiring a new firm to enhance CASCE accreditation and CSCS certification. Plans are underway for a separate CASCE website, an Email Nurture Program, and a new webinar on the accreditation process.

## PROGRAM REPORT

An update on the status of program applicants was provided.

- 13 programs accredited (3 programs have a 3-year accreditation)
- 13 programs currently in decision-making for accreditation
- 26 programs currently working through their self-study (included are 3 programs that deferred from the previous cycle)
- 2023 Applicants
  - 3 total
  - 8 withdrew
  - 1 deferred to the next cycle

Discussed creating an accreditation workshop at a small cost to help programs prepare for their application:

- A previous 2-hour workshop at the conference was very successful, with many quality questions asked.
  - Consider offering an advisory review for a fee.
  - Workshops can include information on the standards and examples, but accreditors cannot discuss how to comply.

## ACCREDITATION ACTIONS

Accreditation actions discussion for programs in the 2022 applicant cycle.

### Motions

- To include the following programs: (1) Florida Southern College- Undergraduate Program, (2) Indiana University of Pennsylvania- Graduate Program, (3) Ithaca College- Undergraduate Program, (4) North Central College- Undergraduate Program, (5) SUNY Brockport- Undergraduate Program, (6) University of Central Florida- Undergraduate Program, (7) University of Mary- Undergraduate Program, (8) Winona State University- Undergraduate Program  
**2024-6-3-02-** That the Board of Directors approve 5-year initial accreditation status for the programs list above.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Kathy Chappell
- Fitchburg State University- Undergraduate Program  
**2024-6-3-03-** That the Board of Directors approve Deferred Action status with a response due within 6 months.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** N. Travis Triplett

- King’s College- Undergraduate Program  
**2024-6-3-04-** That the Board of Directors approve, 3-year initial accreditation status with a progress report due within 6 months.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** N. Travis Triplett
- Mississippi State University- Undergraduate Program  
**2024-6-3-05-** That the Board of Directors approve denial of accreditation.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Bob Jones
- Wittenberg University- Undergraduate Program  
**2024-6-3-06-** That the Board of Directors approve Deferred Action status with a response due within 6 months.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Bob Jones  
**Abstention:** Colin Wilborn
- Chadron State College- Undergraduate Program  
**2024-6-3-07-** That the Board of Directors approve a change in accreditation status from 3-year initial accreditation to 5-year initial accreditation.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Bob Jones
- Texas A&M University Corpus Christi- Undergraduate Program  
**2024-6-3-08-** That the Board of Directors approve a change in accreditation status from 3-year initial accreditation to 5-year initial accreditation.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Kathy Chappell
- Texas A&M University Corpus Christi- Graduate Program  
**2024-6-3-09-** That the Board of Directors approve change in accreditation status from 3-year initial accreditation to 5-year initial accreditation.  
**Proposed by:** Diane Bartholomew **Vote:** Passed  
**Seconded by:** Marissa Wehr  
**Abstention:** N. Travis Triplett

Note: No decision rendered for University of Montevallo- Undergraduate Program

- No response was received from the program at the time of the board meeting.



**Seconded by:** Bob Jones

- **2024-6-3-12-** Changes to the Conflict-of-Interest criteria.  
**Adopted Motion:** That the Board of Directors approve to removing “reviewers from the same state” from the criteria for Conflicts of Interest.  
**Proposed by:** N. Travis Triplett                      **Vote:** Passed  
**Seconded by:** Marissa Wehr
- **2024-6-3-13-** Approve the Annual Reports criteria.  
**Adopted Motion:** That the Board of Directors approve the Annual Report criteria as distributed.  
**Proposed by:** Diane Bartholomew                      **Vote:** Passed  
**Seconded by:** Bob Jones

## STANDARDS COMMITTEE REPORT

The Standards Committee Liaison presented to the board on minor revisions to the standards. The revisions were discussed, and the board acknowledged the updates. A full revision of the standards is scheduled for 2027.

### Motions

- **2024-6-3-14-** Approve minor changes made to the standards.  
**Adopted Motion:** That the Board of Directors approve the minor changes made to the standards as discussed and distributed.  
**Proposed by:** Marissa Wehr                                      **Vote:** Passed  
**Seconded:** Bob Jones
- **2024-6-3-15-** Review the pass rate requirement in standard IV.F.  
**Adopted Motion:** That the Board of Directors direct the Standards Committee to pursue a critical substantive change to the pass rate in standard IV.F. removing first-time pass rates as discussed.  
**Proposed by:** Marissa Wehr                                      **Vote:** Passed  
**Seconded by:** Bob Jones.

## DISCUSSION ITEMS

### Update on Certification Committee

- The Certification Committee has officially decided to update the language for CSCS degree requirements, beginning in 2030, to identify CASCE as the NSCA-approved accrediting agency.
- Requirements for AT/PT exam candidates
  - A different pathway will not be created. They must follow the same requirements to receive their CSCS starting in 2030.
- International Candidates will need to meet the same requirements to receive their CSCS but will have an extension past 2030 to ensure there is time to put those requirements in place.

## Appeals Policy

- **2024-6-3-16-** Approve the Appeals Policy.

**Adopted Motion:** That the Board of Directors approves the newly established Appeals Policy as distributed.

**Proposed by:** N. Travis Triplett

**Vote:** Passed

**Seconded by:** Diane Bartholomew

- An Appeals Panel will be necessary. It is recommended to appoint the panel as needed to avoid any potential conflicts of interest within the committee. Additionally, maintaining a running list of individuals who have previously served on the CASCE Board of Directors, committee, or as CASCE Peer Reviewers is advised.

## Term Expirations- July 2025

- An update was provided on expiring terms for Board Members, ARC and Standards Committee members.

## Volunteer Positions

- An update was provided on applications received for open volunteer positions. Applications close on June 30, 2024.

## National Conference

- 2 sessions, which will include a typical one-hour question and answer sessions, along with a two-hour workshop.
- The CASCE booth will be relocated to a new location to enhance visibility and attract more foot traffic.

## STRATEGIC PLANNING

- The discussion on strategic planning was resumed from September 2022.
- Restructuring of Standing Committees
  - It was proposed to restructure the standing committees to include both a chair and a liaison.
  - To facilitate smooth transitions within the board and committees, it was noted that the bylaws do not prohibit a board member from serving on a standing committee.
  - It was suggested that acting board members should not serve as chairs on standing committees.
- Volunteer Application Deadline
  - It was recommended that the deadline for volunteer applications be moved to May 31 in future years. This change is intended to allow more time to elect new members before the terms of current board or standing committee members expire.
- Selection of New Peer Reviewers
  - The ARC will be responsible for selecting new peer reviewers.

## NEXT MEETING

- No specific plans for the next meeting were discussed during this session. The agenda for the upcoming meeting will be finalized and communicated to the board members in due course.

This meeting adjourned at 4:03 PM CST.