

10/20/22 ACEND Board Information Session Q&A

Q: Is the application to become a Board member on the website?

A: The application to become a Board member is not posted on the website, as there are specific eligibility requirements to apply. To receive an application or to confirm your eligibility, please email acendnominations@eatright.org.

Q: If you serve on the Board do you complete program reviews as a program reviewer at the same time?

A: We try to avoid scheduling our Board members on site visits as they are contributing their volunteer hours towards the Boards work.

Q: Is there a minimum time to serve on the Board?

A: Serving on the ACEND Board is a four-year commitment for program representatives and practitioners. The term is three years for public members and two years for student representatives.

Q: What committees do Board members serve on?

A: ACEND committees include the Nominating Committee, Standards Committee, Accreditation Committee, ad-hoc Technology Committee, Executive Committee (ACEND Chairs only), and Noteworthy Practice Committee. Most Board members serve on only one committee or have minor roles on other committees.

Q: What are the dates of the June in-person Program Reviewer Training?

A: All new Board members attend the Program Reviewer Training and Competency Based Education (CBE) Training (if this has not been previously completed) during their first term on the Board. The 2023 in-person program reviewer training is scheduled for June 13-14, 2023. New Board members also attend two one-hour virtual orientations in May-June that cover Board information such as policies and committee work.

Q: Could you describe a typical board meeting. For example, length of time and the work that is done?

A: The Board meets in person twice a year at the end of January and mid-to end July in the Chicago area. All other monthly meetings are held by teleconference. Teleconference board meetings are 1.5 hours; however, there are two-hour meetings held twice a year (October and April) to allow more time for program review. ACEND staff prepares the materials for Board review in advance of each meeting. After review and discussion by the Accreditation Committee, programs are either placed on the consent or discussion Board agenda. Board members are expected to review the Program Summary reports with review team and Accreditation Committee recommendations related to the programs being discussed in advance of the meeting. All program documents are also provided for reference, when needed. The ACEND Chair runs the meeting and different program representatives present the programs on the agenda for discussion followed by a Board vote on the final accreditation decision for the program. Anyone with a program conflict must recuse themselves and be absent during the discussion. During Board meetings, Board committees also present updates on their work. In-person meetings are three days (Wednesday-Friday) during which program accreditation decisions are made; in addition, during in person Board meetings, the Board engages in generative discussion in small and large groups. **ACEND covers the cost of travel for all activities related to the Board.**

Q. Can you be a retired educator and serve on the board?

A: Yes, retired educators and practitioners are able to serve on the Board as a Program Representative. One of the eligibility requirements is that retired educators and practitioners have been employed in nutrition and dietetics education or practice within the past four years. Please note you must meet previous eligibility requirements including serving as a Program Reviewer for at least three years. The qualifications and requirements for educators and practitioners for the Board Program Representative position are:

ACEND Program Representative

(a) General qualifications

- i. Credentialed as a Registered Dietitian Nutritionist by the CDR
- ii. Academy of Nutrition and Dietetics membership preferred.
- iii. Hold a master's or higher degree.
- iv. Current or recent professional leadership in program assessment as evidenced by a minimum of 3 years as a site reviewer OR programmatic review experience for other professional organizations, if not a current or recent ACEND reviewer.
- v. Actively involved in education or practice as evidenced by one or more of the following requirements:

1. Currently employed in nutrition and dietetics education or practice.
 2. Employed in nutrition and education or practice within the past 4 years.
- vi. Experience such as program director, faculty or coordinator in the program type they represent. Representative-at-large can have experience in any program type.
- vii. Show evidence of commitment to quality nutrition and dietetics education programs as evidenced by:
1. Reviewer in good standing and no formal complaints being processed or outstanding.
 2. Timely with reviewer commitments
 3. If a program director, program is not on probation.

(b) Requirements:

- i. Time available to review and evaluate ACEND materials and to complete other ACEND board responsibilities as assigned. This office requires a minimum of 6 days for travel and attending scheduled meetings; and at least the equivalent of 20 8-hour workdays for reviewing documents, meeting preparation and other program representative responsibilities.
- ii. Ability to work closely with/through ACEND staff in order to promote/strengthen continuity from year to year and to facilitate communication.
- iii. Ability to be impartial in the decision-making process.
- iv. Program representatives are elected by the ACEND board.
- v. Program representatives serve for four years. The first year as representative-elect and at the close of the program year become program representatives for three years as voting members of the ACEND board.
- vi. Terms of program representatives are staggered.
- vii. Program representative responsibilities may include participation on committees and assistance with ACEND activities, such as reviewer training, workshops, and forums on accreditation.