Advanced Education Committee			
Agenda			
January 23, 2017	12:00-12:50 p.m. Deans Conference Room		
Dr. Anne Williamson, Chair Dr. Matthew Geneser, Vice-Chair	Recorder: Ms. Laurer	n Moniot	
Lunch will be served.			
Agenda Items		Responsible Individual	
1. Approval of the December 19, 2016 Minutes		Williamson	
2. Report "Referral Letters" – Update		Geneser	
3. Records Retention – discussion for a new policy		Garcia/Solow	
 4. Orientation Discussion – Advanced Programs Ethics 		Williamson	
5. Course Evaluations - report		Krupp	
 COD Graduate Handbook, Department Policies & Procedures Manual 		Williamson	
7. Comments/Updates		Committee	
8. Next Meeting: February 27, 2017			

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	WG: Industry Access Guidelines		

Advanced Education Committee (2016-2017):

Anne E. Williamson, Chair Veeratrishul Allareddy Howard J. Cowen Steven L. Fletcher Matthew K. Geneser, Vice Chair Sandra Guzman-Armstrong Ryan W. Hill Julie Holloway Kecia Leary Rodrigo Rocha Maia Gustavo Avila-Ortiz Thomas E. Southard Sherry Timmons John J. Warren	Ex Officio: Brad A. Amendt, Associate Dean for Research Lily T. Garcia, Associate Dean for Education Catherine Solow, Associate Dean for Student Affairs Joan T. Welsh-Grabin Michelle M. Krupp, Director, Education Development Marcella Hernandez, Chair International Committee
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Advanced Education Committee Minutes – January 23, 2017

<u>Members Present</u>: Drs. Anne Williamson (Chair), Matthew Geneser (Vice-Chair), Trishul Allareddy, Sandra Guzman-Armstrong, Ryan Hill, Julie Holloway, Gustavo Avila Ortiz, Rodrigo Maia Rocha, Sherry Timmons, John Warren, Lily T. Garcia, Marcela Hernandez, Dean Catherine Solow, Ms. Michelle Krupp and Ms. Joan Welsh-Grabin

<u>Members absent</u>: Drs. Howard Cowen, Steven Fletcher, Tom Southard, Brad Amendt and Galen Schneider

Guests: None

Meeting called to order at 12:05pm.

- I. Approval of December 19, 2016 minutes. No corrections noted. Motion to approve the minutes, motion approved.
- II. <u>Report "Referral Letters" -</u> Dr. Matt Geneser
 - Dr. Matt Geneser reported that AxiUm training is forthcoming in fall, including the Referral Letter Form. Although the form is in the planning stage, he hopes all will adopt it. The form should be presented to Clerkship Directors Meeting.
- III. <u>Records Retention- discussion for a new policy-</u> Dr. Lily Garcia & Dean Cathy Solow
 - The University of Iowa's Records Retention Policy states that we only need to retain documentation including the last accreditation cycle, 2011 documentation.
 - Dean Solow referenced a recent inquiry involving applicant information. Since the student was not admitted to the College of Dentistry, no records were kept for that person. Student Affairs retains limited documents, depending on how far the applicant/student made it through the admissions process. The predoctoral program keeps records for applicants that were not admitted for a period of 5 years. If there was a legal question, then it is kept longer. It would be beneficial if all postdoctoral/graduate programs were aligned to the same policy. Students have the right to ask to see their files whenever they wish. We are putting together a subgroup for best practice methods on records retention.

ACTION ITEM: Create a Work Group with Lori Kayser on developing a records retention policy for applicants. Work Group members: Dr. Williamson, Guzman, Dean Solow, and Lori Kayser.

- IV. <u>Orientation Discussion- Advanced Programs-</u> Dr. Anne Williamson
 - Ethics & Professionalism

ALL residents will be required to attend the Ethics & Professionalism lecture on June 30, 2017 from 11:30 a.m. – 1:00 p.m. on orientation day. In subsequent years, only new residents will participate.

• There was discussion regarding orientation content and whether or not the committee should have more involvement in planning. Dr. Williamson asked that everyone think about what's important and bring topic ideas to the next month.



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ACTION ITEM: Dr. Williamson will send the current orientation agenda for reference. New topic ideas will be discussed at next meeting.

- V. <u>Course Evaluations</u> Ms. Michelle Krupp
 - Background: Each program chose one course to be evaluated fall 2016. Evaluation timeframe was open from 12/9-12/15 and reports were ready at the end of December. The response rate was extremely low. Ms. Krupp noted that residents only received one reminder as opposed to three. For the next round of evaluations, faculty should encourage and remind the residents to fill out the evaluations, even if it means allotting time in class. Ms. Krupp will send out guidelines for 'best practices' with tips on increasing response rate. Efforts are made to maintain anonymity in course evaluations, even with small numbers of residents. It would be best to open course evaluations the week before finals rather than during finals week.
 - An exit survey was discussed; it might be helpful to develop a generic survey for all programs. Dr. Holloway stated she gives a paper survey. Dr. Williamson does an exit interview (goes to lunch or dinner) and reinforces that their comments are important for an open discussion.
- VI. <u>COD Graduate Handbook, Department Policies & Procedures Manual-</u> Dr. Anne Williamson
 - Dr. Williamson ran into a typo in the COD Graduate Student Handbook. It says the student needs a 3.0 GPA to remain in the program. GPA's do not apply to all programs. Dr. Williamson is looking to change to a C average, ≥70%. She will draft a grade policy suggestion and present to the committee for discussion. If there is a statement in the handbook and also in the syllabus, that would be better documentation to help minimize misinterpretations.
 - Changes or revision of a grade policy requires further discussion. It is important to have students sign a form, acknowledging receipt of the handbook.
 - Committee comments include: the handbook should be reviewed annually in spring; due dates should be included when prescribing a remediation plan.
 - It was noted that a conversation can be recorded in the State of Iowa if at least one person consents, which could include the person recording. In consultations, it is important to ask if the other person is recording the conversation at the beginning of the meeting and ask intermittently to confirm. It is important to reiterate that you do not want the conversation to be recorded.
- VII. <u>Roundtable Comments-</u> All
 - A request was made for residents to create a profile to know one another. The profile could be a professional profile with an optional personal notes section for the who's who on the IntraDent.
 - International students receive a welcome at the same time as the collegiate orientation.
 - COD Graduate Handbook (page 38) should reflect the liaison for residents/graduate students, instead of ombudsman.



Next Meeting: February 27, 2017

Minutes recorded: Ms. Lauren Moniot

New Resident/Graduate Student Orientation – "Early Bird" Wednesday, June 29, 2016

REQUIRED for All New FOREIGN F1/J1 Resident/Graduate Students ONLY		
College of Dentistry – Dean's Conference Room, N304 DSB		
8:00 – 10:00	 "Understanding American Culture, American Life and American Academics in the College of Dentistry" Alberto Gasparoni, D.D.S., Director, Patient Admissions Clinic & Associate Professor, Clinic Administration Ron Ettinger, B.D.S., M.D.S., D.D.Sc., Professor Emeritus, Department of Prosthodontics and Dows Institute for Dental Research Year End Taxes; and Obtaining a SSN Vicki Green – Human Resources Director 	
10:00 – 10:30	Travel Time - UI Cambus – "Pentacrest" to University Capitol Centre	
University Capitol Centre – International Commons, 1117 UCC		
10:30 – 12:00	 International Students & Scholar Services (ISSS) Immigration Regulations and Check-In Lee Seedorf, Sr. Associate Director Brandon Paulson, Senior Advisor You MUST bring the Immigration documents listed below. If you have: F1 - Passport, most recent I-94, and I-20; J1 - Passport, most recent I-94, and DS-2019; Any other status, contact our office before June 29th for a list of documents. 	
12:00 - 12:30	<i>Travel Time</i> - UI Cambus – "Pentacrest" to College of Dentistry, Dental Science Building	
College of Dentistry – Dean's Conference Room, N304 DSB		
12:30 – 1:00	LUNCH - Box Lunch Provided	
1:00 – 2:00	 Infection Control Sherry Timmons, DDS, PhD – Infection Control Officer 	
2:00 – 2:15	BREAK – (Please make your way to the Oral B Classroom, N212 DSB)	

New Resident/Graduate Student Orientation – "Early Bird" (cont.) Wednesday, June 29, 2016

<u>REQUIRED</u> for <u>ALL</u> New Resident/Graduate Students (<u>EXCEPT</u> Current Iowa DDS Grads)

College of Dentistry – Oral B Classroom, N212 DSB

2:15 - 4:00

<u>Joan Welsh-Grabin – Support Services Supv/Mgr, Patient Management System</u> Assisted by:

- o Joni Yoder Support Services Supv/Mgr, Patient Management System
- o Becky Todd Office Coordinator
- o Chuck McBrearty Director, Technology & Media Services
- Jerry Gehling Senior Application Developer
- AxiUm Training
- Iowa's Electronic Patient Record
 - o Navigating AxiUm Iowa's Oral Health Information System

New Resident/Graduate Student Orientation Thursday, June 30, 2016

REQUIRED for ALL New Resident/Graduate Students

College of Dentistry, Oral B Classroom, N212 DSB

7:45 – 8:00	Check-in
8:00	 Anne Williamson, DDS, MS – Graduate Program Director, College of Dentistry Introduction of Dean Johnsen
8:00 – 8:15	<u>David C. Johnsen, DDS, MS - Dean</u> Welcome
8:15 – 8:20	 Anne Williamson, DDS, MS - Graduate Program Director, College of Dentistry Summary of Days Activities Role of Graduate Program Directors Introduction of Associate Dean Garcia
8:20 - 8:25	Lily T. Garcia, DDS, MS – Associate Dean for Education, College of Dentistry • Resident/Graduate Student Issues
8:25 - 8:45	Cindy Marek, BS Pharm., Pharm D. – Manager, Dental Pharmacy Pharmacy and Therapeutics Orientation
8:45 - 8:55	Nancy Slach, RDH, BS, TTS – Assistant in Instruction • Tobacco Cessation and Hypertension Patient Screening & Referral
8:55 – 9:05	Veeratrishul Allareddy, BDS, MS – Director, Oral and Maxillofacial Radiology Collegiate Radiation Policy
9:05 – 9:35	Cathy Solow, MA - Associate Dean for Student Affairs Financial Aid Billing Counseling Services – David Adams, PhD Collegiate Registrar – Lori Kayser
9:35 – 9:45	 <u>Christine White – Librarian, College of Dentistry</u> Libraries and Information Services Lab Support
9:45 – 10:00	Christopher Squier, D.Sc. – Director, Oral Science Training Program & Global Health Studies Program Plagiarism
10:00 – 10:15	BREAK
10:15 – 10:45	Chuck McBrearty, Director, Dental Technology & Media Services Jerry Gehling, Lead Application Developer - Dental Technology & Media Services IT Policies and Procedures

New Resident/Graduate Student Orientation (cont.) Thursday, June 30, 2016

REQUIRED for ALL New Resident/Graduate Students		
10:45 – 12:00	 <u>Vicki Green – Human Resources Director</u> Malpractice & Health Insurance Parking & Payroll Self-Service demonstration Training – Sexual Harassment & Elder/Child Abuse 	
College of Dentistry – Dean's Conference Room, N304 DSB		
12:00 – 1:00	LUNCH - Provided	
College of Dentistry, N320 and N323 DSB		
1:00 – 2:00	 <u>IowaOne Card/Pictures</u> to Sean Kelley in N320, for individual pictures, to Laurie Lentz in N323, for University ID Card (IowaOne Card) 	
College of Dentistry, Oral B Classroom, N212 DSB		
2:00 – 2:10	Mike Kanellis, DDS, MS - Associate Dean for Patient Care • Overview of the College	
2:10 – 2:30	Mike Kanellis, DDS, MS - Associate Dean for Patient Care Dental Wellness Plan	
2:30 - 2:50	Sherry Timmons, DDS, PhD - Infection Control Officer How to Practice Safely	
2:50 - 3:00	Ron Elvers, DDS, MS – Director of Clinics Dental Unit Water Lines	
3:00 – 3:20	Kate Kane - Nurse Manager, Oral Surgery Medical Alert Procedures	
3:20 – 3:35	BREAK	
3:35 – 4:05	 <u>Ron Elvers, DDS, MS – Director of Clinics</u> Patient Confidentiality and Information Security (HIPAA) Responsibilities and Consequences 	
4:05 – 5:00	 Joan Welsh-Grabin – Support Services Supv/Mgr, Patient Management System Assisted by: Joni Yoder - Support Services Supv/Mgr, Patient Management System Becky Todd – Office Coordinator Chuck McBrearty – Director, Dental Informatics Jerry Gehling – Lead Application Developer HIPAA Training on ICON (REOUTRES HawkID AND Password) ADDITIONAL AxiUm training/practice/questions/forms (cont. from Day 1) Iowa's Electronic Patient Record (cont. from Day 1) 	

o Navigating AxiUm – The Oral Health Information System