

Advanced Education Committee	
AGENDA	
March 27, 2017	12:00-12:50 p.m. Deans Conference Room
Dr. Anne Williamson, Chair Dr. Matthew Geneser, Vice-Chair	Recorder: Ms. Lauren Moniot
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the January 23, 2017 Minutes	Williamson
2. CODA Comments – Macro Statement on Ethics & Professionalism	Williamson
3. CODA Formatting	S. Kelly
4. New Resident/Graduate Student Orientation	Williamson & Krupp
5. Comments/Updates	Committee
Next Meeting: April 24, 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

Advanced Education Committee Minutes – March 27, 2017

Members Present: Drs. Anne Williamson (Chair), Trishul Allareddy, Steven Fletcher, Matthew Geneser, Sandra Guzman- Armstrong, Ryan Hill, Rodrigo Maia Rocha, Gustavo Avila-Ortiz, Sherry Timmons, Lily T. Garcia, Ms. Joan Welsh-Grabin and Ms. Michelle Krupp

Members absent: Drs. Howard Cowen, Julie Holloway, Tom Southard, John Warren, Brad Amendt, Marcela Hernandez, Galen Schneider and Ms. Catherine Solow

Guests: Mr. Sean Kelley

Meeting called to order at 12:06pm.

- I. Approval of February 27, 2017 Minutes- Dr. Anne Williamson
 - No corrections noted. Motion to approve the minutes, motion approved.
- II. CODA Comments- Macro Statement on Ethics & Professionalism- Dr. Anne Williamson
 - Dr. Williamson has sent out the ethics standard out for everyone to use. She is working on the self-assessment at the end of the self-study. Chris White may be a great resource to find archives on facilities and institutional effectiveness. Dean Schneider is working on the predoc institutional effectiveness, he may be able to help with advanced education group as well. Chuck McBrearty has created a separate shared drive for predoc CODA documents to be reviewed by faculty, maybe the same can happen for the advanced education programs.
- III. CODA Formatting- Sean Kelly
 - Regarding document formatting, Mr. Kelly said to not worry about it. Once he receives finalized content, his editing program will strip all format and put in the same hierarchal format and design. The end result will be consistent formatting throughout all programs. Sean will be taking direction from Michelle Krupp and Dr. Garcia. A workflow process will be established and shared with Directors. A shared drive for all Advanced Program directors will be created allowing for everyone to view documents and share information.
 - Mr. Kelly emphasized that documents should be as close to final when turned in. Also, no hyperlinks can be used unless it links within the document itself. Use angle brackets to make notes to Sean <notes>. The Advanced Education Committee needs to put together a list of hard copy documents to have on-site for each department.
 - Having mock site visitors for advanced education does not have a significant advantage. Deselection is no longer an option for CODA site visitors, but you can ask them to mock visit, making them unable to visit for the actual site visit.
- IV. New Resident/Graduate Student Orientation- Dr. Anne Williamson & Ms. Michelle Krupp (see handout)
 - The agenda handout is from last year's orientation, created by human resources. Vicki Green inherited the orientation, it now falls under the Office for Education. The Advanced Education Committee now has the opportunity to introduce the residents the way the committee feels fit.
 - The committee discussed possible ways to improve the schedule:

Advanced Education Committee Minutes – March 27, 2017

- i. Keep international sessions for foreign grads but have them travel across the river first to cut down travel time.
- ii. All residents (not just foreign) can train on AxiUm together. Iowa grads can partner with new residents. If more training is needed, Ms. Welsh-Grabin can come to each department for in-depth training.
- iii. Curtis Iburg has an in-depth presentation on infection control.
- iv. Focus on welcoming residents to COD. Have current resident, student helper/greeter or Lauren take the residents to the University Capitol Centre and back.
- v. Have a panel of all Advanced Ed directors.
- vi. A small workgroup will get together to produce a tentative schedule incorporating ideas from the Advanced Ed committee.

V. Roundtable Comments/ Updates- All

- Ms. Krupp announced that we will continue to evaluate one graduate course per semester, however, we will be piloting a new evaluation program (AEFIS) that will meet COD needs better.
 - i. For the course being evaluated, course director and team teachers need to be listed in MAUI. If this information is incorrect, then the primary admin will need to update.
 - ii. Course directors can see their faculty's evaluations.
 - iii. AEFIS evaluation will be integrated within CANVAS navigation.
 - iv. Open evaluation period will be May 4-14th. You and your residents will receive notification when the evaluation opens. To increase response rate, It is encouraged to remind the residents to complete the evaluations and/or provide dedicated time to take them.
- Dr. Timmons- Is there a biopsy instruction being done that other departments could observe? There is no structured lecture, they just do enough that they are shown. No lecture, but there are cases that are reviewed in PERIO.

Next Meeting: **April 24, 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

Travel Time - 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

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

➡ College of Dentistry – Oral B Classroom, N212 DSB

2:15 – 4:00

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, Technology & Media Services
- Jerry Gehling – Senior Application Developer
- AxiUm Training
- Iowa's Electronic Patient Record
 - 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

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|---------------|---|
| 7:45 – 8:00 | Check-in |
| 8:00 | <u>Anne Williamson, DDS, MS – Graduate Program Director, College of Dentistry</u> <ul style="list-style-type: none">• Introduction of Dean Johnsen |
| 8:00 – 8:15 | <u>David C. Johnsen, DDS, MS - Dean</u> <ul style="list-style-type: none">▪ Welcome |
| 8:15 – 8:20 | <u>Anne Williamson, DDS, MS - Graduate Program Director, College of Dentistry</u> <ul style="list-style-type: none">▪ Summary of Days Activities▪ Role of Graduate Program Directors▪ Introduction of Associate Dean Garcia |
| 8:20 – 8:25 | <u>Lily T. Garcia, DDS, MS – Associate Dean for Education, College of Dentistry</u> <ul style="list-style-type: none">• Resident/Graduate Student Issues |
| 8:25 – 8:45 | <u>Cindy Marek, BS Pharm., Pharm D. – Manager, Dental Pharmacy</u> <ul style="list-style-type: none">▪ Pharmacy and Therapeutics Orientation |
| 8:45 – 8:55 | <u>Nancy Slach, RDH, BS, TTS – Assistant in Instruction</u> <ul style="list-style-type: none">▪ Tobacco Cessation and Hypertension Patient Screening & Referral |
| 8:55 – 9:05 | <u>Veeratrishul Allareddy, BDS, MS – Director, Oral and Maxillofacial Radiology</u> <ul style="list-style-type: none">▪ Collegiate Radiation Policy |
| 9:05 – 9:35 | <u>Cathy Solow, MA - Associate Dean for Student Affairs</u> <ul style="list-style-type: none">▪ Financial Aid▪ Billing▪ Counseling Services – David Adams, PhD▪ Collegiate Registrar – Lori Kayser |
| 9:35 – 9:45 | <u>Christine White – Librarian, College of Dentistry</u> <ul style="list-style-type: none">▪ Libraries and Information Services▪ Lab Support |
| 9:45 – 10:00 | <u>Christopher Squier, D.Sc. – Director, Oral Science Training Program & Global Health Studies Program</u> <ul style="list-style-type: none">▪ Plagiarism |
| 10:00 – 10:15 | BREAK |
| 10:15 – 10:45 | <u>Chuck McBrearty, Director, Dental Technology & Media Services</u>
<u>Jerry Gehling, Lead Application Developer - Dental Technology & Media Services</u> <ul style="list-style-type: none">▪ 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 Vicki Green – Human Resources Director
- 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 IowaOne Card/Pictures
- 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 Ron Elvers, DDS, MS – Director of Clinics
- 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 (REQUIRES HawkID AND Password)
- ADDITIONAL AxiUm training/practice/questions/forms (cont. from Day 1)
- Iowa's Electronic Patient Record (cont. from Day 1)
 - Navigating AxiUm – The Oral Health Information System