

Advanced Education Committee	
AGENDA	
April 24, 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 March 27, 2017 Minutes	Williamson
2. New Resident/Graduate Student Orientation	Krupp
3. CODA Update: <ul style="list-style-type: none"> Clarify Site Visit Schedule Template Inspiration Portal to Server Repository, Distribution List 	Garcia/Geneser
4. Update: Advanced Ed Program-Course/Faculty Evaluations	Krupp
5. Comments/Updates	Committee
Next Meeting: May 22, 2017	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	WG: Industry Access Guidelines		
Pending	Legal Review: Adv Ed Resident Policies		

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 – April 24, 2017

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

Members absent: Drs. Howard Cowen, Steven Fletcher, Julie Holloway, Gustavo Avila-Ortiz, Tom Southard, John Warren, Brad Amendt, Galen Schneider and Dean Cathy Solow

Meeting called to order at 12:06pm.

- I. **Approval of February 27, 2017 Minutes** – Dr. Anne Williamson
 - No quorum. We will approve at the next meeting.
- II. **New Resident/Graduate Student Orientation** – Ms. Michelle Krupp (see handout)
 - Dr. Matthew Geneser, Joan Welsh-Grabin, Michelle Krupp and Lauren Moniot met and came up with a final schedule. We incorporated your suggestions and tried to group topics together for a better flow.
 - i. Iowa grads will help out with Axiom training. On day 2 there will be more introductions and a feeling of being welcomed into the college.
 - ii. All program directors will be part of an informal panel on Day 2 to introduce yourselves and department as well as answer the new resident and graduate student's questions.
 - iii. Ethics and professionalism session is for ALL residents make sure your primary admins, clerks and departments know ALL residents will be gone. Pizza will be provided for everyone. GPR and OMF cannot attend this due to epic training. The hospital is very stingy and cannot allow the residents to attend this. It is the hope to get the GPR residents together with the rest of the group.
 - iv. There will be a chief resident panel to talk to the new residents and grad students on what a resident's life is like in the corridor. Please send us which resident will be attending for your department.
 - v. There are several online ICON/compliance courses residents will need to complete. They will have 2 weeks post orientation to get these done.
 - We were informed that international residents and/or grad students are lax on timeliness, so please convey to your residents that they must be on time.
 - The University requires a score of 81 or higher on TOEFL. Any student who falls under 100, must complete English is the spoken language class. The resident may have to be here the day before the meeting for this. If not completed, they cannot register for classes. Dr. Timmons is finding more information about this.
- III. **CODA Update** – Drs. Lily T. Garcia and Matthew Geneser
 - A shared folder has been created for the Advanced Ed Directors to place CODA documents to review, share etc.

The location is: I:SecureShare/Advanced Ed/AdvEd-CODA 2018.

This folder is not intended for working documents, rather a place to share information. The possibility of a distribution list for the advanced education coda 2018 program directors was discussed. It would act as a "message board" to inspire, as opposed to create competition.

Advanced Education Committee Minutes – April 24, 2017

- The CODA steering committee has a timeline for the predoc program that Lauren Moniot is reconfiguring for the advanced education programs to follow and keep everyone on the same page. Please note that if you are an advanced education director that is not a part of the site visit, you may get emails in regards to the site visit. This is to keep everyone informed.

IV. **Update: Advanced Ed Program- Course/Faculty Evaluations** – Ms. Michelle Krupp
Dr. Garcia is acknowledged the time and hard work Michelle has put into resolving the evaluation issues. The Office for Education will be piloting the grad course evaluations through AEFIS. Faculty should receive notifications a few days prior to the evaluation being sent to the students. It is a work in progress, but we have more control having AEFIS doing the evaluations. Grad students/residents will receive 1 evaluation per course, including all of the faculty. Each faculty's data will be extracted and sent directly to the course director. Grad course evaluations will be open from May 5-14. Please inform your residents not to evaluate in ACE, even though they may have gotten an erroneous notification. AEFIS evaluation notifications will come from an Iowa email address.

V. **Roundtable Comments/ Updates** – All

- Dr. Timmons – There are photo collages of faculty online. Is there a way to get the same thing printed out for faculty and residents/ grad students? It would be an easy way to see who is in what department. The posters could be hung outside of the departments and an electronic version put on the Intradent.
- Dr. Trishul Allareddy – Is there a complaint log for any other program? Radiology must have one by the month with actions taken to solve. Program can be dinged on this, if it requires and you do not have one. Dr. Allareddy is sharing this log.
- Hardin Library is revamping the facilities document.

Next Meeting: **May 22, 2017**

Minutes recorded: Ms. Lauren Moniot

New Resident/Graduate Student Orientation

Day 1: Thursday, June 29, 2017

Who	Time	Topic & Speaker	Location
REQUIRED All New INTERNATIONAL F1/J1 Residents & Graduate Students ONLY	7:30am	Meet at College of Dentistry (escorted to UCC via Cambus)	COD Main Entrance
	8:00 – 9:30	International Students & Scholar Services (ISSS) Immigration Regulations and Check-In <ul style="list-style-type: none"> • Lee Seedorf, Sr. Associate Director • Brandon Paulson, Senior Advisor <p><i>You MUST bring the Immigration documents listed below. If you have:</i></p> <ul style="list-style-type: none"> ▫ F1 – Passport, most recent I-94, and I-20; ▫ J1 – Passport, most recent I-94, and DS-2019; ▫ Any other status, contact COD HR before June 29th for a list of documents 	University Capitol Centre International Commons 1117 UCC
	9:30 -10:00	Travel time (escorted back to COD)	n/a
	10:00 – 11:30	Understanding American Culture, American Life and American Academics in the College of Dentistry <ul style="list-style-type: none"> • Alberto Gasparoni, DDS - Director, Patient Admissions & Associate Professor, Clinic Administration • Ron Ettinger, BDS, MDS, DDSc - Professor Emeritus, Dept. Prosthodontics & Iowa Institute for Oral Health Research 	Oral B N212
REQUIRED ALL INCOMING Residents & Graduate Students	11:15 – 12:15	LUNCH & IowaOne Card/Pictures (<i>International residents will join at 11:30</i>) <ul style="list-style-type: none"> • Sean Kelly, Media Services 	W220 A/B & Studio
	12:30 – 1:00	IT Policies and Procedures <ul style="list-style-type: none"> • Chuck McBrearty - Director, Dental Technology & Media Services 	Oral B N212
	1:00 – 2:00	HIPAA <ul style="list-style-type: none"> • Ron Elvers, DDS, MS - Director of Clinics <ul style="list-style-type: none"> ▫ Patient Confidentiality and Information Security ▫ Responsibilities and Consequences HIPPA Training on ICON (<i>REQUIRES HawkID and Password</i>)	
	2:00 – 3:45	AxiUm Training (Iowa's Electronic Patient Record) <ul style="list-style-type: none"> • Joan Welsh-Grabin - Support Services Supv/Mgr, Patient Management System • Joni Yoder - Support Services Supv/Mgr, Patient Management • Becky Todd - Office Coordinator • Chuck McBrearty - Director, Technology & Media Service 	

New Resident/Graduate Student Orientation

Day 1: Continued			
	3:45 – 4:00	Break	Oral B N212
	4:00 – 5:00	Human Resource Topics <ul style="list-style-type: none"> • Vicki Green - Human Resources Director <ul style="list-style-type: none"> ▫ Malpractice & Health Insurance ▫ Parking & Payroll ▫ Self-Service Demonstration ▫ Training – Sexual Harassment & Elder/Child Abuse ▫ Year End Taxes; Obtaining a SSN (International residents/grads ONLY) 	

Day 2: Friday, June 30, 2017			
Who	Time	Topic & Speaker	Location
REQUIRED ALL INCOMING Residents & Graduate Students	8:00am	Continental Breakfast	Oral B N212
	8:30 – 9:30	Welcome & Introductions <ul style="list-style-type: none"> • Matthew Geneser, DDS - Chair Advanced Education Committee <ul style="list-style-type: none"> ▫ Summary of Day Activities, Graduate Handbook & Introductions • David C. Johnsen, DDS, MS - Dean College of Dentistry • Lily T. Garcia, DDS, MS - Associate Dean for Education <ul style="list-style-type: none"> ▫ Resident /Graduate Student Issues Advanced Education Program Directors Panel <ul style="list-style-type: none"> • Veeratrishul Allareddy, BDS, MS – Oral Radiology • Howard Cowen, DDS, MS, DABSCD – Geriatric & Special Needs • Steven Fletcher, DDS – Oral Maxillofacial Surgery • Matthew Geneser, DDS – Pediatric Dentistry • Sandra Guzman-Armstrong, DDS, MS – Operative Dentistry • Ryan Hill, DDS – General Practice • Julie Holloway, DDS, MS – Prosthodontics • Rodrigo Rocha Maia, DDS, MS, PhD – Operative Dentistry • Gustavo Avila-Ortiz, DDS, MS, PhD – Periodontics • Thomas Southard, BS, MS, DDS – Orthodontics • Sherry Timmons, DDS, PhD – Oral Pathology • John Warren, DDS, MS – Dental Public Health • Anne Williamson, DDS, MS - Endodontics 	
	9:30 - 10:00	Student Affairs & Services <ul style="list-style-type: none"> • Catherine Solow - Associate Dean for Student Affairs <ul style="list-style-type: none"> ▫ Financial Aid ▫ Billing • Cari Anderson, MSW - COD Counselor <ul style="list-style-type: none"> ▫ Counseling Services • Lori Kayser - Collegiate Registrar 	

New Resident/Graduate Student Orientation

Day 2: Continued			
	10:00 - 10:25	Libraries & Information Services, Lab Support <ul style="list-style-type: none"> Christine White - Librarian, COD Janna Lawrence – Deputy Director, Hardin Library for the Health Sciences 	Oral B N212
	10:30– 11:15	Chief Resident Panel - Life of a Resident in Iowa City	
REQUIRED ALL CURRENT RESIDENTS	11:15- 1:00	Ethics & Professionalism –PIZZA provided <ul style="list-style-type: none"> Debra Brandt, PhD, MSB, RN - Research Assistant Professor of Obstetrics & Gynecology – Reproductive Science Research 	Galagan A/B- 14A & 14B
REQUIRED ALL INCOMING Residents & Graduate Students	1:15- 1:45	College of Dentistry Dental Clinics <ul style="list-style-type: none"> Ron Elvers – DDS, MS - Director of Clinics <ul style="list-style-type: none"> Overview of the College Dental Wellness Plan 	Oral B N212
	1:45- 2:45	Infection Control <ul style="list-style-type: none"> Curtis Iburg – Manager, Sterilization Services & Infection Control <ul style="list-style-type: none"> How to Practice Safely Dental Unit Water Lines Infection Control ICON Quiz 	
	2:50- 3:10	Pharmacy & Therapeutics Orientation <ul style="list-style-type: none"> Cindy Marek, BS, PharmD – Manager, Dental Pharmacy 	
	3:10- 3:30	Medical Alert Procedures <ul style="list-style-type: none"> Kate Kane, RN – Nurse Manager, Oral Maxillofacial Surgery 	
	3:30- 3:45	Break	
	3:45- 4:45	AxiUm (Continued from Day 1) <ul style="list-style-type: none"> Joan Welsh-Grabin, Joni Yoder, Becky Todd, Chuck McBrearty Collegiate Radiation Policy & Quiz <ul style="list-style-type: none"> Veeratrishul Allareddy, BDS, MS – Director, Oral & Maxillofacial Radiology 	

