

## Advanced Education Committee Minutes – May 22, 2017

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

**Members absent:** Drs. Howard Cowen, Steven Fletcher, Tom Southard, Galen Schneider, Brad Amendt, Marcela Hernandez and Dean Cathy Solow

Meeting called to order at 12:06pm.

I. **Approval of March 27 & April 24, 2017 Minutes** – Dr. Anne Williamson

- Motion to approve both sets of minutes were approved.

II. **New Resident/Graduate Student Orientation** – Ms. Michelle Krupp (see handout)

- Organization and logistics are going well for orientation,
- In the past, HR took on most of the resident 'on-boarding' tasks, and now the items are being distributed to the most logical place. See handout for details and contacts if you or your residents have questions. Primary admins role will remain the same – input resident data into database and keep information up-to-date. Please remind your admins to notify Lauren Moniot if you have any last-minute residents coming to orientation.
- We have developed a resident action checklist to help remind them what they need to get done.
- Next month we will go over the schedule one more time before the orientation.

III. **CODA Update** – Ms. Michelle Krupp

- As a reminder, we have created a email distribution list for the advanced ed group to use for coda communication: Advanced Ed Directors - 2018 CODA <AdvancedEdDirectors-2018CODA@iowa.uiowa.edu> Also there is a shared folder for you to place any CODA documents that you would like to share with the group: J:/SecureShare/Advanced education/AdvEd-CODA 2018
- A rough estimated deadline for your CODA documents to be completed in November/December 2017. These document can be drafts, however the more you have completed information the more Sean can work with. As a reminder, you do not have to spend time formatting, as Sean will handle that in his process.
- Dr. Allareddy will send out his program's complaint log soon for reference,
- How many things are on-site and electronic? Combination of both- evaluations are on-site. Please reference your CODA guidelines to determine what site visitors want on-site and/or in documents.

IV. **Update: Advanced Ed Program- Course/Faculty Evaluations** – Ms. Michelle Krupp

- The AEFIS evaluation pilot was successful. Each advanced ed program had one course evaluated. Data appears to be valid and reliable. An evaluation report summary was shown.
- Course director and faculty should receive results. However, individual instructors did not receive notification that the results are available. This problem has been rectified by AEFIS).
- Evaluations remain open for a two week period. Evaluations will go out December 1<sup>st</sup> and May 1<sup>st</sup> in the future. Currently, the system has a minimum required response of 5 to allow faculty access to the reports. Given that some advanced ed programs only have one resident it was discussed and decided to allow for no minimum response requirement.
- The possibility of evaluating more than one course per semester is an option in the future.

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

- Joan Welsh-Grabin – She will be training residents on the referral form on AxiUm. If she gets an invite from each department, Joan will have a more intimate training with them.
- Dr. A. Williamson mention that there is a financial aid issue. Lori Kayser is now being spoken to about it. Endodontics current 1<sup>st</sup> year residents are having issues with getting financial aid and the incoming residents already have financial aid.
- Dr. Gustavo Avila Ortiz said 2 D3 students were charged for an extra credit hour. 2 in pedo had the same issue.
- Dr. A. Williamson is having students upset that they are being charged for the gym.

Next Meeting: **May 22, 2017**

Minutes recorded: Ms. Lauren Moniot

## New Resident & Graduate Student On-Boarding

Area Responsible	Task	Designated Person
Office for Education in consultation with Advanced Education Program Directors	<b>Incoming Residents/Graduate Student Orientation</b> -Determine topics and schedule -Coordinate all logistics of 2-day orientation -Evaluate Orientation and prepare summary report	Michelle Krupp & Lauren Moniot
Departments	<b>Resident Database</b> -Input and keep current resident information	Primary Admins
HR	-Manage database	Michelle Brown
Office for Education	-Distribute pertinent information prior to orientation to: IT, Registrar, Clinical Admin	Lauren Moniot
Clinical Administration	-HIPAA -Infection Control/Blood borne Pathogens -Mandatory Reporter Training (Elder/Child Abuse) -Radiology	Neda Barrett
IT	<b>AxiUm Access</b> -Security Awareness ICON course	Chuck McBrearty
HR	<b>Sexual Harassment Training - Monitor</b> -Sexual Harassment Training (UI Self Service) -Not Anymore (Sexual Harassment Grad College)	Michelle Brown
	<b>Assemble/Distribute Resource Information</b> -COD maps, Corridor Information, UI Information	
	<b>Collect Forms</b> -Health/Dental Insurance Selection Form or Waiver -Release Forms (Benefits)	