

Advanced Education Committee	
AGENDA	
August 22, 2016	12:00-12:50 p.m. Deans Conference Room
Dr. Anne Williamson, Chair Dr. Matthew Geneser, Vice-Chair	Recorder: Ms. Michelle Krupp
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the May 23, 2016 Minutes	Geneser
2. AEC meeting frequency	Geneser
3. Introduction: Cari Anderson, LMSW, Staff Counselor	Solow
4. Report "Referral Letters" – Predoctoral-Advanced Ed Residents Communications; pending e-notifications	Geneser
5. Financial <i>Cost-of-Attendance</i> ; every year, all programs	Solow/Kayser
6. CODA – Std. 1-1 Site Visit – (Sept 18-20, 2018)	Timmons
7. "M&M" Implant Conference – include predoctoral students; OMFS, Perio, Pros, ...additional?	Garcia
8. Comments/Updates <ul style="list-style-type: none"> ADEA Fall Meetings – ADAT, INDBE Grade Scale – Graduate Level Courses Implant curriculum in Adv Ed programs 	Committee
9. Next Meeting: September 26, 2016	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	CODA documentation	Dr. Holloway	Schedule for September 2016
Pending	WG: Industry Access Guidelines		
Pending	Centralized Administrative Support for All Advanced Education Programs	Garcia	On hold

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
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

Members Present: Drs. Matthew Geneser (vice-chair), Trishul Allareddy, Howard Cowen, Steve Fletcher, Ryan Hill, Julie Holloway, Rodrigo Rocha Maia, Gustavo Avila-Ortiz, Tom Southard, Sherry Timmons, Cathy Solow, Joan Welsh-Grabin, Lori Kayser.

Members Absent: Drs. Anne Williamson (chair), Sandra Guzman-Armstrong, John Warren, Brad Amendt, Marcella Hernandez

Guests: Lori Kayser, Cari Anderson

- I. Approval of May 23, 2016 minutes - motion to approve the minutes passed.
- II. AEC Meeting frequency – Dr. Geneser
 - Meetings will now occur on a monthly basis due to accreditation preparation.
- III. Introduction: Cari Anderson, LMSW, Staff Counselor – Dean Solow
 - New staff counselor starting today, Ms. Anderson. She has a vision of reaching out to more residents – please make them more aware of the counseling services available. Office location N101. Hours Monday – Thursday 8am-5pm and will be available 12-1pm. Hours may change based on student/resident needs.
- IV. Report “Referral Letters” – Predoctoral-Advanced Ed Residents Communications –Dr. Geneser
 - Referral communications among the different clinics was discussed. It is important that students know when and how to refer for each specialty or discipline department. There remains a need to track (document) process and be able to teach it and close the loop by having the resident report back to the referring colleague. There was discussion on how this process can be utilized in axiUm. And how should we teach predoctoral students a universal manner that reflects best standards and processes? Further discussion needed.

ACTION ITEM: Agree on a process that could be standardized; work with Jerry Gehling to explore options and develop a uniform process. (M. Geneser)

- V. Financial Cost of Attendance: every year, all programs– Dean Solow & Ms. Lori Kayser
 - Some financial aid packages have been mixed up this past year. Financial aid information is incomplete for residents in advanced education programs. Some programs were based on Master of Science degree fees rather than on a Certificate program for the first year rather than subsequent years. Financial office needs to know stipend/fellowship information that is awarded to a resident and included in a program fee report to prevent “over-awarding” aid. The information may not be evident if presented by years on a spreadsheet since it might be difficult to view when reading multiple spreadsheet tabs and/or some fees marked in columns may not be visible if the columns were collapsed. The financial office requests every cost/expense if clearly listed for EACH YEAR; the more details the better.

ACTION ITEM: Directors should include detailed financial listing to the extent possible. All fees for each year, including any stipend/fellowship awards must be disclosed in detail. Lori Kayser will continue to send out template to all program directors.

- VI. CODA – Curriculum Standard on “Ethics & Professionalism” - Dr. Timmons
- Background: The CODA – Commission on Accreditation Standards for the Advanced Education Program in Oral Pathology contain standard specifically in Ethics & Professionalism. Dr. Timmons requested a discussion to hear if other programs have the same standard, what and how the standard is being taught and documented. Dr. Fletcher stated that Hospital Dentistry has an orientation session on this topic once a year in which the Bioethics department from CCOM come to present. Different topics may be covered in different areas (i.e. plagiarism in Research Methods). It would be helpful to know what all programs are doing and potentially look at having an ‘all-resident’ conference on ethics and professionalism.

ACTION ITEM: Michelle Krupp will gather information from all departments to help determine what is needed and to provide a resource for all programs.

- VII. “M&M” Implant Conference – Dr. Garcia
- Dr. Garcia presented the idea of an M&M Implant Conference where surgical departments, students and residents come together to discuss post op outcomes. Both Drs. G. Johnson and Kirk Fridrich confirmed their interest but logistical details need to be delineated. OMFS residents would most likely be available early in morning. It was suggested that a format be determined and piloted, then invite students who were involved w/ certain patients.

ACTION ITEM: Project in development, but don’t want to lose momentum of DEO/key department support. LTG will find work on additional details.

- VIII. Comments/Updates – Committee
- ADEA Fall Meetings – Drs. Garcia, Hoffman & Ms. Krupp will be attending to learn more about ADAT & INDBE. They will report on their findings after the Oct meeting.
 - Grade Scale – Graduate Level Courses – need to address academic standards for residents in graduate courses. There should not be lower standards to meet the needs of diverse academic backgrounds (i.e. nursing, health administration).
 - Implant curriculum in Advanced Education programs – need to ensure that the multiple groups are working together and should continue to be on same page. An occasional report from groups to keep committee abreast of progress.

Next Meeting: **September 26, 2016**

Minutes recorded by Ms. Michelle Krupp