

**Members Present:** Drs. Matthew Geneser (Chair), Trishul Allareddy, Jennifer Hartshorn, Anne E. Williamson, Ryan W. Hill, Tarek El Kerdani, Kecia Leary, Rodrigo Rocha Maia, Sherry R. Timmons, Lily T. Garcia and Ms. Michelle Krupp

**Absent:** Drs. Gustavo Avila Ortiz, Steven Fletcher, Sandra Guzman-Armstrong, Thomas E. Southard, Howard Cowen, John Warren, Brad Amendt and Ms. Joan Welsh-Grabin

**Guest:** N/A

Meeting called to order 12:08 p.m.

- I. **Approval of January 22, 2018 minutes** – Dr. Matthew Geneser  
**MOTION:** to approve the minutes as submitted and seconded.

**MOTION APPROVED.**

*December 2017 – no meeting scheduled*

- II. **CODA Progress** –Ms. Michelle Krupp and Committee

A. CODA documents – progress report

- All program directors are reminded to submit supporting documents by March 9<sup>th</sup>. A couple of programs that have not completed the self-study and are encouraged to complete.
- Sean Kelley is actively working on a design template for advanced education programs. Orthodontics is the first set of documents that is being produced.
- Please be certain to conduct communications directly with Michelle Krupp; she is the key contact for advanced education programs. Please do not contact Sean Kelley directly to avoid duplicate messages or miscommunications.
- The Commission sent an announcement to all program directors for CODA Site Visit Orientation information. CODA will conduct an orientation for advanced programs with site visits 2018-2020 at the Gaylord Palms Resort & Convention Center during the ADEA 2018 Annual Session. The location is “Emerald 4” from 2:00 – 4:00 p.m. on Sunday, March 18, 2018.

B. Documentation should be submitted in PDF form and uploaded into:  
I:/SecureShare/AdvancedEducation/AdvEd-CODA2018.

- On-site materials can be submitted as well.

C. Please send Michelle an email if you make any changes to your self-study and when all your documentation is complete and on the share drive.

- III. **Registrar Support Service** – Dr. Matthew Geneser

A. The possibility of having a centralized registrar support was brought up at the last committee meeting.

B. At this time, 50% of the advanced education programs would like support in registration for their residents.

C. Dr. Garcia will explore possibilities to support the programs through the Collegiate Registrar.

- IV. **New Resident Orientation Schedule** – draft document – Ms. Michelle Krupp (see attachments)
- A. Drs. Garcia and Geneser, Michelle Krupp, Joan Welsh-Grabin and Lauren Moniot met and drafted the resident orientation schedule.
  - B. Day 1: it was decided to revise and update information for all residents versus separating our new, international residents. Dr. Denise Martinez M.D. has agreed to present on Culturally Responsive Care. UIHC has special online tools as well for appropriate questions to ask, etc. The International Students Support Services office (ISSS) offers training for the international students if they would like pursue additional training. Michelle will continue to gather more information on this topic.
  - C. The schedule will be managed more efficiently to allow for an earlier release each day.
  - D. Ms. Kristen Flick, Social Worker was added to the schedule. Ms. Cari Anderson, Counselor, was scheduled with more time to speak. Axiom training was condensed since Ms. Joan Welsh-Grabin meets departments individually to make the training scheduled more closely to the time the residents enter clinical activities.
  - E. Each Program Directors is requested to send the name of a senior resident to participate on the resident panel. Send the resident names to Lauren.
  - F. The Ethics and Professionalism presentation will be limited to incoming residents this year. Departments can send those residents who were not able to attend last year.
  - G. CODA site visit information will not be addressed during resident orientation since each department will manage separately.
- V. **New Course** – Dr. Xi Chen – Dr. Lily T. Garcia
- A. A new course is being discussed for consideration after the accreditation site visit.
  - B. Oral Health Management of Medically Complex Patients designed by Dr. Xi Chen will be a new course. Dr. Chen is meeting with DEOs and program directors.
  - C. DEOs thought it may be good for the predoctoral curriculum as well as advanced education programs.
  - D. Dr. Garcia will report back when the time comes closer. Dr. Xi Chen will meet with those who he has not met to discuss this further. Dr. Ryan Hill expressed interested in meeting with Dr. Chen.
- VI. **Round Table Comments** – Committee
- A. Dr. Williamson – Syllabus discussion – the schedule of lectures/topics is her “syllabus”. More discussion will be needed to refine a syllabus template in the future. The UI Handbook states that students should receive syllabus prior to first day of course.
  - B. Dr. Garcia will explore availability of a CODA-advanced site visitor or commissioner to discuss foreseeable changes in standards for advanced education programs.
- VII. **Next Meeting: Monday, March 26, 2018**

Minutes recorded: Ms. Lauren Moniot