

**Members Present:** Drs. Matthew Geneser (Chair), Gustavo Avila-Ortiz, Jennifer Hartshorn, Anne E. Williamson, Sandra Guzman-Armstrong, Tarek El-Kerdani, Sherry R. Timmons, John Warren, Lily T. Garcia, Ms. Joan Welsh-Grabin and Ms. Michelle Krupp

**Absent:** Drs. Trishul Allareddy, Steven Fletcher, Ryan W. Hill, Kecia Leary, Rodrigo Rocha Maia, Thomas E. Southard, Howard Cowen and Brad Amendt

**Guest:** N/A

Meeting called to order 12:07 p.m.

- I. **Approval of September 25, 2017 minutes** – Dr. Matthew Geneser  
**MOTION:** to approve the minutes as submitted and seconded.  
**MOTION APPROVED.**  
*October 23, 2017 – meeting cancelled*
- II. **CODA Update** – Dr. Lily T. Garcia and Ms. Michelle Krupp  
*\*A brief synopsis of the minutes is included to accurately reflect the discussion; however, please note the self-study submission process has been modified since the committee meeting. See attachment for CODA timeline and due dates.*
  - A. Submission of Self-Study Final Draft  
December 1, 2017 is a soft deadline. The new 'hard' DUE DATE is January 12, 2018.  
We are looking into the possibility of editing services for the advanced ed program.  
*\*Administration has approved editing services. Chris White is available to edit your self-study. Please follow editing process emailed to you by Ms. Krupp. Place FINAL DRAFT (after editing) into: I: /SecureShare/Advanced education/AdvEd-CODA 2018*
  - B. Process for submitting your CODA documents
    - Self-study should be submitted as a word document.
    - NOTE: only supporting documentation should be in pdf format. Each supporting document file should be labelled – "title of file" – as referenced in the self-study.
    - Periodontics and OPRM have mock site visits scheduled. Cost is approximately \$1000-1500 a day plus travel and lodging for a mock site visitor.
    - Dr. Garcia will request a formal copy of the required letter from the Higher Learning Commission. It is possible to retain a copy for reference, on-site.
- III. **Office for Education – Support Services** – Dr. Lily T. Garcia and Ms. Michelle Krupp
  - A. The Office for Education is currently exploring centralized support service options for Advanced Education programs, including CoD Registrar services. This would create one central location for registrar information regarding advanced education program.
  - B. Advanced Education Program Directors discussed possible support:
    - Tuition information
    - Course registration
    - Total number of residents registered for both advanced education programs and graduate college, in support of survey reporting.
    - Master document for reference as to courses only offered on alternating years; examples from Drs. Guzman-Armstrong and Avila Ortiz will be provided.

- Centralized collegiate support becomes more important as primary department administrators are retiring; a collective loss of internal knowledge.
- C. The concept that the College confers a “degree” – Certificate without credit hours will need to be explored in the future. At this time, there are discrepancies among programs and clarification is needed. For instance, Prosthodontics does not use credits through the Graduate College.

**ACTION ITEM:** *Drs. Sandra Guzman-Armstrong and Gustavo Avila Ortiz send Ms. Michelle Krupp their course rotation schedules to share with the committee.*

IV. **Round Table Comments** – Committee

- A. Dr. Guzman-Armstrong – Operative residents are in need of patients needing esthetic treatment and requested referral if possible.
- B. Michelle Krupp – Course evaluations will be open December 3-16, 2017. Summary reports are available after grade submission due date.
- C. Michelle Krupp – New Resident Orientation is scheduled for June 28-29, 2018.

V. **Next Meeting: Monday, January 22, 2017**

Minutes recorded: Ms. Lauren Moniot

*IOWA Timeline*  
*for CODA Site Visit*  
**ADVANCED EDUCATION PROGRAMS**

Date	Task
December 1, 2017	"Soft" deadline for submission of advanced education self-study.
Dec 7, 2017-Jan 12, 2018	Editing available through Ms. Chris White. Each advanced education program director works directly with Ms. White.
January 12, 2018	Final-Draft self-study submission in "I: drive". Notify Ms. Michelle Krupp.
January 12 – March 5, 2018	Sean Kelley design and in production of self-study(s).
<i>Date PENDING**</i>	Minor editing possible for self-study. <i>**Date dependent on completion of production.</i>
March 9, 2018	DUE DATE for all Supporting Documentation. 1) Assembled in correct order 2) Files labeled according to how they are referenced in documents
May 25, 2018	Final electronic version completed
June 4, 2018	Send to production for hard copy printing and assembly.
June 18, 2018	Post "Commission Visit" Notice in highly visible location(s);
July 2018	Send to CODA and Site Visitors, as per 60 days advance preparation
September 18-20, 2018	CODA Site Visit Dates