

ADVANCED EDUCATION COMMITTEE

MINUTES

October 13, 2014

Present: Williamson, (Chair), T. Allareddy, Brogden, Cobb, Humbert, Eckert, Garcia, Geneser, Solow, Thalji, Timmons, Warren, Welsh-Grabin

Absent: Cowen, Fletcher, Hellstein, Hill, Schneider, Southard

Guest: Kayser

1.0 Approval of the June 24, 2014 Meeting Minutes

The minutes from the June 24th meeting were approved as corrected.

2.0 Committee Procedures

Dr. Williamson reviewed the charge to the Committee (Attachment 1).

Meetings will begin promptly at 12:00 pm and end at 12:50 pm.

3.0 Working Group Updates

2.1 Working Group on Leave Policies (Cobb/Ruprecht)

UIHC residents are P&S employees and fall under the UI P&S guidelines. UI counsel considers the reasonableness of any policy and students must receive written notice of the policy.

Proposed details of the medical leave policy:

- Discuss the policy with residents/graduate students during orientation and in a one-on-one meeting when the resident/student requests leave.
- Require residents/graduate students to provide advance notice of scheduled medical leave.
- Put specifics of the agreement in writing
 - Clearly define the expectations.
 - Indicate the time frame of the absence (beginning and ending dates).
 - Stipulate how the requirements of the program will be completed.
- Discuss the agreement with the resident/student.
- Director and resident/student sign and date the agreement before a witness. This may be accomplished electronically.
- The program and resident/student each retain a copy.

Length of absence:

- The consensus of the Committee was that four weeks is reasonable with the stipulation that the resident/student must complete the requirements of the program.
- If the absence occurs during final exams, the course instructor and resident/student determine when and how the exam will be taken.

2.2 Working Group on Resident and Graduate Handbook Revisions

The Handbook revisions are posted at J: Share/Presentations/10-13. Dismissal and leave policies are pending.

Dismissal policies will be included when they are determined. The revised edition will be expanded to include information that applies to all programs, e.g., HIPAA and FERPA compliance and provide live links to specific UI sites for additional information.

2.3 Working Group on Disciplinary Procedures

Drs. Allareddy and Williamson will convene a working group to draft protocols for disciplinary procedures, including probation, dismissals, the appeals process and termination.

4.0 Service Star Award

Dr. Mark Sullivan, an Endodontics resident, was recognized as a Service Star Awardee in August for his personal care of a dental patient whose wife had written a letter to UIHC expressing their gratitude for his assistance. Dr. Williamson suggested that the College consider creating a similar award for faculty, students and staff.

5.0 Certificate Program Registration Issues (L. Kayser)

Ms. Kayser and Mr. Arneson have met with representatives of the Provost's Office to discuss certificate course registration issues.

All Spring 2015 collegiate certificate courses have been transferred to MAUI. This process will

- provide more transparency
- give faculty credit for certificate course work allow all certificate and Graduate School courses to appear on one transcript
- allow certificate course enrollments to be included in University statistics.
- for certificate courses, students must register for zero credit hours
- zero hour certificate courses will not generate a complete GPA.
 - The grade will register but will not be included in the GPA calculation.
 - Without a complete GPA, programs will have to state what constitutes a failing grade.
 - Use short hour forms for zero hours and complete them for the whole year at once
- By October 31, departments need to add 2015 Summer semester courses to MAUI through the Offerings Planner link. Fall 2015 courses may be added after December 4.
- Course numbering:
 - First year: 5700; second year: 6700; third year: 7700.
 - 300 courses are no longer necessary
- Program directors should meet with students to make sure the students know which courses are for the certificate program, zero semester hours and which ones should be registered for master credits so they will be charged tuition correctly. The "0" zero semester hours will trigger the certificate fee which will be returned to the department. Short hours forms will still need to be completed for students in the certificate program.
- Registration training will be on November 14, in N212.
- Ms. Kayser offer an open session for students, advanced program directors and primary support staff to explain the mechanics of *how* to register for certificate courses—but not *what* to register for.
- Program directors should meet with students and work out a course schedule before the training session.
- Students will be able to register at the meeting. In the future, this session will be included in orientation.
- Mr. Arneson has been assured by the Provost Office that the College can move forward without financial penalties at this time.

The Committee commended Ms. Kayser and her staff for their exceptional efforts in facilitating this project.

6.0 Centralizing Support of Advanced Education Programs

Dean Solow facilitated a discussion on the possibility of establishing a centralized location for managing administrative tasks common to all Advanced Education programs:

- Managing procedures and paperwork for a centralized application process.
- Providing support to residents and graduate students.
- Facilitating the process for defending and submitting theses.
- Tracking program and University deadlines
- Possibly tracking resident/graduate student performance

Working Group on Advanced Education Coordinator: Cobb, Thalji, Williamson and Dean Solow (Ex officio).

6.0 Comments/Updates

On November 1, DWP patients may graduate to the next step in their treatment plan with providing they have an exam by a general dentistry.

The Committee thanked Dr. Humbert for his excellent service to the Committee.

Minutes respectfully submitted by Mary Lynn Eckert.

CHARGE TO THE ADVANCED EDUCATION COMMITTEE

The directors of the advanced education programs will sit as the collegiate Graduate Council. The council will strive for improvement and maintenance of vitality and excellence of the advanced education programs of the College. In order to fulfill this charge, they will:

1. Advise the administration on liaison activity which will assist in the support of the above effort for excellence;
2. Develop policies and mechanisms which can be utilized for the benefit of any or all programs such as dismissal policies, admission procedures and elective courses which can benefit two or more programs;
3. Work in concert of the resolution of recommendations from the Council on Dental Education and the Graduate College for the improvement of the collegiate programs.

Suggested Interacting Committee: Executive Committee