

Members Present: Drs. Nidhi Handoo (Chair), Tad Mabry, Terry J. Lindquist, Saulo Sousa Melo, William J. Synan, Justine L. Kolker, Bruno Das Neves Cavalcanti, Theodoros Katsaros, John Hellstein, David C. Holmes, Lily T. Garcia, Sherry Timmons, Prof. Marsha Cunningham-Ford, Ms. Becky Todd, Ms. Joni Yoder, Ms. Michelle Krupp and Emillie Brandt (D4)

Absent: Drs. David M. Bohnenkamp, Paula Weistroffer, Ronald Elvers, Mike Kanellis, Brittanie Lucas (D3) and Katherine Sislow (D3)

Meeting called to order at 12:06pm.

I. **Approval of November 27, 2017 minutes** – Dr. Handoo

MOTION: to approve the September 17, 2017 minutes as submitted. Motion seconded.

MOTION APPROVED.

December 22, 2017 meeting was cancelled.

II. **D3 Requests for Return** – Dr. Handoo

A. Dr Handoo reviewed the proposal for Tuesday clinic return dates that was approved by Clerkship Directors Committee last year. Discussion points included:

- DOCUMENTATION: does the clerkship director and/or clerks do this? Office of Student Affairs keeps track of number of returns. Final forms end up in Joni Yoder's office.
- PROCESS: Sequence begins with the Clerk in current clerkship – current clerkship director – clerk at receiving end – Joni Yoder. Process is posted on the D3 Intradent. Joni will be discussing protocol with D3 class next week. Students and clerkship directors need to familiarize themselves with the process.
- Does Running Man keeps track of student releases? Faculty discussed pros/cons of Running Man.
- If a pt. cancels or fails, the student must return to clerkship...does this count as one of their ½ days?
- CURRENT CLERKSHIP STATUS: PROS return numbers are down. PERIO & ENDO have a couple, PEDO up due to PASS returns.
- Feb 20/27 – dates designated to accommodate student-patient return for completion of patient care.

III. **Mock Site Visit – Feedback** – Dr. Garcia and Michelle Krupp

A. Dr. Garcia briefly summarized the mock site visit. The process and report was very revealing & sobering. There is a lot of work necessary to address gaps in

- responses to CODA Standard 2 (Education), particularly 2-24 which deals with our PASS'.
- B. Ms. Krupp went over several handouts (attached). The spreadsheet delineated each PASS, responsible faculty, and the status of the PASS.
 - C. Two workgroups have been developed to address all the 'must be competent' standards.
- IV. **Work Group on concept of clinical observation "opportunities" for D2** – WG – *pending time available* – Dr. Handoo
- A. Did not discuss to due time constraints.
- V. **Patient Vitals – Start Check** – *pending time available* – Drs. Handoo and Garcia
- A. Did not discuss to due time constraints.

Next Meeting: **February 23, 2018**

Minutes recorded: Ms. Michelle Krupp