

Clerkship Directors Committee	
AGENDA	
December 18, 2015	12:00-12:50, Deans Conference Room
Dr. Tad Mabry, Chair	Recorder: Ms. Michelle Krupp
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the November 20, 2015 Minutes	Mabry
2. Faculty/Course Evaluations - ACE – 20 mins.	Aaron Elam
3. “Start Check” Discussion — 15 mins.	Mabry
4. Comments/Updates – Progress in Clerkships	Committee
5. Next Meeting: January <u>27</u>, 2016 <i>please note date change</i>	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	Guidelines for Recording Lectures	Garcia	
Pending	Confirm date for D3 to D4 Transition Mtg	Mabry/Garcia	
Pending	Formalize the D1/D2 to D3 Transition Mtg	Mabry/Garcia	

Clerkship Directors Committee:

Dr. Tad Mabry, Chair
 Veeratrishul Allareddy
 Nidhi Handoo
 Terry J. Lindquist
 Michael Murrell
 William J. Synan
 Erica C. Teixeira
 Fabricio Teixeira
 Sherry R. Timmons*
 Paula Weistroffer
 Patti Duffe
 Joan T. Welsh-Grabin
 Joni Yoder
 John Lorenz – D3
 Aaron Jones – D3
 Collin Barker – D4

Ex Officio:
 Sherry R. Timmons, *Chair, CAPP
 DC Holmes, Chair, Curriculum Committee
 Ronald Elvers, Director of Clinics
 Lily T. Garcia, Associate Dean for Education
 Mike Kanellis, Associate Dean for Patient Care
 Galen Schneider, Executive Associate Dean
 Cathy Solow, Associate Dean for Student Affairs
 Michelle Krupp, Director, Education Development

Clerkship Directors Committee Minutes – December 18, 2015

Members Present: Dr. Tad Mabry (Chair), Drs. Nidhi Handoo, Terry Lindquist, Michael Murrell, William Synan, Erica Teixeira, Fabricio Teixeira, Paula Weistroffer, DC Holmes, Ronald Elvers, Lily Garcia, Galen Schneider, Ms. Cathy Solow, John Lorenz –D3, Collin Baker –D4, Ms. Michelle Krupp

Members absent: Drs. Trishul Allareddy, Sherry Timmons, Mike Kanellis, Ms. Patti Duffe, Ms. Joan Welsh-Grabin, Ms. Joanie Yoder, Aaron Jones –D3

Guest: Mr. Aaron Elam

- I. Approval of November 20, 2015 minutes
Motion to approve the minutes, seconded, and approved. Note the change in date for the next meeting January 27, 2016.
- II. Faculty/Course Evaluations – Mr. Aaron Elam
 - Mr. Elam gave a brief demonstration of the new ACE evaluation system. Highlights include: 1) question template pre-loaded, 2) each faculty has the ability to add questions from a bank (automatically included from year-to-year) or make up their own (one-time use), 3) course reports can include response rate, quantitative & qualitative data, comparative data of faculty and department, and can be converted to a pdf or an excel spreadsheet, 4) email notification/reminder system to students when evaluations are ready and open (will only remind those students who have not completed an evaluation).
 - Dr. Mabry noted that students experienced some confusion with the evaluations. Mr. Elam said they have received a lot of feedback from both faculty and students and have discovered issues and have learned more about the program through this initial process.
 - Questions/Comments from the committee included:
 - o Q: Where are the evaluations located? A: In ICON, Student Tools (dashboard), Student Evaluations. There is also a link in ISIS. Dr. Garcia reminded the group that some of the reasons we switched from Survey Monkey to ACE was to protect anonymity of students and that ACE is a UI system connected to the MAUI database. Faculty will not be able to see which students have completed evaluations, but can see the completion rate for a class. Dr. Garcia appreciates everyone's patience as we all learn the new system and discover issues. Future discussion will need to take place regarding the volume of evaluations students need to complete as well as what data is needed and how it is used.

- o Q: How are the open & close dates established? A: Dates are determined by MAUI, but it can be overridden if needed. A collegiate timeframe will be applied in which a standardized period of time will be set, i.e., evaluations will open for a 2-week period before the end of the course.
- o Q: When will reports be ready to generate? A: Faculty can access reports 48 hours after closing time or after grades are reported.
- o Mr. Elam is currently working on giving Course Directors access to all faculty ACE data in their course and giving DEOs access to ACE data for all their faculty and courses in their department.
- o Q: When will students get notification? A: Administration and/or Course Directors will need to initiate the notification process when evaluations are ready. Evaluations automatically loaded into ICON for students based on MAUI closing dates, however ICON does not automatically notify students.
- o Q: Can students make changes to their evaluation or do an evaluation after the closing date? A: No, students cannot make changes to any evaluation after submitted nor access an evaluation after the closing date.
- o Q: Where can faculty go for help? A: Dr. Garcia and Michelle Krupp, who can then talk to Aaron Elam for additional support if needed.

III. "Start Check" Discussion – Dr. Tad Mabry

- Background: There is a need to potentially standardize a start check protocol among clerkships to avoid confusion among students as they rotate through different clerkships. At the last meeting, Mr. Jerry Gehling presented Start Check.
- Students did not think that there was too much confusion. Dr. Synan noted that when start checks take place (before or after the patient is seated) and/or when the student is allowed to look intraorally may be the issue.
- The different departments discussed when start checks occur and what information is presented by the students.
 - o Departments that allow students to look intraorally *before* a required start check include: PEDO, OFMS, ENDO, OPER
 - o Departments that do not allow students include: OPRM, PROS, PERI
- Dr. Garcia reminded the group that the Dean is looking for uniformity across specialties to help with continuity and lessen the learning gaps among the D3 and D4 years.
- In general, there is a need to define what it means to 'look into the mouth'. Does it imply using instrumentation intraorally or simply viewing the intraoral condition? Faculty concerns were discussed briefly i.e. a

clinical exam in OPRM differs from the concept of a quick look in the mouth.

- Dr. Mabry asked if there is a common thread we could standardize in the clerkship? Some constants include three points: 1) patient introduction, 2) chief complaint and 3) treatment planned for the current appointment. In summary, the Start Check program may not be utilized across all departments, but faculty can work towards standardizing information in a start check; this should be implemented & stressed in D1 & D2 years.

ACTION ITEM: Look for more opportunities to standardize clerkships where appropriate and generate some examples of standardization in a start check for committee to review and discuss. (Drs. Mabry, Garcia & Michelle Krupp)

IV. Comments/Updates – Progress in Clerkships

- Due to time constraints, updates were not discussed. Dr. Mabry would like to make time in the next meeting to discuss progress and updates in clerkships since we will be at the mid-year mark.
- SUGGESTED AGENDA ITEMS:
 - 1) AxiUm Training module – Dr. Handoo 1/27/16
 - 2) Standardization opportunities

Next Meeting: January 27, 2016

Minutes recorded: Ms. Michelle M. Krupp