

Advanced Education Committee	
AGENDA	
May 23, 2016	12:00-12:50, Deans Conference Room
Dr. Anne Williamson, Chair	Recorder: Ms. Michelle Krupp
Lunch will be served.	
Agenda Items	Responsible Individual
1. Approval of the March 28, 2016 Minutes	Williamson
2. Update “Referral Letters” – Predoctoral-Advanced Ed Residents Communications	Williamson
3. Application deadlines to Adv Ed programs for PASS	Williamson
4. CODA Site Visit – (Sept 18-20, 2018) <i>Compare common issues/challenges</i> <i>Mr. Sean Kelley – design/logistical support of documents</i>	Geneser
5. Comments/Updates	Committee
9. Next Meeting: <b>TBD; July 2016</b>	

Action Items			
Status	Action to be taken	Responsible	Due Date
Pending	WG: Industry Access Guidelines		
Pending	Centralized Administrative Support for All Advanced Education Programs	Garcia	On hold

#### Advanced Education Committee:

Anne E. Williamson, Chair  
 Veeratrishul Allareddy  
 Howard J. Cowen  
 Steven L. Fletcher  
 Matthew K. Geneser, Vice Chair  
 Sandra Guzman-Armstrong  
 Ryan W. Hill  
 Lewis A. Humbert  
 Rodrigo Rocha Maia  
 Thomas E. Southard  
 Ghadeer Thalji  
 Sherry Timmons  
 John J. Warren

**Ex Officio:**  
 Brad A. Amendt, Associate Dean for Research  
 Lily T. Garcia, Associate Dean for Education  
 Catherine Solow, Associate Dean for Student Affairs  
 Joan T. Welsh-Grabin  
 Michelle M. Krupp, Director, Education Development

Members Present: Drs. Anne Williamson (chair), Matthew Geneser (vice-chair), Trishul Allareddy, Steven Fletcher, Sandra Guzman-Armstrong, Ryan Hill, Lewis Humbert, John Warren, Brad Amendt, Lily Garcia, Marcela Hernandez, Ms. Michelle Krupp

Members Absent: Drs. Howard Cowen, Rodrigo Maia Rocha, Tom Southard, Ghadeer Thalji, Sherry Timmons, Galen Schneider, Ms. Joan Welsh-Grabin, Ms. Cathy Solow

Guests:

- I. Approval of March 28, 2016 minutes - motion to approve the minutes passed.
- II. Update “Referral Letters” – Predoctoral-Advanced Ed Residents Communications – Dr. Williamson
  - Dr. Williamson asked if directors had the opportunity to discuss referral process with their departments and residents. Dr. Garcia mentioned that it is important that each department can document their process.

**ACTION ITEM: Directors should verify that the referral process occurs between a predoctoral student and a resident; where it is taught, and indicate if specialty has a “difficulty” index or scale. Please email Dr. Williamson this information before the next meeting.**

- III. Application deadlines to Adv Ed Programs PASS –Dr. Williamson
  - Dr. Williamson discussed how PASS does not allow for any changes to application deadline dates. If your date differs from theirs, they will not allow you to change it. Programs will have to use other places, i.e. free text box, to indicate the correct deadline.
  - PASS said that if they receive enough emails/pressure they would consider changing this. Dr. Garcia suggested that it might be best to refer this concern through each of the specialty organizations' leadership, who in turn, could lobby for this change.
  - Dr. Geneser also recommended to check other websites or web pages with general information where deadlines might be listed wrong. If you change the deadline date, be sure to change all the dates in various places.
- IV. CODA Site Visit (Sept 18-20, 2018)– Dr. Matt Geneser
  - Dr. Geneser suggested that this group help each other prepare for CODA by sharing information during committee meetings. In an effort to try to avoid duplication, program directors could share their standards and determine if there are commonalities that all could use.
  - Dr. Geneser asked the experienced directors what has worked in the past for their CODA visits? Advice given included 1) using any old documents as a stepping stone to see what was said in the past (Dr. Garcia has already distributed past materials to each program) and 2) work closely with the previous program director.

- Mr. Sean Kelley discussed how he will handle the design/logistical support documents. He recommended to keep all your documents simple and not worry too much about formatting as he will strip all formatting in a publishing program and apply a consistent format to all documents. CODA is requesting electronic documentation, but Dr. Garcia said that schools are still producing paper documents as well. This may be a hybrid year in which we will need to do both electronic & paper-based products.

**ACTION ITEM: Dr. Geneser will bring the PEDO standards (others should bring their standards as well for reference) to begin looking for commonalities.**

V. Comments/Updates – Committee

- Ms. Krupp mentioned that one course in each advanced education program was recently evaluated by the residents. Reports should be available in ACE, via ICON. Dr. Guzman-Armstrong asked if evaluations can be re-opened since her residents did not have enough time to complete all the faculty evaluations. Since we do not want evaluations to occur after grades have been submitted, evaluations will not re-open.

Next Meeting: TBD; July, 2016

Minutes recorded by Ms. Michelle Krupp