

**Members Present:** Drs. Matthew Geneser (Chair), Trishul Allareddy, Gustavo Avila-Ortiz, Jennifer Hartshorn, Anne E. Williamson, Sandra Guzman-Armstrong, Kecia Leary, Rodrigo Rocha Maia, John Hellstein, John Warren, Ms. Joan Welsh-Grabin and Ms. Michelle Krupp

**Absent:** Drs. Steven Fletcher, Ryan W. Hill, Tarek El Kerdani, Thomas E. Southard, Howard Cowen, Brad Amendt, Lily T. Garcia and Sherry R. Timmons

**Guest:** Drs. Jeff Banas and Nathan Holton

Meeting called to order 12:07 p.m.

- I. **Approval of April 23, 2018 minutes** – Dr. Matthew Geneser  
**MOTION:** to approve the minutes as submitted and seconded.  
**MOTION APPROVED.**  
*May 29, 2018 meeting cancelled.*
- II. **Office for Education Update** –Ms. Michelle Krupp
  - A. CODA Update: Schedules, Outlook Invites
    - Ms. Krupp updated the committee on support for the accreditation process. All advanced education programs met the June 11<sup>th</sup> deadline for submission and the documents are currently in printing process. The DEOs, program directors and site visitors will receive a copy; names of site visitors are not available at this time. According to CODA, we should receive the list of site visitors by mid-July. The Office for Education will be responsible for mailing documents. Your individual program schedule changes are due July 13<sup>th</sup>. Outlook invitations for advanced education programs will be sent out by Ms. Moniot.
  - B. AEFIS Questions: Syllabus, Grade Scale
    - Predoctoral course syllabi have been fully integrated between MAUI data, into AEFIS – the curriculum mapping software. The syllabus template was used to create a uniform appearance and specifically, to generate reports through the mapping software.
      - If there is interest from the advanced education programs in having a syllabus template, the options can be explored and work could begin in Fall 2018.
      - Mapping data would be excluded to reduce confusion, as it does not pertain to the advanced education programs.
      - Goal: create a uniform syllabus electronic template for advanced education programs.
    - The predoctoral education program adopted a collegiate final grade scale, with complete implementation beginning 2018-2019. This committee

should discuss the possibility of having all advanced education programs utilize a standardized grade scale. There will be more information to come.

- Some advanced education courses are not based on a numeric scale, but assessed by clinical experiences, which may be more difficult to put into a grade scale.
- Dr. Avila-Ortiz reported from the Periodontics mock site visitor that a standardized competency list could be coming into the future for each specialty.

III. **Resident Orientation** – Ms. Michelle Krupp (see attachment)

- Plans for 2018 New Resident and Graduate Student Orientation are complete. Ms. Krupp encouraged program directors to mingle with all residents, not just their department. Dr. Geneser will provide welcome remarks, then each program director will give a short overview of their program.

IV. **Resident Research, M.S. Oral Science Program** – Drs. Banas & Holton

- A. Dr. Holton and Dr. Butali are the new course co-directors replacing Dr. Chris Squier. Currently, the course is an intro to identifying research methods and familiarizing with library sources. All residents will learn to critically evaluate literature and give a presentation. There will be guest speakers presenting about different areas involved with research.
- B. Dr. Banas is the new course director for the oral science grad course. He has created a timeline in graduate studies for PhD students. Master of Science students have a 3-year timeframe to keep their research project on track; a timeline may be needed as well.
  - Advanced education directors should send feedback to Dr. Banas.
  - The operative dentistry program has a time table and meets with students at the beginning of each year to guide progress. They also require their residents to have a manuscript that is able to be submitted.
  - Periodontics thought a standard guide would be helpful to keep residents on track.
  - Endodontics uses a specific date-driven deadline since residents present at the national meeting, either a poster or oral presentation.
- C. Following the orientation on Friday at 4pm, the oral science students are invited to mingle at a hosted event.

V. **Round Table Comments** – Committee

Ms. Welsh-Grabin – DWP \$1000 fiscal year max begins September 2018.

- Diagnostic procedures, preventive, complete dentures, removable partial dentures and sedations do not count against the maximum coverage limit.
- Residents must have signed treatment plans to be able to charge the patient for "overages".
- New residents will have training and Joan needs 30 minutes to review with every resident. A "running total" of reimbursement will be monitored, as well.

- It is unknown if special-needs adults are exempt.
- “DWM”/MCNA is more difficult and requires complex management.
- If doubts exist, send patients to the business office. The patient must participate in the healthy behaviors survey. Each patient must complete the survey by June 30<sup>th</sup> or pay \$3 a month to continue utilization of dental services. Special needs adults may not show it on the website, but could still be exempt.

VI. **Next Meeting: Monday, August 27, 2018 “Next Year”**

Minutes recorded: Ms. Lauren Moniot

## New Resident/Graduate Student Orientation

### Day 1: Thursday, June 28, 2018

Who	Time	Topic & Speaker	Location
REQUIRED ALL <b>New</b> <b>International</b> F1/J1 Residents & Graduate Students <b>ONLY</b>	7:30 – 8:00	Meet at College of Dentistry (escorted to UCC via Cambus)	CoD Main Entrance
	8:00 – 9:30	<b>International Students &amp; Scholar Services (ISSS) Immigration Regulations and Check-In</b> <ul style="list-style-type: none"> <li>• Lee Seedorff – Sr. Associate Director, ISSS</li> <li>• Brandon Paulson – Sr. Advisor, ISSS</li> </ul> <b>You MUST bring the Immigration documents listed below.</b> If you have: <ul style="list-style-type: none"> <li>▫ F1 – Passport, most recent I-94, and I-20;</li> <li>▫ J1 – Passport, most recent I-94, and DS-2019;</li> <li>▫ Any other status, contact CoD HR before June 27<sup>th</sup> to get a list of documents.</li> </ul>	University Capitol Centre International Commons 1117 UCC
	9:30 – 10:00	<b>Human Resource Topics</b> <ul style="list-style-type: none"> <li>• Vicki Green – Human Resources Director</li> </ul> <i>Year End Taxes; Obtaining a SSN (International residents/grads ONLY)</i>	Dental Science Building Dean's Conference Room N304
Required <b>ALL INCOMING</b> Residents & Graduate Students	10:00 – 11:00	<b>Culturally Responsive Care</b> <ul style="list-style-type: none"> <li>• Denise Martinez, MD – Assistant Dean for Cultural Affairs &amp; Diversity Initiatives at UI Carver College of Medicine</li> </ul>	Oral B N212
	11:00 – 11:45	<b>Human Resource Topics</b> <ul style="list-style-type: none"> <li>• Vicki Green – Human Resources Director               <ul style="list-style-type: none"> <li>▫ Malpractice &amp; Health Insurance</li> <li>▫ Parking &amp; Payroll</li> <li>▫ Self-Service Demonstration</li> <li>▫ Training – Sexual Harassment &amp; Elder/Child Abuse</li> </ul> </li> </ul>	
	11:45 – 12:30	<b>Lunch</b>	
	12:30 – 12:50	<b>IT Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Chuck McBrearty – Director, Dental Technology &amp; Media Services</li> </ul>	
	1:00 – 3:00	<b>AxiUm Training (Iowa's Electronic Patient Record)</b> <ul style="list-style-type: none"> <li>• Joan Welsh-Grabin – Support Services Supv/Mgr, Pt. Management</li> </ul>	
	3:00 – 4:00	<b>Ethics &amp; Professionalism</b> <ul style="list-style-type: none"> <li>• Debra Brandt, PhD, MSB, RN – Research Assistant Professor of Obstetrics &amp; Gynecology</li> </ul>	
	4:00 – 5:00	<b>IowaOne Card/Pictures</b>	Studio N317

## New Resident/Graduate Student Orientation

### Day 2: Friday, June 29, 2018

Who	Time	Topic & Speaker	Location
Required <b>ALL INCOMING</b> Residents & Graduate Students	8:00 – 8:30	<b>Hot Breakfast Buffet</b>	Oral B N212
	8:30 – 9:30	<b>Welcome &amp; Introductions</b> <ul style="list-style-type: none"> <li>Matthew Geneser, DDS – Chair Advanced Education Committee <ul style="list-style-type: none"> <li><i>Summary of Day Activities, Graduate Handbook &amp; Introductions</i></li> </ul> </li> <li>David C. Johnsen, DDS, MS – Dean College of Dentistry</li> <li>Lily T. Garcia, DDS, MS – Associate Dean for Education <ul style="list-style-type: none"> <li><i>Resident/Graduate Student Issues/CODA</i></li> </ul> </li> </ul> <b>Advanced Education Program Directors Panel</b> <ul style="list-style-type: none"> <li>Veeratrishul Allareddy, BDS, MS – Oral Radiology</li> <li>Howard Cowen, DDS, MS, DABSCD – Geriatric &amp; Special Needs</li> <li>Steven Fletcher, DDS – Oral Maxillofacial Surgery</li> <li>Matthew Geneser, DDS – Pediatric Dentistry</li> <li>Sandra Guzman-Armstrong, DDS, MS – Operative Dentistry</li> <li>Ryan Hill, DDS – General Practice</li> <li>Tarek El Kerdani, DDS, MSD – Prosthodontics</li> <li>Rodrigo Rocha Maia, DDS, MS, PhD – Operative Dentistry</li> <li>Gustavo Avila-Ortiz, DDS, MS, PhD – Periodontics</li> <li>Thomas Southard, BS, MS, DDS – Orthodontics</li> <li>John Hellstein, DDS, PhD – Oral Pathology</li> <li>John Warren, DDS, MS – Dental Public Health</li> <li>Anne Williamson, DDS, MS - Endodontics</li> </ul>	
	9:30 – 10:00	<b>Student Affairs</b> <ul style="list-style-type: none"> <li>Sherry Timmons, DDS, PhD – Associate Dean for Student Affairs <ul style="list-style-type: none"> <li><i>Financial Aid &amp; Billing</i></li> </ul> </li> <li>Lori Kayser – Collegiate Registrar</li> </ul>	
	10:00 – 10:30	<b>Wellness and Patient Services</b> <ul style="list-style-type: none"> <li>Kristen Flick, LMSW – CoD Social Worker <ul style="list-style-type: none"> <li><i>Social Work Services</i></li> </ul> </li> <li>Cari Anderson, LISW – CoD Counselor <ul style="list-style-type: none"> <li><i>Counseling Services</i></li> </ul> </li> </ul>	
	10:30 – 11:00	<b>Library &amp; Writing Services</b> <ul style="list-style-type: none"> <li>Chris Childs – Hardin Library</li> <li>Michael Tilley – CoD Writing Services</li> </ul>	
	11:00 – 11:30	<b>College of Dentistry Tour</b> <ul style="list-style-type: none"> <li>Tour Guides: Brittany Gillard, Casey Goetz, Arwa Alhakami</li> </ul>	

## New Resident/Graduate Student Orientation

Day 2: Continued			
Who	Time	Topic & Speaker	Location
Required <b>ALL INCOMING</b> Residents & Graduate Students	11:45 – 1:00	<b>Senior Resident Panel – Life of a Resident in Iowa City &amp; Lunch</b> <ul style="list-style-type: none"> <li>• Amy Lesch – Dental Public Health</li> <li>• Clint Wire – Orthodontics</li> <li>• Brittany Gillard – Endodontics</li> <li>• Maram Jaradat – Operative Dentistry</li> <li>• Matt French – Prosthodontics</li> <li>• Liz Wilkinson – Pediatric Dentistry</li> <li>• Marian Antonious – Periodontics</li> <li>• Scott Steward-Tharp – Oral Pathology</li> <li>• Rohit Nair – Geriatric &amp; Special Needs</li> </ul>	Oral B N212
	1:00 – 1:30	<b>College of Dentistry Dental Clinics</b> <ul style="list-style-type: none"> <li>• Mike Kanellis – DDS, MS – Associate Dean for Patient Care               <ul style="list-style-type: none"> <li>▫ <i>Overview of the College</i></li> <li>▫ <i>Dental Wellness Plan</i></li> </ul> </li> </ul>	
	1:30 – 2:15	<b>Infection Control</b> <ul style="list-style-type: none"> <li>• Curtis Iburg – Manager, Sterilization Services &amp; Infection Control               <ul style="list-style-type: none"> <li>▫ <i>How to Practice Safely</i></li> <li>▫ <i>Dental Unit Water Lines</i></li> <li>▫ <i>Infection Control ICON Quiz</i></li> </ul> </li> </ul>	
	2:30 – 3:00	<b>Pharmacy &amp; Therapeutics Orientation</b> <ul style="list-style-type: none"> <li>• Cindy Marek, PharmD – Manager, Dental Pharmacy</li> </ul>	
	3:00 – 3:30	<b>Medical Alert Procedures &amp; Collegiate Radiation Policy</b> <ul style="list-style-type: none"> <li>• Kate Kane, RN – Nurse Manager, Oral Maxillofacial Surgery</li> <li>• Veeratrishul Allareddy, BDS, MS – Director, Oral &amp; Maxillofacial Radiology</li> </ul>	
	3:30 – 3:45	<b>Turn In Evaluation Forms</b>	