

Members Present: Drs. Nidhi Handoo (Chair), David Bohnenkamp, Bruno Das Neves Cavalcanti, John Hellstein, Justine L. Kolker, Terry J. Lindquist, Saulo Sousa Melo, Paula Weistroffer, Megumi Williamson, Lily T. Garcia, Sherry Timmons, Michelle Krupp Joni Yoder, Ryan Mooneyham (D3), Alyssa Spilski (D3)

Absent: Drs. Tad Mabry, William J. Synan, Becky Todd, David C. Holmes, Ronald Elvers, Nick Economos (D4)

Meeting called to order at 12:06 p.m.

I. **Approval of August 10, 2018 minutes** – Dr. Handoo

MOTION: to approve the August 10, 2018 minutes as submitted. Motion seconded.
MOTION APPROVED.

II. **Introductions**

- Introduction of Brenda Selck, new secretary for Office for Education. Brenda will be resending outlook meeting invitations since she does not have access to meetings that Lauren scheduled prior to her departure. You might have duplicate meetings on your schedule for a while.
- Introduction to Dr. Megumi Williamson, new Clerkship Director for Periodontics.

III. **Use of Septocaine – Report** – Dr. Lindquist

- Survey was sent out on use of Septocaine. Results show it is used only when faculty give their permission for use. The department of endodontics uses it more often in the following scenario: a dental student attempts local anesthesia once, if not successful, they observe faculty do the second attempt. Need to have a method to minimize, but it will not be the same percent across departments. It is not known if this process is done in other departments.
- Use of Septocaine is not a substitute for poor technique.
- D2 students experience maybe 1-3 injections a year outside of practicing on other students. Faculty are very helpful.

ACTION ITEM: Dr. Lindquist will share summary with Curtis so he can manage the dispensary regarding Septocaine requests.

IV. **D3 Clerkship Attendance Policy** – Dr. Timmons (see attachment)

- A. Dean Timmons distributed attachments – revised policy (1st page) and previous policy. She presented results from her survey: 25 course directors responded, majority of them represent teaching in D2 and D3 years.
- No objections to maintaining the leave policy to 4 days. Received feedback on what course directors perceived as reasons for an excused absence.
 - D3 students conducted a class survey – 58/88 students responded. Students prefer use of 4 personal days (use as one day or ½ days and within confines of use for each block) be left to the student's discretion.
- B. Committee provided feedback on the policy.
- Allow for student discretion on use of allotted time for leave.

- Need to limit the number of students that can be absent per rotation to ensure patient care.
- If it is a predictable event, have student relay this information to course director as soon as possible. Some clinic schedules are booked 6 weeks in advance. Course directors still has the right to approve/disapprove permission.
- Students reschedule appointments on day they want off and manage their own patients. Operative Dentistry Clinic allows for moving patients to another student.
- Have a reference document to track absences so course directors can make an informed decision. For example, if a faculty does not approve an absence to ensure patient care, and the student still chooses to take a day off, there should be a means to follow-up on the situation.
- Add an addendum to syllabus regarding max number of multiple student absences allowed at any specific time.

ACTION ITEM: Dean Timmons will send a draft of the revised policy to clerkship directors for review and edit.

V. **IDASP Survey** – Dr. Meredith
Topic moved to December meeting agenda.

VI. **Executive Session Concept** – Dr. Garcia
The concept of an executive session is to allow helpful discussion in support of struggling students. Student members and committee guests are to be dismissed. Dr. Garcia confirmed that the intent was discussed with the Associate Vice Provost – Dr. Uden-Holman and this had no relation to FERPA issues. The intention would be to identify students who are struggling early and help them progress throughout the D3 year, not to be punitive. This should be a healthy discussion to help students. We have an education specialist (Michele Krupp) to help facilitate process and monitor student progression.

- Some raised concerns of creating bias against a student but if framed appropriately, it is intended for student success.
- Generalizing about groups of students may not be helpful for identifying a student or students that are struggling.
- There was some discussion about what would constitute a deficiency.

ACTION ITEM: Dr. Handoo and Michelle Krupp will present and discuss other ideas for process/mechanism to monitor student progress.

VII. **Roundtable** – Dr. Handoo

Next Meeting: **November 16, 2018**

Minutes recorded: Ms. Brenda Selck

D3 CLERKSHIP ATTENDANCE POLICY

D3 students are required to be in clinic every day unless an absence has been approved in advance. Successful skill acquisition and knowledge development are dependent on consistently attending and actively participating in all clinical and didactic sessions.

Designated university holidays and collegiate vacation days include Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King's Day, Spring Break, Memorial Day, and Summer Break.

To provide you with some flexibility in scheduling, each student is permitted 4 full-day excused absences or 8 half days of excused absences for the following reasons:

- Personal emergencies
- Family situations (medical care or child care)
- Medical appointments
- Personal Illness
- Funeral
- Religious observance
- Wedding for self or immediate family (parent, sibling, grandparent)

Time must be taken as a single clinical session or entire day (not hour by hour). No more than one full day will be allowed during a 5 week clerkship {OD/RAD/Path; Oral Surgery}; no more than one full day from each of the disciplines in a 10 week block {Operative/Pediatrics}; and no more than two days during "superblock" {Prosthodontics/Endodontics/Periodontics}. Excused absences are a privilege and are not "vacation days". Excused absences are not to be used for extensions of University holidays or saved until the end of the school year. Advance planning is recommended whenever possible. Absences will be tracked and you may not take more time off than the allotted four days without special permission from the Associate Dean for Student Affairs in consultation with the course director (s). It is at the clerkship director's discretion to determine if additional experiences are required in lieu of the absence(s).

If you are in good academic standing and presenting a paper or poster and/or hold a national position in an organization, your attendance at a conference or national meeting will not count against the number of excused absences but you are required to obtain pre-approval of the absence from the respective course director(s) and submit the appropriate documentation.

Attendance at a state, regional or national meeting for Continuing Education credit will count against excused absences.

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- Family situations
- Medical appointments
- Illness
- Funeral
- Religious observance

Time must be taken as a clinical session (not hour by hour) and no more than one full day will be allowed during a 5 week clerkship; no more than one full day from each of the disciplines in a 10 week block; and no more than two days during “superblock”. Excused absences are a privilege and should not be thought of as “vacation days”. They are not to be used for extensions of University holidays or saved until the end of the school year. Advance planning is recommended whenever possible.

An Excused Absence Form can be found on the College of Dentistry Intradent. Please complete the form; obtain clinic clerk and clerkship director’s signatures; and bring the form to the Office of Student Affairs. Absences will be tracked and you may not take more time off than the allotted four days without special permission from the Associate Dean for Student Affairs.

If you are presenting a paper or poster and/or hold a national position in an organization, your attendance at a conference or national meeting will not count against the number of excused absences.