

Members Present: Drs. DC Holmes (Chair), David A. Jones, Natalia Restrepo-Kennedy, Brian J. Howe, Leonardo Marchini, Zeina Al-Salihi, Sandra Guzman-Armstrong, Michael Murrell, Wayne Johnson, Lily T. Garcia, Nidhi Handoo, Michelle Krupp, Cody Glass (D2), Tanner Brolsma (D3), Kathleen Bohr (D4)

Absent: Drs. Maged M.E. Abdelaal, Tad Mabry, Paula Weistroffer, John Schaeffer (D1), Sherry Timmons

Meeting called to order 12:06 p.m.

- I. **Approval of February 6, 2019 Minutes:** – Dr. DC Holmes
MOTION: to approve the February 6, 2019 minutes as submitted. Motion seconded.
MOTION APPROVED.
- II. **Update** – Ms. Krupp & Dr. Holmes
 - A. Course Evaluations (handout)

Course evaluations for the past academic year and this fall were distributed to DEOs last month. Course evaluations are a collegiate effort in which faculty, course directors, DEOs and the Office for Education have responsibility and accountability to improving student learning (see Evaluation handout). It was emphasized that course evaluations serve a mechanism for formative feedback that provides faculty an opportunity to reflect, discuss and continually improve their teaching and courses.
 - B. Policy on Management of Academic Calendar (handout)

A new collegiate policy for management of academic calendar was disseminated (see Policy handout). In an effort to provide students a consistent schedule and reduce their stress, faculty will no longer be able to make changes to their course schedule meeting times after the initial review and approval process. If a faculty is unable to teach during the designated class time, they must provide equivalent alternative instruction, to be managed within the department.
 - C. WG CoD Competencies & Domains

The workgroup has met several times, thoughtfully reviewing and revising the statements and domains to reflect how we want our graduates to practice. Oral health management and person-centered care have been discussed as overarching themes.
 - D. Snapshot for Student Success

Ms. Krupp with input from Dr. Handoo, has developed a tool aligned with the CoD Domains that could help identify potential trends among students within and across

clerkships. The Snapshot tool has received recommendations from the Clerkship Directors Committee.

Curriculum Committee recommended the following:

- Start tracking student progress in D1 year
- Clerkship Directors share examples
- Calibrate faculty on how to use the tool, what constitutes areas of concern, and providing feedback

The Curriculum Committee would like to encourage the Office of Education to move forward with the Snapshot mechanism.

E. **WG Biomedical Sciences Integration**

A survey was sent to Clerkship Directors asking them to rate the importance of the top 10 topics for each biomedical course that were identified by biomedical faculty.

This has helped identify Integration possibilities and collaboration between biomedical and clinical faculty. Next step for the workgroup is to begin developing ideas on how integration could look in the curriculum.

III. **WG Oral Health Management (Person-Centered Care)** – Dr. Guzman-Armstrong/Dr. Garcia quickly presented the concept of person-centered care as an overarching educational thread for the curriculum. Discussion was tabled due to time.

ACTION ITEM: Read article for discussion at next meeting:

Walji, M. F., Karimbux, N. Y., & Spielman, A. I. (2017). Person-centered care: Opportunities and challenges for academic dental institutions and programs. *Journal of Dental Education*, 91(11), 1265-1272. DOI: [10.21815/JDE.017.084](https://doi.org/10.21815/JDE.017.084)

IV. **Round Table Comments** – Committee

Next Meeting: Wednesday, April 3, 2019

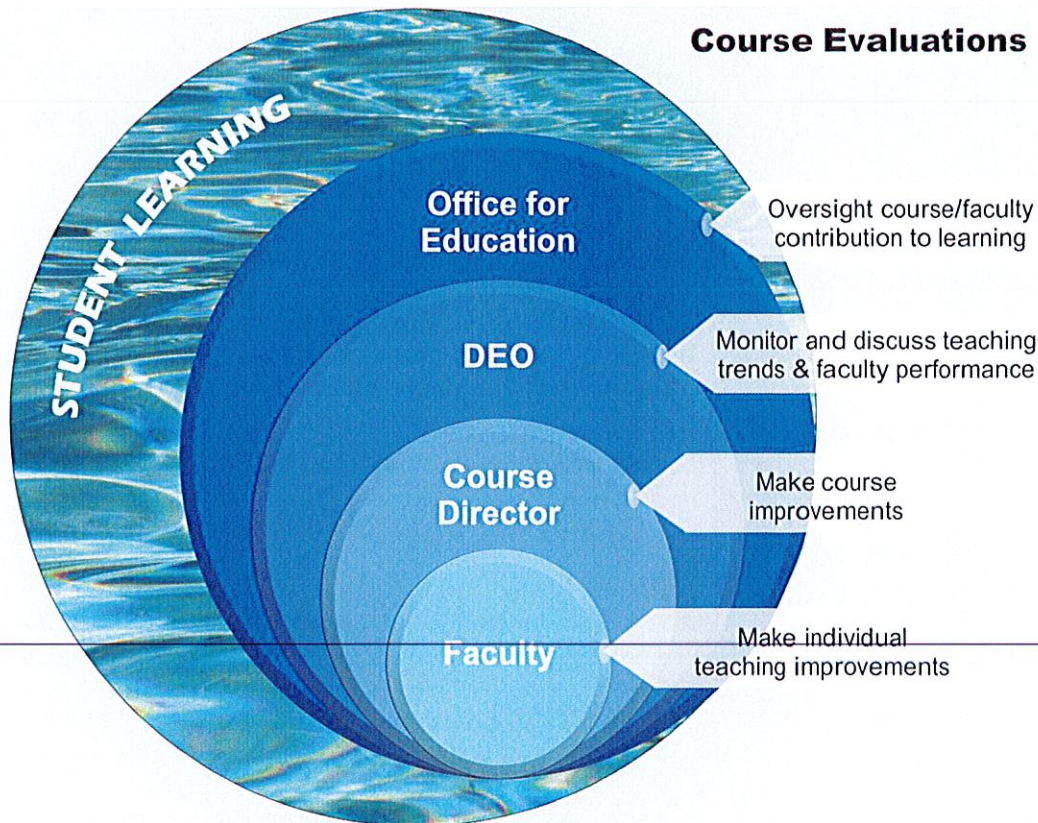
Minutes recorded: Ms. Brenda Selck

Course & Faculty Teaching Evaluations

The Office for Education will provide DEOs with their departmental course evaluations every semester. When we are satisfied with the reporting functions and parameters in AEFIS (evaluation system), DEOs will then have access to run and view their own departmental reports. Currently, individual faculty have access to their own evaluation results at uiowa.aefis.net.

As a reminder, course evaluations are one mechanism to help you monitor teaching and learning **trends** among your departmental faculty and courses. Results should be reviewed and discussed with faculty on a regular basis and be used as *one* data point (not in isolation) when contemplating changes. Course evaluations are not intended to be punitive, rather formative in nature in which faculty should be encouraged to improve teaching and overall quality of their courses. Although students are not expert instructors, they are experts in their own learning and their feedback should be taken as such.

Accountability and responsibility for quality teaching and learning is a collegiate effort. The diagram below illustrates how course evaluations can be utilized to promote continuous educational improvements.



The College of Dentistry recognizes student needs for predictable course and clinic schedules that comprise the Academic Calendar. The Dental Registrar's office distributes course schedules in advance of the upcoming academic calendar year for review by the Department Executive Officers (DEOs), among others. The review process allows opportunity to ensure accurate number of session occurrences and clock hours are accurate, annotation for mid-term or final examinations, and for DEOs and course directors to identify potential schedule conflicts in order to manage faculty coverage in support of the curriculum.

The University of Iowa Operations Manual states responsibilities to students (Chapter 15.2) as follows:

"The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction."

Each DEO manages faculty leave and faculty coverage schedules when there are planned and unanticipated faculty absences to ensure courses proceed as scheduled. No changes will be made to the published course schedules. If any change such as a class cancellation occurs, students should be notified well in advance, e.g. one-week advance notice, and the DEO ensures either faculty back-up to provide a lecture or cover clinic supervision, or alternate instruction. If circumstances prevent appropriate faculty coverage, alternate instruction must be provided. If classes are cancelled without notice and/or alternate instruction is not provided, course clock hours will be adjusted to reduce clock hours scheduled for future reference.