

**Members Present:** Drs. DC Holmes (Chair), Omar S. Alburawi, Satheesh Elangovan, Sandra Guzman-Armstrong, Nidhi Handoo, Aditi Jain, Wayne Johnson, David A. Jones, Tad R. Mabry, Leonardo Marchini, Natalia Restrepo-Kennedy, Marcia Sampaio-Campos, Michelle Krupp, Brian Howe, Bruno Cavalcanti, Ms. Katie Wolter (D2), Ms. Briar Voy (D3)

**Absent:** Drs. Sherry Timmons, Zeina Al-Salihi, Mr. Layton Fritsch (D4)

Meeting called to order 12:04 p.m.

- I. **Approval of November 6 Minutes:** – Dr. DC Holmes  
**MOTION:** to approve the November 6, 2019 minutes as submitted. Motion seconded.  
**MOTION APPROVED.**
- II. **INBDE & CODA Updates** – Drs. Holmes & Krupp
  - Dr. Holmes and Dr. Krupp attended the Academic Affairs section of the ADEA meeting in Portland, October 24-25. The focus was predominately on the integrated boards. The integrated board content seems to be a moving target in terms of percentage of content that will be patient box oriented. Test item questions will be clinically relevant and independent of each other. The first integrated board exam will be administered July 2020. Approximately 20% of the D2 class are choosing to take it rather than stay on the recommended course of Part I and II.
  - Dr. Michael Kanellis is on The Dental Licensure Objective Structured Clinical Examination (DLOSCE) Steering Committee. He is optimistic of a new mode of licensure for our D2/D3 students.
  - CODA standard revisions for July 1, 2019 include:
    1. 2-8 bullet added stating *"Incorporation of emerging didactic and clinical technologies to support the dental education program curriculum"*
    2. 3-1 addendum added stating *"Faculty should have knowledge and experience at an appropriate level for the curriculum areas for which they are responsible. The collective faculty of the dental school should have competence in all areas of the dentistry covered in the program."*
    3. CODA has appointed an ad-hoc committee to review CODA standard 2-6 which covers 'Sites Where Educational Activity Occurs'. This is the standard that international sites and calibration fall under.
- III. **Guidelines for Panopto** – Dr. Krupp (Handout)  
Dr. Krupp handed out an updated draft of the Guidelines for Recorded Lectures and HIPPA Compliance document that Dr. Garcia and Mr. McBrearty created last summer. The added information is in red (see attached).  
Committee Feedback:
  - Would all students have access to the recorded lecture if one student in the course has an official accommodation?
    - Any reason why an instructor would not share the recording?

- Different course sections might question why one section has access to a Panopto and the rest do not.
- Anything posted will have to be HIPPA compliant.

If anyone has additional comments, send to Dr. Krupp. She will then send out a revised document to all faculty.

IV. **Diabetes Symposium** – Dr. W. Johnson

Designed similar to TED Talks, speakers from different healthcare backgrounds were invited to speak about Diabetes during the D1 Physiology course. Speakers included Dr. Katherine White from Internal Medicine, Kristen Flick, CoD social worker, Dr. Tomas Schmidt from Molecular Physiology & Biophysics and Dr. Sukirth Ganesan from PERIO. Integration of the biomedical and clinical sciences were emphasized as well as an interprofessional approach to patient care. Dental and graduate students from three different programs attended.

V. **Round Table Comments** – Committee

- Dr. Wayne Johnson commented there is no reason to teach the students things they will never need to know for the integrated boards.
- Dr. Krupp commented a database is being developed as a resource for students and faculty regarding the biomedical integration and clinical relevance.
- Dr. Handoo mentioned that ADEA offered a webinar on how to create patient box exam questions. These type of questions are something to consider including at the end of a lecture to get students familiar with patient boxes.
- Dr. Krupp also commented the course director workshops will focus mostly on patient box development and give faculty an opportunity to work collaboratively on these.
- Dr. Jain suggested to include in curriculum a mock exam each year that includes what was covered that year in ten question patient boxes. Have faculty from different departments come together to create question banks. This would be good practice for students and give faculty some didactic evaluation for their students. Otherwise there is no formal evaluation until end of the third year and that is late in the education to know where students stand.

**Next Meeting: January 15, 2020**

Minutes recorded: Ms. Brenda Selck

**In order to promote individual learning styles and preferences as well as provide access to course content, it is strongly recommended that faculty record their lectures.** Although the default guideline is to record every lecture, course directors have the option to opt out for limited reasons. For example, extensive HIPAA material in a lecture is a reasonable justification to not record; however, withholding recorded lectures to increase attendance is not acceptable. Note that instructors are required to record lectures if a student presents an official accommodation request that specifies recording.

The College of Dentistry is mandated to meet federal HIPAA Compliance Regulations. The CoD uses Panopto to record lectures; Panopto does not have a business affiliation agreement that guarantees security and does not meet HIPAA Compliance Regulations. Additionally, ICON allows students the ability to download learning materials, which can be shared among others beyond the intended use. **It is required that all educational materials uploaded into ICON and stored in the Panopto cloud be HIPAA compliant.** The following guidelines are intended to offer alternatives for faculty to meet HIPAA Compliance Regulations and offer students access to course materials for asynchronous learning.

The dental student course liaison, designated as the Panopto recorder, will confirm whether or not the lecturer authorizes recording at each class session. It is the responsibility of the faculty to authorize recording as either a video recording or recording limited to audio only.

If a lecture is video recorded (which includes audio),

- Faculty must have patient consent for use of images for educational purposes.
- Patient images that contain protected patient information such as a full facial picture, must be deleted from the video recording or the patient's eyes and key identifiable portions in the image must be masked, including PHI information, after the lecture and prior to storage in the cloud or uploaded into ICON for access by students. If the images need to be deleted from the recording the faculty member must provide time-stamped segments that will need to be removed prior to storage in the cloud or uploaded into ICON. Formal requests for final editing must include the time-stamped segments predetermined, then forwarded for editing to CoD IT support services.

If a lecture is limited to audio recording only,

- Faculty must have patient consent for use of images for educational purposes.
- Patient images can be shown in the lecture and no other visual recording devices are permitted.
- The PowerPoint lectures require editing to remove patient identifiers and modify images to ensure the patient cannot be identified. The modified PowerPoint lecture can be printed as a pdf document. Only the pdf document (HIPAA compliant) should be uploaded into ICON. Do not upload the PowerPoint file to ICON. In this manner, students can view the "print" images and follow along with the audio recording.
- Any electronic image that is modified to meet HIPAA Compliance Regulations must be converted into a pdf file. This prevents technical manipulation of an image that could be reversed and expose patient identity.