

Members Present: Drs. Justine Kolker (Chair), Sindhura Anamali, Piriya Boonsiriphand, Carolina Cucco, Gregory Farris, DC Holmes, Brian Howe, Emily Lanzel, William Synan, Megumi Williamson, Michelle Krupp, Sherry Timmons, Ms. Becky Todd, Ms. Joni Yoder

Absent: Drs. I. John Syrbu, Matthew Geneser

Guest: Mr. Gerald Gehling

Meeting called to order at 12:03 p.m.

I. **Approval of June 24, 2020 minutes** – Dr. Kolker

MOTION: to approve the June 24, 2020 minutes as corrected. Motion seconded.

MOTION APPROVED

II. **Incoming D4 Recovery Plans Update** – Committee Members

- OPER students are back to clinic in August to complete experiences as well as PASS'. This will likely continue into September. FAMF faculty will be assisting OPER faculty during this time.
- ENDO students are back to clinic August 3 and throughout the fall semester. The goal is to have the students done with their requirements and PASS' by Thanksgiving break. The students will be working simultaneously in the ENDO clinic with the current D3s. The students may not complete their requirements if they have to assist each other, so only the first week in September, the D3s will assist the D4s and in August and September D2s will assist the D4s.
- OMFS had 3 student groups that did not complete the OMFS Clerkship rotation. The second group is finishing now and the third group starts in two weeks. Several students are coming back Monday and Tuesday to get additional experiences. Both of the first two groups have completed all PASS' and will have at least 20 essential experiences, even though essential experience requirements were reduced to 10.
- PERIO students are back to clinic August 3 through August 28, with 10 students in clinic per day. Case requirements for each component were lowered but PASS' remain unchanged. PERIO does not believe the students will be able to complete the requirements needed by December 18. Students will be paired while doing aerosol generating procedures due to only 5 extraoral evacuator machines available in PERIO. After August 28, there will be 2 students per day in their clinic.
- ODx had students back in May and June. Each student was able to get 7 to 12 experiences and 3 students completed their PASS in the two weeks they were in clinic. Eighteen students will be returning in August to complete more experiences and the PASS. Any students who are not able to finish requirements in ODx during August will complete them in FAMF.

- OPATH does not have any clinical component and all students completed requirements in the normal time frame.
- ORAD students completed all online assessments while clinics were shut down and have since returned to the clinic and completed their requirements.
- PROS students are back August 3 through August 28. Students will finish in FAMD and be supervised by FAMD faculty, except for the PASS' which will be graded by PROS faculty.
- Ms. Joni Yoder has met with each of the frontline staff and the clerkship directors individually to make sure they are filling the schedules, however PERIO has only a few patients scheduled at this time.

Aerosol studies will take place in FAMD on August 3, 5 and 7 and analyzed on August 4 and 6 to determine the next step. August 3 will be at 25% capacity, August 5 at 50% capacity and August 7 again at 50% capacity but will have people in close proximity.

III. **Student Progress & Monitoring** – Jerry Gehling

The idea of a dashboard to track student progress for the recovery was previously discussed. After receiving feedback, it appears that most directors are more focused on only their clerkships information. Due to this feedback, Mr. Gehling will update the clerkship reports to bridge the time frame and group the students back into the clerkship groups. Same update will be done for department reports that track experiences.

ACTION ITEM: Clerkship directors email the minimal essential experience requirements and all codes that correlate with each requirement to Mr. Jerry Gehling.

ACTION ITEM: Brenda Selck will create a google doc for Clerkship Directors to update regarding Clerkship requirements.

IV. **D3 Attendance Policy** – Dr. Timmons (handout)

- Students will continue to report to the clerkship director the day of an illness as well as inform Dr. Timmons. Dr. Timmons will work with Dr. Kanellis to determine if the illness is going to follow the normal absence policies or if it is COVID related. If COVID related, Dr. Timmons will contact the Clerkship Director giving them an estimated time frame the student can be expected to return.
- Current absence policy states that for a 5 week clerkship in OPRM/OMFS a student can be gone for 1 full day. In a 10 week clerkship in OPER/PEDO a student could be gone for 1 full day and in the superblock of PROS/ENDO/PERIO a student could be gone 2 full days. Now that students will be there weekly for PROS, OMFS and PEDO, should the amount of absences allowed change?

ACTION ITEM: Dean Timmons will send the attendance policy out to the Clerkship Directors for feedback on revision.

ACTION ITEM: Ms. Joni Yoder will update the Clerkship Exchange Guidelines and Program and send to Dean Timmons by August 24.

V. **Fall Prerequisite Decisions** – Committee Members

- OPER will not require the fall semester as a prerequisite to spring semester.
- ENDO will require the fall as a prerequisite to the spring semester, however fall semester will be a more formative evaluation of students. Fall will be a pass/fail and students will be evaluated more on the seven domains than on clinical experiences.
- ORad will hold a pretest. If a student does not do well on the pretest, they will be given a second pretest. If a student fails both pretests given, it will be then directed to the CAPP committee. Fall and spring semester will be Pass/Fail and determined by the pretest and the classes the students attend.
- ODx will not require the fall semester as a prerequisite to spring semester.
- PROS will require fall as a prerequisite to the spring semester, however fall semester will be more focused on didactic exams and pretest.
- PERIO is only grading daily evaluations and midterm for fall semester. Spring semester is all PASS' and clinical experiences.

It is highly recommended that each Clerkship Director explicitly state how it intends to manage failed pretests and/or fall courses in their syllabi.

Pretest Remediation (Policy & Syllabus Language) – Committee Members

Tabled due to lack of time

VI. **Roundtable** – Committee Members

- Dr. Krupp commented that the AEFIS rollover has been completed. Course syllabi can be edited and published. Courses impacted by Title IV will have a blank syllabus. For those courses, please reach out to Brenda Selck if you need assistance in copying or inputting new content into your syllabi.

Next Meeting: August 21, 2020

Minutes recorded: Ms. Brenda Selck

ABSENCES

Dental students are expected to follow course attendance policies for all classes and clinics. There is a prescribed absence policy for D3s and D4s below. As a matter of general policy, all students should notify the following people if they are to be absent from class or clinic:

- (1) Instructor and/or clinic clerk (***where student is assigned***), please advise if patients have been notified or not

and

- (2) The Office for Student Affairs – Lisa Piper - N311 DSB (335-7151)

- (3) Seniors should call the Family Dentistry Office (335-7122) as well as the clinic clerk (335-7618).

The D1/D2 Excused Absence Form for **non-clinic courses** can be found on the College of Dentistry Intradent or in the Registrar's office (N312).

D2 **clinical** courses and all D3 and D4 **clinical** absences are managed through AxiUm, instructions are on the Intradent. D3 non-clinical course absences (including Tuesday courses) are managed with the course director.

In the event of illness, the student will report the illness to the course or clerkship director. The student will contact Dean Sherry Timmons and a determination on returning to duty will be made following the collegiate guidelines for illness and Communicable Disease Work Restrictions (see Appendix).

In addition,

- If you develop symptom(s) consistent with COVID-19 (cough, difficulty breathing, fever or chills, sore throat, muscle or body aches, loss of taste or smell, fatigue, headache, congestion or runny nose, nausea or vomiting, or diarrhea), you will contact Student Health Nurseline or your local healthcare provider and self-isolate while seeking medical advice to determine if I have COVID-19.
 - You will also be required to contact Dr. Sherry Timmons (sherry-timmons@uiowa.edu or 319-335-7164) about the illness and symptoms.
- If you are diagnosed with or test positive for COVID-19, you will need to:
 - Follow the directions provided by the university, including self-isolating until 10 days after the positive test/start of your symptoms, your symptoms have improved, and you are fever-free for 3 days (72 hours) without fever-reducing medication.
- You will cooperate fully and honestly with contact tracing efforts to determine whether you might have exposed others to COVID-19.
- If you are identified as a contact of someone else who has been diagnosed with or tested positive for COVID-19, you will follow public health and/or medical recommendations for testing and self-isolating.
 - You will also be required to contact Dr. Sherry Timmons (sherry-timmons@uiowa.edu or 319-335-7164) about the exposure and

symptoms.

- If you believe you have been exposed to someone who has been diagnosed with or tested positive for COVID-19, whether a member of the campus community or otherwise, you will contact Student Health Nurseline, cooperate fully and honestly with contact tracing efforts, and follow public health and medical recommendations regarding self-isolation.
 - You will also be required to contact Dr. Sherry Timmons (sherry-timmons@uiowa.edu or 319-335-7164) about the exposure and symptoms.

D3 CLERKSHIP ATTENDANCE POLICY

D3 students are required to attend all classes, seminars and clinic sessions as scheduled for each clinical clerkship 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 up to **four** full-day or **eight** half-days of excused absences that can be used with prior approval from the Clerkship Director(s) whose clinic course is impacted. These days include sick time requests.

Time must be taken as a single clinic session or entire day (not hour by hour). Absences must conform to the following guidelines:

Cannot exceed:

- One full day during a 19 week clerkship {Pediatrics; Oral Surgery}
- From each of the following clerkships
 - One full day during Operative; OD/RAD/PATH
 - Two full days during Prosthodontics (only one day per semester)
 - Two full days during Endodontics (only one day per semester)
 - Two full days during Periodontics (only one day per semester)

Excused absences **cannot be used to extend** University holidays or designated breaks

Excused absences **cannot be saved** until the end of the academic calendar year

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

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).

Advance planning is recommended whenever possible. Upon your absence request, the clerkship

director may provide counseling about your individual academic progress and make recommendations based on academic status. It is at the clerkship director's discretion to determine if additional experiences are required in lieu of the absence(s). Individual clerkships may have a maximum number of student absences allowed for a clinic session, which may affect your request.

With pre-approval from the respective clerkship director(s), D3 students in good academic standing are allowed time to present at scientific conferences or attend as a leader in a national organization. In this instance, the absence will not count against the number of excused absences. You are still required to submit the appropriate documentation through AxiUm and designate the 'Type of Absence' as **Professional**.

Steps for requesting time away from D3 Clinic for personal or professional reasons:

1. Complete the "absence request" form in AxiUm.
 - designate Type of Absence as:
 - Personal, or
 - Professional (indicate name of the meeting and purpose, e.g. presenter, leader)
2. Use the "running man" to forward the request to your clinic clerk.
3. The clinic clerk will review your schedule and approve your request if appropriate.
4. The clinic clerk will forward your request to the Clerkship Director using the "running man".
5. The clerkship director will approve your request if appropriate.
6. The clerkship director will forward your request to the Associate Dean of Student Affairs and back to the Clinic Clerk so all parties know the request has been approved.
7. The Associate Dean of Student Affairs will forward the approved or denied request to the D3 student.
8. Until you receive the completed form with all approvals, do not assume your absence has been approved.

D4 EXCUSED ABSENCE POLICY

1. Excused Absences - Family Dentistry

To assist you in planning your senior year and to provide you with some flexibility in scheduling, the Department of Family Dentistry has developed a policy for excused absences. This policy is intended to help you in coordinating the care of your patients and allow you the opportunity to manage your time during the year.

Each student is permitted to have five (5) days of excused absence from the Family Dentistry clinic for reasons such as the following:

- a. personal emergencies
- b. illness/medical appointments
- c. family situations, etc.

Absences for personal reasons are approved by your group leader and Family Dentistry.

Additionally, students may be excused from the Family Dentistry clinic for professional activities such as the following:

- a. presentations at professional/scientific meetings
- b. interviews for dental residency or graduate training programs

- c. investigation of private practice opportunities
- d. state or regional board examinations other than CRDTS

Absence(s) for these professional activities must be approved, in advance, by your group leader. Absences for approved professional activities are not counted against the allowance of four excused absences for personal reasons.

All absences must be requested using the AxiUm absence request system (running man). Each day requested (full or half day) must be submitted separately, i.e.: if you are requesting 2 days off in a row, you must submit an AxiUm absence request for each day. Please follow the flow chart for FAMD student absence request.

You are personally responsible for any classwork you miss as a result of these absences. You are also responsible for making arrangements, in advance, for coverage of any clinic or duty assignments (Muscatine Pediatric Clinic, WIC Clinic, Oral Surgery Clinic, laboratory monitor duty, etc.) previously scheduled for the day you will be absent.

These excused absences should not be confused with or otherwise be thought of as “vacation days.” Should, for some unforeseen reason, you require more than four excused absences, you must meet with your group leader. (Personal days are not required for Part II National Boards nor for the ADEX exams.)