

Members Present: Drs. Trishul Allareddy (Chair), Sherry Timmons, Michelle Krupp, Jeffrey A. Banas, Kecia Leary, John Warren, Tarek El Kerdani, Sukirth Ganesan, Sandra Guzman-Armstrong, Darrick Zirker, Ms. Joan Welsh-Grabin

Absent: Drs. John Hellstein, Howard Cowen, Steven Fletcher, Amy Lesch, Kyungsup Shin, Fabricio Teixeira

Meeting called to order: 12:07pm

- I. **Approval of October 26 and January 25, 2021 minutes** – Dr. Allareddy
MOTION: to approve the minutes as submitted and seconded.

- II. **Externship Opportunities** – Dr. Krupp
- Externships are able to resume this summer with the added requirement that any external students coming on site to shadow are COVID vaccinated.
 - It is recommended the current externship form be updated and standardized across all departments to include COVID vaccination records.
 - This new form with proof of COVID vaccination must be sent to Clinic Administration, Dr. Kanellis and Dr. Howe prior to arrival

- III. **GSN & OPER Site Visit Summaries** – Drs. Guzman-Armstrong, Cowen & Hartshorn
- The two non-CODA programs, GSN and OPER, recently had their program review with external site visitors.
 - Since there are no standards or guidelines for non-accredited programs to follow, both programs wrote and submitted self-studies that were aligned to general CODA standards.
 - Overall, the site visitors had nothing but good things to say about GSN and OPER. Both site visitors were not only impressed with the structure of the programs but also thought they would serve as exemplary programs if/when CODA formally recognizes the two specialties. One of the site visitors even mentioned bringing back what he learned during the review to his program.

- IV. **Course Evaluations** – Dr. Krupp
- Dr. Krupp provided a brief overview of the current evaluation process for Advanced Education courses.
 - There are two evaluations assigned per advanced education program for each semester totaling four courses being evaluated throughout the year.

- The Office for Education is asking Program Directors to take another look at their courses and determine which ones need to be evaluated. Directors should talk with their DEOs to determine which courses and faculty need evaluations.
- More courses can be evaluated moving forward, but its needs to be a selective as response rate decreases when students evaluate the same faculty and/or type of courses multiple times.
The question was brought up on whether or not didactic and clinical courses can be combined into one survey. This stems from many programs having a hard time with students filling out one survey, but not the other. Dr. Krupp stated that since course evaluations are tied specifically to one course, we cannot combine them
- It was recommended by Dr. Krupp to carve out time during a class to have students fill out evaluations and express how important this feedback is for the college to help make any necessary improvements moving forward.
- **ACTION – Ms. Gehlhausen to send out list of course to Program Directors and request what courses they would like evaluated.**

V. **New Resident Orientation Update** – Dr. Krupp & Ms. Gehlhausen

- Ms. Gehlhausen provided an update and went over the schedule on New Residents/Graduate Orientation set to take place June 29-30, 2021. This year's orientation will be held in person.

VI. **Roundtable Comments** – Committee

- Dr. Timmons discussed the collegiate website redesign project that is currently going on with all of the departments. Since the admissions page connects to all of the specialist programs, she is requesting everyone to ensure the table with post-graduate information is accurate.
- Dr. Timmons also discussed the upcoming Town Hall with Program Directors for the D3's that might be looking at Advanced Education Programs.

Next Meeting: May 24, 2021

Minutes recorded: Ms. Kearstin Gehlhausen