

Minutes

Dental Senate Steering Committee Meeting June 18, 2019 12:00 pm – 1:00 pm Dental Dean's Conference Room, AG012

Present: Drs. E. Reichenberger (chair), P. Epstein, E. Natarajan, and F. Nichols

Excused: Drs. J. Agar, H.L. Aguila, S. Gordon and T. Taylor

Meeting was called to order at 12:03 pm.

Approval of Minutes: April 30, 2019

The minutes of the April 30, 2019 Dental Senate Steering Committee meetings were approved as submitted.

Discussion of Departmental Reviews

The last time the School of Dental Medicine participated in departmental reviews was 1997. The Council of Academic Environment prepared a framework for a review process according to the criteria currently used at the SoM with inclusion of SDM-specific requirements. The SoM Medical Faculty Affairs Office was very helpful in sharing their review process and experience with the Council on Academic Environment. This will be the topic of the next Senate meeting.

General outline: The Dental Senate triggers a review. The Dean will then create an ad hoc committee consisting of three university representatives and an external reviewer.

Once the Dean calls for review, there will be staff committed to the review process. The trigger will be one year before the review so that the department will have 6-8 months to prepare a self-study. Then 2-3 months before the review, there will be an anonymous survey. On the interview day, faculty, staff, postdocs, residents, fellows and students are interviewed. Within three weeks, there will be a full report developed as well as an executive summary. The full report will go to the Dean. The Senate would then ask for an action plan based on the report.

In addition to the departments and divisions of the dental school, the effectiveness of all Deans' offices and the dental clinic operation should be reviewed. If we choose to include divisions in this review, we need to ensure anonymity of faculty and staff, for example by having all departmental faculty reviewing all division chairs. Details need to be worked out in the Senate and Academic Environment committee.

The objective of a department review is to review faculty, space, staff, and the effectiveness of the department. Relevant areas of review include the quality of the education, professionalism, research, the intellectual environment, mentoring of junior staff and department head leadership.

The department head and division chairs will receive a copy of the report. A mechanism must be in place for the department head to have an opportunity to respond and potentially appeal.

It needs to be determined when to implement the department review with regard to the accreditation schedule. BME is new and Craniofacial Sciences currently has no department head and will probably not be the first to be reviewed.

Dental Senate Steering Committee Terms

Thanks to Dr. Epstein for serving another term. Dr. Agar is looking for a junior faculty member to replace him on the Steering Committee.

Senate Vice Chair

According to the bylaws the Senate must vote for the Senate Vice Chair on an annual basis. Dr. Frank Nichols has been nominated to renew his term as Senate Vice Chair. Dr. Eric Bernstein is assisting us with an anonymous survey to vote. It was suggested that voting should take place every two years instead of one to be aligned with the Chair's term.

Council Chairs

Additional updates to the SDM Bylaws were suggested. There should be built in terms for council chairs and this change needs to be reflected in the bylaws. It should also be noted that council members also have the ability to renew. The term for a council member is three years.

Bylaws

Once the Dean reviews the bylaws, they will go to the Board of Directors for approval.

Academic Environment – New Chairperson Needed

Dr. Dhingra has stepped down as the chairperson of the Academic Environment Council as his schedule has changed. A new Chair needs to be determined.

Research Council Update

The Research Council has been discussing grant peer reviews. It is important to have a system, but the peer review should not be mandatory. Dr. Kelly will create an outline for Dr. Lalla to distribute. We need to identify faculty willing to take on peer review responsibility as is part of mentoring junior faculty.

Dental Senate – New Charge

The student Honor Code policy has been reworked. There are substantial changes regarding handling of a complaint when suspected that the honor code has been breached. The revised policy has been forwarded to Drs. Gordon and Liang and the next step is to have the Dental Senate and the Oversight Committee approve the policy. The SDM, spearheaded by Drs. Peterson and Reichenberger, will explore the use of a triage committee to channel complaints in the context of already existing procedures at the SDM. Further discussions on the Honor Code policy will be handed to the Education Council. Students of the Academic Integrity Board (formerly Honor Board) have

expressed a desire to have procedures in the SoM and SDM uniformly handled and with the same rigor.

Meeting adjourned at 12:59 pm.

Respectfully submitted,

Ernst Reichenberger, PhD
Chair, Dental Senate

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