

College of Dentistry
Office of the Dean

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MEMORANDUM

To: Dr. Roberta Pileggi
Chair, Advanced Education Committee

Copy to: Dr. Neel Bhattacharya, Chair, Faculty Assembly
Dr. Clay Walker, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: July 1, 2015

Subject: Charge to the Advanced Education Committee, 2015-16

Thank you for your continued service to the University of Florida College of Dentistry as Chair of the Advanced Education Committee for 2015-16. As stated in the constitution and bylaws, it is the responsibility of the committee to offer advice in the application and selection process of candidates to the advanced education programs and to develop, maintain, and evaluate its core curriculum; to act as the graduate curriculum committee; to advise of policies affecting advanced and graduate education.

I request that the Advanced Education Committee continue advising me on issues related to advanced education policy and to act as a conduit of information on advanced education through our Faculty Advisory Board (FAB) committee.

This year I ask that the Advanced Education Committee also complete the following:

- Continue your assistance to all programs through their accreditation site visit.
- Continue to develop and execute alumni surveys for the specialties and report on issues and outcomes.
- Complete the migration of all advanced and graduate education core course syllabi to ECO.
- Continue to explore more joint educational opportunities similar to grand rounds.
- Assure proper and timely completion of SACS and university reports.
- Explore the possibility of having a Resident Day in December to bring all residents together and share advances and current research. Consider inviting program alumni to attend.
- Refer all committee action items to the FAB on an ongoing basis for review, discussion and subsequent action, as needed.
- Continue your development and refinement of the Core Courses for the specialties.

Each standing faculty committee is charged with reviewing relevant outcome measures from the college's strategic plan. The measures which should be reviewed by the Advanced Education Committee include:

- **(Continued from prior year)** Recommend developing a dashboard of these measures and set up calendar dates to look at these measures.
- Report the annual demographic profile (number, percent) of post-doctoral students in terms of age, race/ethnicity and gender.
- Report the advanced Education program yields.

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- Report on the summary of the Advanced Education exit interviews and areas of concern and improvement.
- Determine enrollment trends in advanced education and graduate programs (headcount, FTE) with reports provided from ADEA.
- Report yearly the specialty board pass rate for by specialty for programs.
- Summarize the ratio of number advanced education students accepted/number applied to UFCD advanced education programs.
- Summarize the Alumni periodic survey (3 and 5 years after graduation).

The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college's model for outcomes assessment and evaluation.

The committee consists of the program directors of each graduate and advanced education program, and two resident/graduate student members as elected by the program directors. The Associate Dean for Advanced and Graduate Education and the Director of the School of Advanced Dental Sciences will serve as non-voting, ex officio members with the Associate Dean of Advanced and Graduate Education serving as the committee chair.

I am looking forward to another productive academic year for our college and thank you for all of your efforts leading the Advanced Education Committee.