

To: Dr. Pam Sandow, Chair, Student Admissions and Recruitment Committee

Copy to: Dr. Shannon Holiday, Chair, Faculty Assembly
Dr. Shannon Wallet, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: January 2, 2018

Subject: Charge to the Student Admission and Recruitment Committee, Jan. '18 – June '19

Thank you for your service to the University of Florida College of Dentistry as Chair of the Student Admission and Recruitment Committee for 2017-18.

As stated in the Constitution and Bylaws, it is the responsibility of the committee to recruit, select, and recommend to the Dean the most outstanding group of student applicants for admission to the D.M.D. program of the College of Dentistry. The committee may seek consultation with relevant individuals, committees, or departments within the College, but will have the final responsibility for establishing all selection criteria for admission.

As stated in the Bylaws, the Assistant Dean for Admissions will serve as a member and permanent chairperson of the committee. There is no Vice Chairperson. The committee will consist of twelve full-time faculty members elected by the Faculty Assembly for three-year terms, three private practitioners identified by the Dean for three-year terms, one member from an alumni group identified by the Dean for a three-year term, three dental students, and one member from the basic science departments identified by the Dean for a three-year term. Members of this committee who are not full-time members of the College of Dentistry will be identified by the Dean, whether they are elected by their constituents or appointed, and may be re-appointed for one additional three-year term. The Assistant Dean for Student and Multicultural Affairs, and the Assistant Director of Admissions will serve as ex officio members. All committee recommendations are presented directly to the Dean.

This year I am asking the Student Admissions and Recruitment Committee to:

- Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Student Affairs Committee.

Each standing faculty committee is charged with reviewing relevant outcome measures from the college strategic plan. The measures that should be reviewed by the Student Admissions and Recruitment Committee include:

- Annual demographic profile (number, percent) of students in terms of age, race/ethnicity, and gender.
- Number of economically and environmentally disadvantaged students in entering UFCD class.
- Number of pre-dental students receiving information about UFCD through career fairs, presentations, tabling, campus visits, etc.
- Number of advising calls/appointments to pre-dental students.
- National trends in dental school applicants correlated to our applicant pool.

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The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. 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 model for outcomes assessment and evaluation.

In response to needs identified in last year's Committee report, please note that I have charged the Student Affairs Committee and the Faculty Development Committee to work together to develop a faculty/student mentorship program. In addition, our new strategic plan includes a priority to increase donations for merit-based scholarships.

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