The School of Dentistry Faculty Council was called to order by Chair Habelitz on January 19, 2012 at 8:04 in Room S 719. A quorum was present.

Approval of the December 15, 2011 Meeting Minutes
The minutes of the December 15, 2011 were approved as amended.

Chair’s Report
Chair Habelitz led a discussion planning the Mid-Term Full-Faculty Meeting and the Fall Retreat:

Mid-Term Full-Faculty Meeting
- The consensus was that the focus of the meeting should be on accreditation and that the tone should be upbeat and positive.
- Late March or early April is the target date for the meeting. However, the SOD Spring Break is from March 19, 2012 to March 30, 2012 and the Accreditation process begins on April 10, 2012. Thus, the meeting has to be the week of April 2, 2012.
- The Council tentatively decided on Thursday April 5, 2012 for the meeting and will check on the Chancellor’s availability to address the full faculty for five minutes.
- Elazar Harel, Vice Chancellor, Information Technology and Chief Information Officer, was suggested as another possible speaker with a focus on positive accomplishments, such as MyAccess, rather than on Operational Excellence.
- Another suggestion was to have Mark Kirkland, Associate Dean for Clinical Affairs, discuss how the SOD will have addressed infection control.
- A final suggestion was finding a way to address a sense of demoralization that some faculty felt after the mock accreditation interviews so that they feel better prepared for the real experience.

Fall Retreat
- The date will be September 29, 2012. The Council felt that a Save the Date reminder should be sent out to faculty.
- D. Perry volunteered to work with the Chair to secure a location for the retreat.
• Varying themes were discussed, including moving forward, developing a new image and identity, and a focus on integration, innovation, inspiration, and translation.
• Integration was suggested as both a theme and a breakout session.
  o The discussion could focus on how the SOD fits within the larger campus and the integration of research, teaching, and clinical work. This could be accomplished within breakout sessions with a talk about translational research.
• The Council discussed the importance of developing new five and ten year plans.
• The Council discussed what kinds of activities would take place at the retreat:
  o The consensus was that there should be breakout sessions.
  o One suggestion was to provide skills training.
  o Another idea was to provide cultural competency training.

Dean’s Report
• Dean Featherstone reported that the admissions process is going well:
  o About 20 offer calls will be going out today.
  o There has been about a 60% yield so far this year.
  o Two Dean’s scholarships have been awarded and accepted and one of the new Chancellor’s scholarships has been awarded and verbally accepted
  o Two Regents’ scholars have accepted up front.
  o We are getting faculty to fill the interview places, but there are still some spots open on February 3, 2012, which is a Friday if anyone is available. We have six out of twelve slots covered, but need six more.

Student Representative Report – Joseph Eliason
• During the mock accreditation process, students met with the consultants and expressed some concerns, but the consultants assured them that every school has similar issues.
• The one surprise to the students was the infection control issue in the clinics.
• Students will be meeting with P. Sargent to provide input on the evaluation program.
  o However, it will be a challenge to do it just after finals.
  o Also, you have to do the evaluation in sequential order so if you only want to rank number 60 you first have to go through 1-59.
• Overall, the students involved in the process came away from the accreditation meeting feeling very impressed with the school.
• J. Eliason served on Distinguished in Teaching Committee and he noted that there were no nominations from the SOD and he wondered why when clearly there are a number of colleagues in SOD that are equally deserving.
  o Perhaps the Faculty Council could bring attention to this and other awards.
  o The student chapter of ADEA would also be a good group to do this because they are specifically concerned with promoting the SOD.
  o The Faculty Council would like to review the various awards that are available and look at list of people that might be good candidates by getting information from Department Chairs, Vice Chairs, Committees, and others.

Accreditation Update – Dorothy Perry and Dean Featherstone
Associate Dean Perry reported on these items:
• The mock site visit was yesterday and they had a debriefing last night.
• There were some issues with how the SOD is presenting their program.
  o The SOD needs to correct all documents to accurately reflect that it is a competency based program.
  o There should be no use of the term requirements in a competency based system.
• The biggest problem was infection control in almost all clinics.
  o M. Kirkland and clinic staff are looking into this.
  o They have to make some significant changes to overcome the problems.
They need a better inspection system in order to find any problems.
The consultants were adamant that if we do not fix this, we would not succeed.
There is one month to get this straightened out.
Specific problems were:
  ▪ The way the carts in the clinics were being used
    o Ex: A student had a sweater on the cart with the drawer open.
    o Ex: A student had books on a cart with the drawer open.
  o Possible solutions: put carts in locker, only get out what is needed
Another problem was that they could not tell what was sterilized. However, we already knew this was a problem and central sterilization is already being built.
The oral surgery accreditation suite was pristine, but isn’t being evaluated

Dean Featherstone reported on these items:
  • In general, the consultants felt that everything was outstanding.
  • Students were happy, communication was good, interactions with faculty were good, the curriculum was good, and institutional effectiveness was good. Overall, it was an excellent bill of health.
  • The facilities were rated fantastic, but were cluttered. There were plants, backpacks, books and things that were inconsistent with cleanliness. All of this needs to be cleaned out.
    o The pre-clinical plaster lab and the pediatric dentistry lab were not clean.
    o We need to develop a better culture in terms of cleanliness and clutter and will have to have a big day or two of clean-up before the real evaluation.
    o The Council noted that there needs to be some kind of enforcement measures and that unless people buy in, it will be hard to control. (For example, wearing safety eyewear is not easily enforced).
    o The Council felt that involving clinicians in this process will be important.
  • The Dean reported that the Consultants complimented the management of the SOD for their handling of the recent budget cuts and the continued enthusiasm from the students.

Analyst Report
No report.

Department Reports
Cell and Tissue Biology – No report
Oral and Maxillofacial Sciences – No report
Preventive and Restorative Dental Sciences – No report
Orofacial Sciences – No report

Committee Reports
Admissions – No Report

Academic Planning & Budget – Fritz Finzen, Chair
Chair Finzen provided an update on the budget and fiscal issues for the SOD.

The Academic Planning & Budget Committee for the SOD meets monthly to receive various budget updates. Dean Featherstone considered bringing in consultants to assist with the budget and planning process. APB thought about using the Haas Business School; however, decided that it would take too much time to bring them up to speed about the needs of a Dental School. Instead APB and the Dean favored bringing in consultants with that specialized knowledge. The Dean received a revised plan from the consultants he hopes to use on Tuesday and passed it on to the Chancellor. That proposal includes a full-time analyst who will be here at the SOD for one year. Hopefully, this will be approved by the end of the month.
Possible new programs:
- Satellite clinics
- Mobile vans from San Francisco State and City College
- Evening clinics
- Saturday clinics
- Incentives and Rewards for students
- High Fee Dental Program for foreign students (4 year DDS)

Q: Is there additional capacity for more patients?
- Yes there is and, in fact, students are asking for more patients.

The SOD also needs to focus on developing the Faculty Practice more.
- There are currently no plans for a dentistry hub at Mission Bay, which is a big missed opportunity.
  - What about putting a mobile structure with a dental clinic?
  - If there is not some UCSF presence there soon, then that population will go elsewhere
  - All of the students have insurance and likely need cleanings and other simple procedures

Q: Will APB review the fee structure?
- It is reviewed annually and is controlled tightly and heavily influenced by agreements with insurance companies.

APB is a committee of the Faculty Council, so please feel free to provide agenda items for consideration. Vice Chair Wittmann is on the Committee so he can work as a liaison between the Council and APB.

**Educational Policy Committee – Peter Loomer, Chair**

Gwen Essex came to the last Education Policy Committee (EPC) to discuss helping students form a portfolio, which represents their experience here at UCSF.

The EPC is considering recommending that all courses have some form of coursework material that can be placed in a student’s portfolio, for example essays and self-reflection.
- There needs to be a component of review feedback. Without the feedback component, it does not work.
- There are things to be cautious about and there needs to be some form of standardization.
- A Council member stated that there is some great literature available on portfolios.
- Gwen has formed an interest group and would like to know whether the Faculty Council supports this idea and whether they want to make this an official Subcommittee?
- Does FC feel it is worth pursuing?
  - The FC stated that they do think this idea is worth pursuing and asked that the proponents develop a proposal about what a sub-committee would do and then come back to the FC to present their proposal.

Currently, when new courses are proposed, you can’t approve your own courses. However, if another school is reviewing your courses, you are allowed input.
- There is a Memorandum of Understanding being proposed with the Courses of Instruction Committee that would change the policy so that when a course is proposed, even if it is reviewed by another school, then the a school’s own Education Policy Committee will do the final review.

Online courses are growing in popularity and success so expect to see more online courses soon. There will be a training module available for faculty.

**Research – No report**
**Scholarship**
16-17 students applied for the American Association for Dental Research Fellowships this year. There are 12 donors from within UCSF whose generous support helped make the Fellowships possible.

**Old Business**
None.

**New Business**
None.

There being no further business, Chair Habelitz adjourned the meeting at 9:36 a.m.

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