

Executive Committee Meeting Minutes
The Ohio State University College of Dentistry
1159 Postle Hall, Dean's Conference Room
April 19, 2017

Dr. Patrick Lloyd, Dean
Dr. Darryl Hamamoto, Associate Dean for Academic Affairs
Dr. Fonda Robinson, Associate Dean for Clinic Administration and Patient Care
Mr. John Kuhar, Chief Administrative Officer
Dr. John Walters, Associate Dean for Advanced Education and Graduate Studies
Dr. Henry Fischbach, Assistant Dean for Pre-Doctoral Clinic Operations
Dr. Peter Reiser, Chair, Biosciences
Ms. Michele Carr, Chair, Dental Hygiene
Dr. John Nusstein, Chair, Endodontics
Dr. Lisa Lang, Chair, General Practice and Materials Science
Dr. Susan Mallery, Chair, Oral and Maxillofacial Pathology and Radiology
Dr. Henry Fields, Chair, Orthodontics
Dr. Catherine Flaitz, Chair, Pediatric Dentistry
Dr. Angelo Mariotti, Chair, Periodontology
Dr. William Brantley, Interim Chair, Restorative Science and Prosthodontics
Dr. Kelly Kennedy, Chair, Faculty Council
Dr. Daniel Claman, Chair-elect, Faculty Council
Mr. Ted Backus, Senior Director of Development
Mr. David Savage, Director, Information Systems
Ms. Kathleen Kennedy, Director, Executive Communications

Absent:

Dr. John Bartlett, Associate Dean for Research
Dr. Peter Larsen, Chair, Oral and Maxillofacial Surgery (OMFS) and Anesthesiology
Ms. Beth Brengartner, Director, Human Resources

Guests:

Ms. Jill Whitney, Senior Human Resources Generalist

Dean Lloyd welcomed Ms. Whitney to today's meeting. He also acknowledged Dr. Larsen who is being honored as one of 12 distinguished Alumni Fellows at Kansas State University.

1. Minutes from April 5, 2017 – Approval of the April 5, 2017 Executive Committee (EC) meeting minutes was deferred until the next meeting.

2. Action Items Carried Forward

- a. Letter to Reappointed Faculty – Dean Lloyd will work with division chairs to prepare reappointment contracts for regular clinical-track faculty whose reappointments were recently recommended by the provost.
- b. National Board Exam Results, Parts I & II – Dr. Hamamoto will contact the Joint Commission on National Dental Examinations to obtain clarification and insights regarding recent scores. Ms. Kestner will return to the EC to report on the board

preparations that were administered to CoD students prior to the exams, and she will include a comparison of exam scores from other Big Ten schools.

- c. Postle Hall Safety Analysis – The results of this analysis will be reported at a future EC meeting.
- d. Ohio State Innovators' Awards – Dr. Bartlett will continue discussion on this topic.
- e. Online Remarks about CoD Clinics – Ms. Pace, Director of Marketing, will follow up on this and report to the dean.
- f. Crisis Management Protocol – Dean Lloyd, Drs. Robinson, Hamamoto, Ms. Pace and Mr. Kuhar will meet to begin the process of formulating a protocol for crisis management and presented it to the EC for feedback.
- g. Office of Research Sponsored Events – At the end of the semester, Dr. Bartlett will give a report to the EC regarding the numbers of participants who attended various research events provided by his office.
- h. Strategic Planning – Guiding Principles – The draft version of the Guiding Principles will be discussed at the next EC meeting. The draft will also be shared with the Faculty Council for that group's review and comment.

Action: A list of the strategic planning work groups and members was distributed. Each group will meet with the strategic planning consultant, Roland Loup, PhD, to discuss how each group will gather data for the college's priorities, goals, and objectives. Discussion of the Guiding Principles document will resume at the next EC meeting.

- i. Council of Deans Retreat, 3/8 – Discussion of this agenda item was deferred to the next EC meeting.
- j. CoD Research in Review for FY 2016 – Dr. Bartlett will lead discussion on the report at the next EC meeting.
- k. Pilot and Seed Grants – Dr. Bartlett will send a notice to faculty about the next call for proposals and the new submission date.

3. Announcements

- a. Executive Assistant Hire – Dean Lloyd announced that Ms. Anna Wilkinson has been hired as the new executive assistant for external affairs in the Office of the Dean to fill the role previously held by Ms. Peters. Ms. Wilkinson will begin on May 8, 2017.
- b. Update on NIH Funding Template Letters – Ms. Kennedy announced that templates for communicating with local representatives regarding proposed NIH funding cuts will be distributed soon. The University's legal counsel will provide recommendations on the appropriate use of these templates. Ms. Kennedy may be contacted with questions regarding this item.
- c. VITA Training – Dean Lloyd announced that the "VITA" program is now available for use, and the University has offered to provide training for college faculty in May, June, or July. They recommend that attendees should include faculty who are scheduled for promotion next year (the 2018/19 review period), chairs, and new faculty members who were hired in the last two years. Chairs are asked to notify faculty who may go up for promotion next year and encourage them to attend the training. Faculty who are scheduled for review this fall will use Research in View. Dean Lloyd thanked Dr. Azer and Ms. Schmitz for their diligence throughout this transition.
- d. Guest Lecturer, Dr. David Brown – Dean Lloyd reviewed Dr. David Brown's credentials. An alumnus of the college, Dr. Brown is a faculty member at Indiana

University School of Dentistry. He will visit the college April 20-21 to provide a guest lecture and meet with faculty and administrators. His presentation on Friday, April 21 is titled “Planning, funding, and building a new clinic facility at the Indiana University School of Dentistry.”

- e. ODA at the Statehouse –Dr. Fields gave a brief overview of the agenda to be discussed with legislators at this event on April 26. Attendees include dentists, dental residents, and dental students. Dr. Hamamoto noted that the event coincides with finals week, which will cause student participation to be limited. Dr. Fields acknowledged Dean Lloyd for his efforts in working with legislators and the ODA on issues regarding access to dental care in Ohio.
- f. Dental Hygiene Spring Banquet – Ms. Carr announced that the dental hygiene student government representatives will host their annual Spring Banquet on Sunday, April 30 at the Ohio Union.
- g. National Conference on Diversity, Race and Learning – Dean Lloyd provided copies of an announcement of the National Conference on Diversity, Race and Learning scheduled for May 1-2, and he asked that this information be made available in each division’s main office. The college will provide central support for anyone who is interested in attending the event. Names of attendees should be sent to Ms. Lyles.
- h. College of Dentistry Convocation - Dr. Hamamoto reminded EC members of the Convocation ceremony on Friday, May 5 at 1:00 p.m. in the Mershon Auditorium. Attendance is required for full-time faculty members. Faculty who are not attending must contact Ms. Lyles to provide the reason for their absence. Faculty may still obtain regalia. Special seating will be reserved for faculty who attend without regalia.
- i. University Commencement – Dr. Hamamoto announced that all dental hygiene students and approximately 70 dental students will participate in the University’s Spring Commencement event on Sunday, May 7 at 12:00 noon in the Ohio Stadium. Full-time faculty participation in this event is optional.
- j. 2017 Faculty Awards & Recognition Event – Ms. Kennedy announced that communication will be sent to chairs requesting information on awards received and achievements by faculty this year to be included in the brochure for the annual Faculty Awards and Recognition Dinner on Wednesday, June 14. Questions or clarifications regarding awards and achievements should be directed to Ms. Kennedy.
- k. Opioid education in CoD - Dean Lloyd received a communication from Dr. Harry Kamdar, Executive Director of the Ohio State Dental Board, asking him and Dr. Kenneth Chance, Dean of Case Western Reserve University School of Dentistry, to attend the board meeting on May 10 to discuss opioid education for dental professionals. Dean Lloyd will share information sent by faculty involved in such education to Ms. Sue Kestner.
- l. 12th & Neil Magazine – Dean Lloyd encouraged the EC to review this magazine that is produced by the college’s ASDA members. He commented that it offers significant insights into the thought processes and activities of our dental students. The next issue of the publication will be distributed soon.

4. Reports

- a. The Fifth Annual Association of Women Dentists Tea – Dean Lloyd attended this event on April 6, and he gave an overview of the program and speakers which included Drs. Sara Fowler and Susan Mallery. Dean Lloyd commended Dr. Mendel and others for this well-organized event.

- b. SNDA Annual Impressions Day – Dr. Hamamoto gave an overview of the activities that took place at this pre-dent recruiting event on April 8. There were approximately 40 participants. Other attendees included the college’s Office of Admissions team; 20 of our current dental students; and Dr. Canise Bean.
- c. Dental Hygiene Networking Event – Ms. Carr reported on the first-ever dental hygiene networking night, which was organized to help senior dental hygiene students assess career options after graduation. Attendees included 24 dental hygiene students; members of the Dental Alumni Society; members of the Columbus Dental Hygienists’ Association; and some local employment agencies. The event was led by Ms. Henderson and was held at the Biomedical Research Tower.
- d. Associated Faculty Recognition Event – Dean Lloyd gave an overview of the Associated Faculty Recognition dinner which was held April 12. Sixty-three participants attended this event that recognized the contributions of part-time/associated faculty members. Attendees included members of the EC; advanced education program directors; and three student speakers (one dental, one dental hygiene, and one resident).
- e. CoD Scholarship Dinner – Dean Lloyd thanked the faculty who attended the scholarship dinner on April 13. One dental hygiene student, one dental student, and a graduate student presented remarks about the myriad benefits of the scholarship support they receive from the alumni. Attendees made positive remarks about the event.
- f. CoD Variety Show - Dr. Hamamoto reported that approximately 90 guests attended this year’s variety show. There were 12 acts that included 21 dental hygiene and dental students, one staff member, and two faculty members. The event was recorded and will be available on the Office of Student Affairs’ web page.
- g. Faculty Research Publications – Dean Lloyd distributed a list of research publications produced by the University of Minnesota whose format will be used to develop a list of research publications for all CoD faculty. These publications will be included in the fall edition of *The Ohio State University Dental Journal* for the period of July 1 – June 30 of the previous year. The spring edition will include grants received by faculty from January – December of the previous year. Ms. Schmitz has been asked to work closely with faculty to compile this information.
- h. New Facility Update – Dean Lloyd showed the latest drawings of the new facility from the ground floor to the fourth floor. The CoD’s preliminary planning/facilities documents will be submitted on May 5th for the Board of Trustees to consider the following three requests at their June 8th meeting: (1) approval to move the project forward to full design of the building; (2) to expend funds related to enabling projects; and (3) to expend funds for swing space.

5. Presentations/Discussion

- a. CoD Community Outreach Presentation to OSU Board of Trustees – Dr. Lancaster reviewed her presentation to Ohio State’s Board of Trustees at their April 7th meeting regarding the CoD’s community outreach programs. Dean Lloyd and Dr. Bean also attended this meeting to answer questions from the Board.

Dean Lloyd thanked Drs. Fields and Deguchi for helping Dr. Lancaster, a 2nd-year resident in the Division of Orthodontics, to manage multiple responsibilities. He also commended Dr. Lancaster on the presentation.

- b. Additional Announcements:

- Mr. Kuhar announced that the Office of Business and Finance is working through many expense reports associated with travel which is at a high volume at this time of year. Any particular concerns should be directed to Mr. Kuhar.
- Dr. Hamamoto reminded the EC that faculty nominations for the Larry Peterson Young Educators Award and the Postle Teaching Award are due to his office by May 15. Winners will be announced at the June 14th Faculty Awards and Recognition Dinner.
- Dr. Robinson announced that Ms. Stephanie Luken joined the Office of Clinic Administration as the Clinic Risk/Privacy Officer on Monday, April 17. Dr. Robinson thanked Dr. Fischbach for serving as CoD's interim Privacy Officer for approximately three years. The EC recognized Dr. Fischbach for the many interim roles in which he has served over the years.
- Dr. Mallery announced that Dr. Sonya Kalim, a candidate for the Oral and Maxillofacial Radiologist position, will visit the CoD on Friday, April 21, for a second round of meetings. Ms. Lyles was commended for coordinating simultaneous visits for three faculty guests this week.

6. New Action Items:

- a. Update on NIH Funding Template Letters – Ms. Kennedy will distribute templates to faculty for communicating with local representatives regarding proposed NIH funding cuts.
- b. National Conference on Diversity, Race and Learning –The college will provide central support for anyone who is interested in attending the event. Names of attendees should be sent to Ms. Lyles.
- c. 2017 Faculty Awards & Recognition Event – Ms. Kennedy will send to chairs a request for information on awards received and achievements by faculty this year to be included in the brochure for the annual Faculty Awards and Recognition Dinner.

Next Meeting: Wednesday, May 3, 2017