UNIVERSITY OF UTAH SCHOOL OF DENTISTRY
COLLEGE GOVERNANCE CHARTER

Approved by the School of Dentistry Executive Committee: February 24, 2023
Approved by School of Dentistry College Council: February 24, 2023
Approved by the Academic Senate Executive Committee: April 19, 2023
Academic Senate Information Calendar: May 1, 2023

ARTICLE I
OFFICERS OF ADMINISTRATION

A. The Dean

***Powers and Responsibility**:* The Dean is the senior administrative officer of the University of Utah School of Dentistry (SOD).[1] The Dean reports to the Senior Vice President for Health Sciences of the University of Utah (University).

1. Dean Responsibilities:

a. Oversee the development of the strategic plan for the SOD alignment with health sciences and health system goals, guided by national benchmarks, and successfully carry out the strategy.
b. Oversee the effectiveness of the leadership team and engage in effective succession planning.
c. Oversee the development and implementation of SOD and University policies.
d. Oversee the preparation of the annual SOD operating budget, which after review by the Executive Committee shall then submit to the appropriate members of the staff of the Senior Vice President for Health Sciences of the University.
e. Report the work and needs of the SOD as part of the annual budget review process. When significant changes in the budget are necessary, the Dean shall discuss them with the Executive Committee.
f. Ensure the efficient use of SOD space and resources.
g. Oversee the admission and education of SOD students and trainees.
h. Oversee programs that review and provide professional development for faculty and staff.
i. Oversee the review, analysis, and implementation of existing educational, research, and administrative programs of the SOD.
j. Determine membership of SOD committees, except those whose composition is set forth in the bylaws of the College Council or defined by the Senate. Receives recommendations on student representation.
k. Nominate to the President of the University, through the Senior Vice President of Health Sciences, all chairs of the departments (or equivalent) after input by appropriate search committees and recommendations by the Executive Committee of the College Council.
l. Approve, in advance of submission, all applications for grant support of teaching, training, and research activities sponsored by the SOD.
m. Make recommendation for approval to the Senior Vice President of Health Sciences appointments of Vice, Associate, and Assistant Deans.

[1] The School of Dentistry is considered a College within the academic governance structure of the University. See University Policy 2-400.

n. Serve as the Chairperson of the School of Dentistry College (Faculty) Council.
o. Serve as the Chairperson on the School of Dentistry Executive Committee.
p. Ensure appointments, retention, promotion and tenure shall be as prescribed in Policy 6-302.

ARTICLE II
THE SCHOOL OF DENTISTRY EXECUTIVE COMMITTEE

A. The School of Dentistry Executive Committee:

Powers and Responsibilities: The Executive Committee provides oversight of faculty governance and develops policy for review and approval by the College Council; and serves as an advisory body to the Dean for SOD strategy, budget, academics, research, and clinical affairs. The SOD Executive Committee reports to the College Council. In addition, the Executive Committee provides counsel to the Dean in their duties and responsibilities.

1. ***Executive Committee Responsibilities:***
    a. Consider and act upon all matters pertaining to educational affairs that involve or determine SOD policy.
    b. In concert with the Dean, prepare the agenda for regular and special meetings of the College Council.
    c. Consider and advise on the draft annual budget for the School.
    d. Discuss all recommendations and reports referred to it by standing committees of the SOD, and to respond on same, as indicated.
    e. Discuss and act upon, as indicated, all recommendations and reports submitted to it for a vote by ad hoc and other committees, by special panels and subcommittees, and by search committees.

2. ***Composition:*** Voting members of the Executive Committee shall include:
    a. The Dean;
    b. Vice Dean, Assist/Assoc Deans; Section Heads (or equivalent);
    c. Two (2) faculty members who do not also serve as administrators
    d. Two (2) dental students (one from 1st or 2nd year and one from 3rd or 4th year) recommended from student body and appointed by the Dean; Director of the General Practice Residency (GPR) program
    e. All directors of programs.

    Attendance at meetings of the Executive Committee shall be restricted to its members, recording secretary (appointed by the Dean), and such other persons invited by the Dean for specific purposes.

    When a voting member cannot attend, a substitute designated by the member and approved by the Dean shall have voting privileges. In the absence of the Dean, the person designated by the Dean shall act as chairperson and shall have voting privileges. Quorum for action shall be a majority of the voting membership.

    The Executive Committee shall act in closed session of the voting members when requested by the Dean or by majority vote of the members in attendance.

Matters requiring a vote shall be presented to the Executive Committee as motions with appropriate seconds. A majority vote by voice or by hand is required to pass a motion, except as otherwise specified by these bylaws. Any voting member may request a confidential, written ballot.

Policies formulated by the Executive Committee can be reviewed by the College Council at the regular meetings or at special meetings convened. Summaries of the policy actions of the Executive Committee shall be submitted to the College Council membership at the College Council's regular meetings.

3. ***Committee Chair:*** The Dean of the SOD shall serve as chairperson of the Executive Committee. In the absence of the Dean, the person designated by the Dean (usually Vice Dean or Assoc/Assist Dean) shall serve as chairperson.

4. ***Meetings:*** The Executive Committee shall meet regularly at no less than monthly intervals, and at such other times as determined by the Dean.

5. ***Quorum:*** The Executive Committee shall only vote when a two-thirds or greater quorum exists, including any absentee votes provided in advance in writing.

   An agenda shall be prepared by the Dean and distributed (preferably electronically) to the Executive Committee members in advance of all regular monthly meetings.

   Minutes of the Executive Committee meetings shall be recorded by the recording secretary and shall be distributed in writing (preferably electronically) to its members for approval by vote.

ARTICLE III
THE SCHOOL OF DENTISTRY COLLEGE COUNCIL

A. The School of Dentistry College Council

Powers and Responsibilities: The University of Utah School of Dentistry College Council ("the Council") is established for the purpose of participating in the University governance responsibilities vested in such college councils. It shall meet at least two times per year and include all faculty to review major changes (admissions, curriculum or other) and committee reports. It advises the administration of the University and the College of the view of the faculty and the SOD, and receives and disseminates information to the faculty and students of the SOD, directly and through their elected representatives on the Council. All actions taken by a College Council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the Senate, and shall be subject to the powers of the Academic Senate to establish uniform policies and take final action on all matters of University concern.

1. ***College Council Responsibilities:***
   a. Academic Policy Actions:
      i. The Council shall review any program changes requiring approval of the Board of Trustees and the Utah Board of Higher Education, including the establishment or deletion of a section (or equivalent) or degree and program changes that affect the school's accreditation.

ii. The Council may recommend to the University Academic Senate, through the Executive Committee of the University Academic Senate, new policies or policy modifications in relation to any aspect of the University operation affecting the School of Dentistry.
iii. The Council shall perform other functions and duties assigned by the Academic Senate.

2. ***Composition:***
   a. Voting members shall include:
      i. The Dean;
      ii. Tenure line and career line faculty who are salaried employees of the SOD with appointments of 0.4time and above;
      iii. Two (2) dental students (one from 1st or 2nd year and one from 3rd or 4th year) recommended from student body by the Student Executive Committee (SEC) and appointed by the Dean;
      iv. Director of the GPR program appointed by the Dean; and
      v. Two staff members, selected by the Dean.

3. ***Structure:*** The Dean, or the Dean's designated representative, shall serve as chairperson. The Dean may invite non-voting persons to attend Council meetings or committee meetings and participate in discussions without voting privileges. It will be the Dean's responsibility to assemble the Council and to provide it with an agenda, circulated in advance of the meeting at least twice a year. Special College Council meetings will be held if one fourth (or more) of the voting members of the Council petition in writing that the chair call a meeting of the Council on a specified agenda, and written notice regarding the meeting is given to each Council member.

4. ***Voting:*** All faculty members of the Council whose primary appointment is 0.40 time and above in the SOD, senior staff member representatives, two-student representatives, and the resident representative shall have voting privileges. Action shall be determined by majority vote of the voting members present or represented by written absentee vote. Any voting member may request a closed, written ballot vote. Majority votes carry forward to the Dean for consideration.

5. ***Quorum:*** The College Council shall only vote when a two-thirds or greater quorum exists, including any absentee votes provided in advance in writing.

ARTICLE IV
THE SCHOOL OF DENTISTRY STANDING COMMITTEES

A. Standing Committees Structure

Committees required by University regulations will adhere to University policy. Tenure-line and career-line College faculty who are paid employees of the SOD with appointments of 0.4 time and above are eligible for committee membership.

Group A Committees:
These committees are organized by the mission of the College Dean reporting line and will adhere to University policy.

1. ***Retention, Promotion and Tenure Advisory Committee (RPT Advisory Committee):***
   The School of Dentistry is structured as a single-department college. The RPT Advisory Committee has responsibilities as defined in University Policy 6-303 which refers to this committee as the "RPT advisory committee." The voting and non-voting membership is summarized below for convenience. The committee responsibilities and procedures are fully described in Policy 6-303 and the School of Dentistry RPT Statement.
   a. Function: The Committee reviews and makes recommendations regarding Tenure-line faculty candidates for retention, promotion, and tenure; and career-line faculty for retention and promotion.
   b. Chairperson: The Chairperson of the RPT Advisory Committee is a tenured member of the School of Dentistry faculty, appointed by the Dean. The administrative head of the college (Dean), has the specific RPT responsibilities.
   c. Membership and voting: Voting membership of the School RPT Advisory Committee is determined by University Regulations for each specific RPT action. Per University Policy, tenured faculty members vote on a recommendation for retention or tenure, and tenure-line faculty members at the same or higher rank vote on a recommendation for promotion-in-rank. (Policy 6-303 provides full details, including rules governing absentee voting). Qualified members of the Committee attend and participate in its meetings and vote on its recommendations. The Committee may agree to invite others to attend and participate in the meeting as provided by University Regulations; however, other invited participants do not vote on the Committee's RPT recommendations with the exception of career-line faculty of 0.4 FTE or above at the same or rank or higher who vote in an advisory capacity. The career-line votes are tallied separately from the tenure-line faculty. The career-line votes are intended to advise the Dean, are not determinative, and may be taken into consideration by the Dean in the Dean's Letter.
   d. Quorum. Quorum for any given case shall consist of two-thirds of its members except that any member unable to attend the meeting because of formal leave of absence or physical disability shall not be counted in determining the number required for a quorum.

2. ***Faculty Appointments Advisory Committee:***
   a. Function: The Faculty Appointments Advisory Committee shall consider the following actions in accordance with University Policy 6-300 and 6-302:
      i. All new Tenure-line, Career-line, Adjunct, and Visiting faculty appointments.
   b. Chairperson: Chairperson is a tenured member of the School of Dentistry faculty, appointed by the Dean. Deans, and other administrative officials who are required by the regulations to make their own recommendations in an administrative capacity, and who hold tenure-line faculty appointments within the department, may attend meetings and participate in discussions, but shall not vote on actions of the committee.
   c. Membership and voting:
      i. The committee membership shall include all of the tenure-line faculty, consisting of the professors, associate professors, assistant professors.
      ii. Other interested persons, may include other faculty, staff, students, and community representatives, may be allowed to participate in discussions with the committee, but shall not vote on actions of the committee.
   d. Quorum. The Faculty Appointments Committee shall only vote when a two-thirds or greater quorum exists, including any proxy votes provided in advance in writing. A majority vote by the quorum is required for a positive recommendation on the appointment from the committee. Votes by the Faculty Appointments Committee shall proceed by secret ballot.

3. ***Curriculum Committee:***

a. Purpose: To develop, review, assess, and revise the educational and assessment program for dental students in compliance with the Commission on Dental Accreditation (CODA) standards. Changes in the curriculum may require approval by the Academic Senate Executive Committee or other University body, in compliance with University policy.
b. Responsibilities:
    i. Define and evaluate the objectives of the dental curriculum.
        1. Faculty (and Health Sciences, for inter-professional education) determine curricular content and sequencing.
        2. Faculty members, in consultation with individual course instructors, determine their own teaching and assessment methodologies.
    ii. With section heads, determine the conditions and settings for clinical teaching and evaluation of students.
    iii. Support, implement, and evaluate innovative teaching and evaluation methods in the curriculum.
    iv. Ensure that curriculum methods optimize opportunities for the integration of content and concepts across disciplines.
    v. Provide for systematic review of all courses and teaching faculty.
    vi. Create educational guidelines and policies that advance the curriculum and meet CODA accreditation standards.
    vii. Establish roles and responsibilities for course directors and teaching faculty.
    viii. Establish access to graduate programs.
c. Metrics:
    i. Student performance.
        1. Grades and test scores.
        2. Student and faculty evaluations.
        3. National Board scores (especially first-time performance).
        4. Results of licensure examinations (especially first-time performance).
        5. Students accepted to postdoctoral residencies/specialty programs.
        6. Successful achievement of clinical competencies.
d. Chair: Appointed by the Dean and Assistant Dean for Curriculum Integration
e. Membership:
    i. Associate Dean for Education and Student Life.
    ii. Associate Dean of Basic Science Integration and Faculty Development.
    iii. Five (5) additional faculty members who represent the clinical and foundational sciences.
    iv. At least two (2) students (elected by the SEC; one from the first/second year class and one from the third/fourth year class).
f. Non-voting, Ex Officio Members:
    i. The Associate Dean for Clinical Affairs.
    ii. The Dean or Vice Dean.
g. Staff, non-voting:
    i. Academic Program Manager.
    ii. Director of Education.
h. Voting: The Curriculum Committee shall only vote when a two-thirds or greater quorum exists, including any absentee votes provided in advanced in writing.
i. Meeting Frequency: Monthly, no less than ten (10) times annually.

4. ***Student Executive Committee (SEC)****:*
a. The SEC will be concerned with the quality of the School's educational endeavors and to serve as a liaison between the student body and faculty in matters of student interest and concern. The SEC reports to the appropriate Vice, Assoc/Assist Dean.

b. The SEC is also responsible to convene student representatives for the Student Retention, Promotion, and Tenure (RPT) Advisory Committee (RPT-SAC).
c. Student government at the SOD are overseen within their respective jurisdictions in accordance with the University of Utah SOD Student Handbook, the Utah ASDA Constitution, and ASUU bylaws.
d. Chair: The positions of SEC Chair and ASDA President are filled by those whom were elected the previous year as SEC Chair-Elect and ASDA President-Elect, respectively. The SEC Chair-Elect is traditionally a D2 when elected. The ASDA President-Elect is traditionally a D1 when elected (but serves the majority of their term as a D2).
e. Membership: All registered dental students are eligible to participate in the SEC.

Group B Committees:
These committees report to the Executive Committee for matters concerning establishment of policy and directly to the Dean for matters concerning implementation of policy. The chair and members of each committee will be appointed by the Dean in consultation with the Executive Committee, and will be reviewed annually unless otherwise noted.

1. ***Academic and Professionalism Review Committee (APRC*)**:
a. Purpose: To oversee academic and professionalism progress and advancement of students through all phases of the curriculum.
b. Responsibilities:
    i. Review academic progress of students.
    ii. Review professionalism of students.
    iii. Approve advancement of students through the curriculum.
    iv. Approve all remediation plans created by course directors.
    v. Develop and/or oversee student disciplinary actions.
    vi. Develop predictive models to help identify students who could be at risk.
    vii. Identify early indicators of academic difficulty.
    viii. Provide an annual report to the Dean.
    ix. Review and update policies.
c. Metrics:
    i. Number of students who have disciplinary actions (academic and professionalism).
    ii. Course grades.
    iii. Evaluations of student by faculty.
    iv. Evaluations of faculty by students as needed in conjunction with Academic Affairs.
    v. Evaluations of courses by students.
    vi. Board scores.
d. Chair: Appointed by the Dean.
e. Membership: All members are recommended by the Committee Chair and approved by the Dean; all members vote unless otherwise noted. Members include:
    i. Associate Dean for Education and Student Life.
    ii. Associate Dean for Basic Science Integration
    iii. Associate Dean for Clinical Affairs
    iv. At least one basic science tenure-line faculty member.
    v. At least two (2) but not more than six (6) career line faculty.
    vi. At least one (1) full-time clinical attending.
    vii. One adjunct faculty member (optional).
f. Staff: Director of Education.
g. Term of Membership: Three (3) years, renewable.

h. Meeting Frequency: Up to six (6) times each academic year or as necessary.

2. ***Admissions Committee:***

a. Purpose: To determine and seek approval for admission criteria; admit qualified students to the College; develop principles for and then manage the alternate list of student applicants.
b. Responsibilities: Oversee and carry out recruitment efforts within the state and beyond including connections with pre-professional advisors at regional schools
c. Metrics:
    i. Demographics of the applicant pool to ensure institutional and School needs are able to be met, and the diversity of the state and region is considered.
    ii. Utah vs. out-of-state applicants.
    iii. Undergraduate schools attended.
    iv. Number of students each year who decline invitations.
    v. Career paths selected by graduates.
d. Co-Chairs: Appointed by the Dean, Associate Director of Admissions, Faculty Director of Admissions.
e. Membership: All members (up to 20) are appointed by the Dean and all members except staff and students vote. Members include, but are not limited to:
    i. Staff: Associate Director.
    ii. Community representation.
    iii. faculty.
    iv. Staff as available.
    v. Students as available.
f. Term of Membership: Three (3) years or at discretion of Co-Chairs.
g. Renewable Terms: Discretion of the Dean.
h. Meeting Frequency: Two primary meetings (pre--cycle and selection day), and at the end of each interview day (mandatory for those that interviewed, optional for all others).

3. ***Awards and Financial Aids Committee:***

a. Purpose: To establish criteria for scholarships and awards (based on criteria); and identify and recommend students who qualify for awards and scholarships.
b. Responsibilities:
    i. Establish criteria for the scholarships and ensure that when applicable, donor wishes are met.
    ii. Establish a process for students to apply for scholarships and to nominate students for awards.
    iii. Establish the process for selecting students for scholarships and awards.
    iv. Recommend students who meet the qualifications for awards.
    v. Maintain an inventory of awards given.
    vi. Develop a timeline to expand scholarship and awards, and a plan to attract additional resources.
    vii. Review the metrics; and, based on the metrics, determine annual priorities.
c. Metrics:
    i. Number of scholarships awarded.
    ii. Number of donors who contributed to scholarships.
    iii. Number of letters from students to donors who provided scholarships.
    iv. Amount of awards (average and range).
    v. Number of recognition events.
d. Chair: Appointed by the Dean, Associate Dean for Education and Student Life.
e. Membership:

i. Development Officer (ex officio).
ii. Director of Administration (ex officio).
iii. Admissions Committee Chair or designee (ex officio).
iv. Up to two (2) community dentists.
v. Two faculty.
vi. Associate Dean for Equity, Diversity and Inclusion.
vii. Consultants as necessary.

f. Staff: Academic Program Manager
g. Terms of Membership: Three (3) years, renewable.
h. Meeting Frequency: At least two (2) times annually. Voting may occur electronically.

4. ***Continuing Education Committee:*** This committee assists in the development of policies and procedures relative to faculty participation and program develop in the continuing education activities of the College. The committee seeks accreditation through the Academy of General Dentistry Program Approval for Continuing Education (AGD PACE). AGD PACE accreditation provides the program guidelines and structure for the College in providing the continuing education program.

j. Chair: faculty, appointed by the Dean.
k. Membership: Term of membership, three (3) years or at the discretion of Chair.
i. Two community general dentists
ii. Three clinical faculty
iii. Two staff members

c. Meeting Frequency: At least four (4) times annually (pre-course planning and review of prior year educational offerings).

5. ***Professionalism, Inclusion, Ethics, Equity and Diversity Committee:***

a. Purpose: Design and run ongoing processes within the SOD that will continually create, support and sustain a climate rich in the positive attributes of ethics, professionalism, safety (both physical and emotional), respect, diversity, inclusion, equity, humanism (caring for each other, as well as for our patients), resilience, leadership, and community building. Ensure that procedures and processes are in place to foster an inclusive culture that will diminish, to the point of extinction, negative attributes such as bias, unequal treatment, harassment, bullying, fear, retribution, exclusion, and individual or group isolation. Identify metrics to track success in achieving an inclusive, ethical, and professional SOD community.
b. Responsibilities:
i. Characterize/describe the SOD commitment to fostering an inclusive culture by embracing diversity and equity in all its forms.
ii. Ensure compliance with all CODA standards and University regulations, and all relevant laws.
iii. Identify resources that are available through the Health Sciences and the University to achieve and sustain an inclusive, ethical and professional community.
iv. Identify best practices in students, staff, faculty and guests feeling included and represented at the SOD.
v. Report at least annually to the Executive Committee about activities, metrics, and progress toward achieving an inclusive community.
vi. Determine the appropriate success metrics and the frequency with which they are measured and reported.
c. Co-Chairs: Appointed by the Dean.
d. Membership and Voting: Committee of twelve (12) members

i. Three (3) Co-Chairs (student, faculty and staff representation as described below)
ii. Four (4) students, from two nominations provided by each class, selected by the Executive Committee; one from each class; with the D3 representative serving as a co-chair appointed by the Dean.
iii. Four (4) faculty selected by the Executive Committee, one will serve as a co-chair as appointed by the Dean.
iv. Four (4) staff selected by the Executive Committee, one will serve as a co-chair as appointed by the Dean.
v. Other interested persons may be allowed to participate in discussions with the committee, but shall not vote on actions of the committee.

e. Staff: Administrative Assistant
f. Term of Membership: Three (3) year term, renewable once.
g. Meeting Frequency: Monthly during the academic year.

6. ***Advisory Medicaid Committee (AMC):***

a. Purpose: The objective of the AMC is to provide strategic direction to the development, implementation, and partnerships of the Medicaid dental program at the UUSOD and ensure its role in the realization of the mission, vision and values of the University of Utah, U of U Health and of the UUSOD. AMC is to consider is whether the UUSOD's goals and objectives are supported by its engagement with the State Medicaid office, and how the Medicaid relationship can best be adjusted to align with the operations and strategic interests of the UUSOD and its programs.
b. Responsibilities: The UUSOD Medicaid program is unique to the University of Utah and presents opportunities for service, training, research, and career development. In order to fulfill this role, the AMC considers:
    i. Input and advice from external constituencies
    ii. Reports from the operations committee; then, after consideration, it
    iii. Provides advice to the operations committee, and
    iv. Reports to the Executive Committee.
c. Membership: The organization will be intended to include representation for the responsibilities listed above.
    i. Dean (Committee Chair)
    ii. Vice Dean (Co-chair)
    iii. Associate Dean for Clinical Affairs
    iv. Associate Dean for Finance, Operations and Development
    v. Associate Dean for Professional and Community Partnerships
    vi. U of U Health Associate Vice President for Clinical Affairs or designee
    vii. Utah Dental Association representative
    viii. Faculty research representative(s) per the discretion of the Dean
    ix. Senior Director of Government Healthcare Programs, Senior Vice President of Health Science Office
    x. Executive Assistant to manage scheduling, note taking and other organizational details.
d. Meeting Frequency and Reporting:
    i. Quarterly
    ii. Report to the Executive Committee.
    iii. All actions require approval of Executive Committee and finalize by the Dean's support.

7. ***Medicaid Operations Committee:***

a. Purpose: To implement and communicate operational improvements and ongoing success specific to the UUSOD Medicaid program.
b. Responsibilities:
    i. Operationalize and communicate strategic decisions and changes pertinent to the UUSOD Medicaid program, as advised by the Advisory Medicaid Committee and the State Medicaid Office.
c. Membership: Not to exceed twelve (12) members. All members vote.
    i. Associate Dean for Finance, Operations and Development (Chair): responsible for financial coordination and budgeting; contracting; staffing/personnel coordination; and acts as a Medicaid office liaison for operational matters.
    ii. Associate Dean for Professional and Community Partnerships: responsible for relationship management of affiliated providers in the UUSOD Medicaid network and liaison with the Utah Dental Association.
    iii. Associate Dean for Clinical Affairs, or delegate: responsible for all clinical operational oversight of care for UUSOD patients with Medicaid coverage.
    iv. UUSOD Medicaid Program Manager: responsible for UUSOD Medicaid program management and supervision of program personnel.
    v. Associate Director, Revenue Integrity: responsible for financial audit coordination, budgeting and financial tracking.
    vi. Marketing and Communications representative: responsible for internal and external communications related to UUSOD Medicaid program and liaison with Utah State Medicaid Office marketing personnel.
    vii. Executive Assistant to manage scheduling, note taking and other organizational details.
d. Meeting Frequency and Reporting:
    i. Monthly
    ii. Report to the Executive Committee.
    iii. All actions require approval of Executive Committee and finalize by the Dean's support.

8. ***Clinical Procurement Standardization Committee:***

a. Purpose: To identify and standardize materials and instruments used in clinical care based on evidence and to inventory materials and instruments periodically to include on and off-site clinics.
b. Responsibilities:
    i. Determine criteria for selection (e.g., evidence, cost, improved outcomes, timing, need, etc.); responsibility for training people on materials and instruments rests with the section heads.
    ii. Define the process to be used to request materials and instruments.
        1. Section heads make requests on behalf of faculty and/or staff for deliberation and approval by the committee.
        2. Sections heads ensure that material and material requests coincide with what is being taught in the didactic courses.
    iii. Determine if contracts with vendors exist within the University; review contracts periodically.
    iv. Review inventory periodically to determine, based on evidence, if clinical needs are being met.
    v. Determine if any materials or instruments should be discontinued.
c. Metrics:
    i. Annual number of new and discontinued materials or instruments.
    ii. Cost effectiveness.

d. Chair: Appointed by the Dean, Associate Dean for Clinical Affairs and Patient Care.
e. Membership: Not to exceed twelve (12) members. All members vote.
    i. Two (2) general dentists.
    ii. Specialists (one from each specialty area).
    iii. Off-site clinic representative.
    iv. Clinical Director.
    v. Dispensary supervisor.
    vi. Dental lab supervisor.
    vii. Clinic manager.
    viii. Administration staff.
f. Staff: Clinical Affairs Administrative Assistant.
g. Term of Membership: Three (3) year term, renewable.
h. Renewable Terms: Yes.
i. Meeting Frequency: Monthly or as needed.

9. ***Clinical Quality Assurance and Safety Committee***

a. Purpose: To ensure that all evidence-based quality standards, including but not limited to Occupational Safety and Health Administration (OSHA), Health Insurance Portability and Accountability Act (HIPAA), professionalism, safety, effectiveness, patient-centered, timely, and efficiency are met in all levels of clinical care and clinical care areas.
b. Responsibilities: Applies to all clinical sites.
    i. Determine and then review evidence-based quality standards of care periodically, and ensure standards are met or exceeded.
    ii. Ensure that student, faculty and staff reviews include a quality, safety and professionalism component.
    iii. Ensure that CODA standards are met.
    iv. Ensure that clinical processes, procedures and care are patient-centered.
    v. Review Report and Learn reports to identify trends or patterns and ensure corrective action and training occurs.
    vi. Review quality control reports from the dental lab to identify trends of patterns and to ensure corrective action and training occurs.
    vii. Review PPE and clinical safety reports from the dental lab to identify trends or patterns and to ensure corrective action and training occurs.
    viii. Review and discuss patient reviews to identify trends or patterns and to ensure corrective action and training occurs.
    ix. Review billing practices to ensure best practices and to identify trends or patterns and to ensure corrective action and training occurs.
    x. Provide periodic repots on clinical quality and assurance to the Dean.
c. Metrics
    i. Number and nature of incidents, complications, infections; and track trends or patterns that emerge and corrective actions taken.
    ii. Patient satisfaction including trends and corrective actions.
    iii. CODA, HIPAA, OSHA, and University compliance guidelines.
d. Chair: Associate Dean for Clinical Affairs or designee
e. Staff: Administrative Assistant.
f. Membership:
    i. Clinic Directors.
    ii. Clinic Managers.
    iii. Director of Clinic Operations
    iv. Section Heads
    v. General Practice Residency (GPR) Director or designee.

vi. Group Practice Leader s
vii. Student representatives from the D3 and D4 class

g. Term of Membership: One year, renewable.
h. Meeting Frequency: Monthly

ARTICLE V: INTER-UNIVERSITY RELATIONS

The College Council through the direction of the Dean, or the Dean's designated representative, will create the necessary mechanisms to consult and cooperate with other Colleges/Schools of the University that have related academic interest, particularly in regard to curriculum, collaborative teaching, academic standards, graduation requirements and other related matters.

ARTICLE VI: AMENDMENTS TO CHARTER

This Charter may be amended by a majority of the voting members of the Council, provided that one month's advance notice of intent to amend the Charter is given. For such a meeting a quorum shall consist of at least two-thirds of the voting members. Its contents are subject to final approval by the Senate Executive Committee acting with the delegated authority of the Academic Senate, and the approved Charter is presented for the Information of the Senate, per Policy 6-003 and Policy 6-001.