

# **SCHOOL OF DENTISTRY**



**2009-2010**

## **COMMITTEE ASSIGNMENTS & CHARGES**

June 3, 2009

## ACADEMIC PERFORMANCE COMMITTEE

### **Members:**

B. Ellen Byrne, Chair  
Senior Associate Dean

Michael Healy, Admissions, ex officio

Shaman Al-Anezi (2011)

Kim Isringhausen (2010)  
(DH-3 & DH-4 Coordinator)

Carolyn Booker, ex officio

Todd Kitten (2010)  
(Full-Time Affiliate Dental Faculty)

Bach Bui (2011)  
(D-2 Coordinator)

Steve Lindauer (2012)  
(D-1 Coordinator)

James C. Burns (2012)  
(D-4 Coordinator)

William Piscitelli (2012)

Jim Giglio (2010)

Karan Replogle (2010)

John Gunsolley (2012)  
(D-3 Coordinator)

Paul Wiley (2011)

### **Committee Charges:**

1. Review and evaluate the guidelines and criteria used for the purpose of determining the academic status of students.
2. Based upon academic performance, subjective evaluations, and other criteria and using the policies and guidelines in effect, decide on the status of each student relative to graduation, promotion, probation, repetition, dismissal or such other actions which result in a change in status. Communicate actions in writing together with other requirements such as remediation or repetition of courses.
3. Assist in the identification of recipients for appropriate scholarships and awards.
4. Review and comment on existing policies which govern Academic Performance Committee actions.
5. Monitor progress of students who are on probation for completion of their probational requirements.
6. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
7. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
8. Complete an evaluation of committee members annually and submit to appropriate department chair.

## ADMINISTRATIVE COMMITTEE

### Members:

B. Ellen Byrne, Chair  
Senior Associate Dean

Jack Gunsolley  
Representative from Steering  
Committee

Rebecca Pousson  
Executive Associate Dean

A. Omar Abubaker  
Chair, Dept. of Oral &  
Maxillofacial Surgery

Michael Healy  
Assistant Dean for Admissions

Karan Replogle  
Interim Chair, Department of  
Endodontics

Carolyn Booker  
Assistant Dean for Student  
Affairs

Ronald J. Hunt  
Dean

Harvey A. Schenkein  
Assistant Dean for Research  
Chair, Periodontics

John Boyle  
Representative from Steering  
Committee

Terry Imbery  
Representative from Steering  
Committee

John W. Unger  
Chair, Dept. of Prosthodontics

James C. Burns  
Assistant Dean for Clinical  
Education  
Chair, Department of Oral  
Pathology

Kim Isringhausen  
Director, Division of Dental  
Hygiene

John H. Unkel  
Chair, Department of Pediatric  
Dentistry

Fred Certosimo  
Chair, Department of General  
Practice

Steven J. Lindauer  
Chair, Department of  
Orthodontics

Andrew Yeudall  
Interim Chair, Dept of OCMB

Gregory Ness  
Chair of the Faculty  
Chair of Steering Committee

### Committee Charges:

1. Review all proposed actions arising from regular or special meetings of the Faculty of Dentistry.
2. Review all proposed actions arising from administration actions or committees of the School.
3. Forward suggestions for new actions to the Steering Committee.
4. Review nominations and charges for Standing and Special Committees of the Faculty.
5. Serve as an advisory body to the Dean.

## ADVANCED DENTAL EDUCATION COMMITTEE

### Members:

Laurie Carter, Chair

Program Director, Oral & Maxillofacial Surgery

TBD

Thomas C. Waldrop

Program Director, Periodontics

Debra Haselton

Program Director, AEGD

Michael Webb

Program Director, Pediatric Dentistry

TBD

Karan Replogle

Program Director, Endodontics

Andrew Yeudall

Interim Chair, Department of Oral & Craniofacial

Molecular Biology, ex officio

Bhavna Shroff

Robert A. Strauss

Program Director, Orthodontics

### Committee Charges:

1. Review and monitor Basic Sciences and Graduate Dentistry, Biostatistics and Research Design, Update in Practice Management, and Interdisciplinary Care Conference courses and make recommendations for any indicated modifications.
2. Review ADA Accreditation Standards and monitor programs for compliance with specialty programs standards and other guidelines.
3. Coordinate and direct conjoint courses in postgraduate dental education, identify the need for additional courses, and develop such courses as indicated
4. Review criteria for acceptance of foreign-trained dentists into advanced education programs to assure guidelines are adhered to by all programs.
5. Monitor progress of residents in the Master of Science in Dentistry Program and assure support for research design and methodology.
6. Offer in-service training on the responsibilities of thesis committee chairs.
7. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
8. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
9. Complete an evaluation of committee members annually and submit to appropriate department chair.

## CURRICULUM COMMITTEE

### Members:

B. Ellen Byrne, Chair	James C. Burns, ex officio	Sharon Lanning (2010)
Omar Abubaker (2012)	Fred Certosimo (2010)	Joan Pellegrini (2012)
Linda Baughan (2011)	Riki Gottlieb (2011)	John Unger (2010)
Carolyn Booker, ex officio	Thomas E. Koertge (2012)	Student members TBD
David Burns (2011)	Alex Meredith (2010)	

### Committee Charges:

1. Perform a comprehensive review of the predoctoral dental and dental hygiene curricula such that in three years the entire curricula will be reviewed.
2. Review and modify as needed the competency statements and outcome measures of the School of Dentistry to assure compliance with accreditation standards.
3. Plan and implement curriculum modification. The Committee should place emphasis on curriculum related to treatment planning and in conjunction with renovations of the pre-clinical facilities.
4. Maintain the computerized curriculum database to support curriculum management, including monitoring of competency assessment.
5. Develop policies and procedures governing the teaching in, and operation of, the clinics of the School of Dentistry.
6. Review and evaluate all dental instrumentation, materials, and techniques in all preclinical laboratory courses and undergraduate clinics to ensure uniformity and continuity in instruction and patient treatment.
7. Ensure that patient screening and selection policy and practice reflects educational goals and strategic plan themes of the School of Dentistry.
8. Review any major changes in the content(s) of a course(s)
9. Make recommendations to the Dean of applications received and suitable for faculty reward under the Faculty Incentive Program.
10. Develop a schedule for submission of proposed changes to the curriculum.
11. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
12. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
13. Complete an evaluation of committee members annually and submit to appropriate department chair.

## **DENTAL ADMISSIONS COMMITTEE**

### **Members:**

Michael Healy, Chair	Sharon Lanning (2011)
Carolyn Booker (2012)	Lawrence Masters (2011)
John Boyle (2012)	William Piscitelli (2012)
Carol Brooks (2010)	Robert Sabatini (2012)
Bach Bui (2011)	Vincent Sawicki (2011)
Alfred Certosimo (2012)	John Svirsky (2010)
Terry Imbery (2011)	Eser Tufekci (2010)
Leonard Jackson (2012)	Andrew Yeudall (2010)
Todd Kitten (2010)	Students TBD
Thomas Koertge (2011)	

### **Committee Charges:**

1. Recommend to the Dean guidelines for determining acceptability of applicants recalling that primary consideration is to be given to qualified in-state applicants.
2. In concert with the Dean for Academic Affairs, evaluate admissions criteria and determine their effectiveness in predicting academic, clinical, and National Board performance to include the design, implementation, and assessment of a quantifiable interview process.
3. Review applications of individuals desiring to be admitted to the School with advanced standing including the specific level (year) in which the candidates shall be admitted. Make recommendations to the academic dean.
4. Continue the dental school recruitment program and continue emphasizing identification of potential applicants from minority groups and women.
5. Recommend policies and procedures for the awarding of entry-level and subsequent scholarships by type, i.e., school scholarship, state discretionary funds, A. D. Williams.
6. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
7. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
8. Complete an evaluation of committee members annually and submit to appropriate department chair.

## **DENTAL HYGIENE ADMISSIONS COMMITTEE**

### **Members:**

Coral Diaz, Chair (2010)

Joan M. Pellegrini (2012)

Leslie Congdon (2012)

Tammy Swecker (2011)

Kim T. Isringhausen (2011)

Student members TBD

Michelle McGregor (2010)

### **Committee Charges:**

1. Recommend to the Steering Committee guidelines for determining acceptability of applicants, recalling that primary consideration is to be given to qualified in-state applicants.
2. Evaluate the admissions criteria to assure compliance of Accreditation Standards on Dental Hygiene Admissions.
3. Review applications for individuals desiring to be admitted with advanced standing.
4. Ensure recruitment of qualified applicants from under-represented minority groups.
5. Prepare an annual written report of the committee's activities, to include an assessment of the Committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
6. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
7. Complete an evaluation of committee members annually and submit to appropriate department chair.

## PROMOTION AND TENURE COMMITTEE

### **Members:**

Sharon Lanning (2012)

Bhavna Shroff (2010)

Charles Janus (2011)

Michael Webb (2010)

John Svirsky (2012)

**\*\*NOTE: committee to meet and elect its chair**

### **Committee Charges:**

1. Perform equitable, impartial, and objective reviews for each eligible member of the faculty and submit recommendations for promotion and tenure in accordance with current procedure.
2. Evaluate and update the review process and promotion/tenure documentation to ensure that it contains only essential and pertinent information.
3. Apply consistent guidelines for tenure and promotion thereby assuring the validity and reliability of these decisions.
4. Continually evaluate the procedures and policy and make suggestions for change.
5. Hold an annual (as needed) in-service for faculty likely to go through the P&T process in the coming years to review procedures and documentation.
6. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
7. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
8. Complete an evaluation of committee members annually and submit to appropriate department chair.

## QUALITY ASSURANCE/RISK MANAGEMENT COMMITTEE

### Members:

Rebecca Pousson, Chair	Diane Howell (2011)	Freda Pickle
Bill Betzhold (2010)	Larry Masters (2012)	Mettie Youngerman
Monica Bridgeforth	Joan Pellegrini (2011)	Student Members TBD

### Committee Charges:

1. The Quality Assurance Committee, responsible to the Dean of the School of Dentistry, will monitor risk management, appraise the quality of care provided, and assess quality improvements within the Virginia Commonwealth University School of Dentistry.
2. Monitor the formally organized sequence of activities implemented to assess quality of dental care delivery in the school's patient care areas.
3. Review, integrate and coordinate findings, recommendations, and actions from other quality-related activities that affect quality assurance.
4. Evaluate data to assess quality of care and risk management, to recommend actions that the committee feels would remedy deficiencies.
5. Conduct reassessments to determine that the recommended actions have been implemented and have achieved the desired results.
6. As appropriate, coordinate activities with the Committee on Clinical Affairs, Committee on Academic Affairs, and Advanced Dental Education Committee.
7. When requested, provide the appropriate information and recommendations relative to the Strategic Planning process.
8. Monitor infectious disease control policies and training.
9. Review new national data regarding infection control policies and mandate changes when necessary, which will be reflected in the clinic manual.
10. Monitor OSHA policies to ensure employee and student safety. Implement new OSHA policies as mandated by OSHA.
11. Assure continuance of procedures relative to hepatitis screening and vaccination for all direct patient care personnel within VCU School of Dentistry. Check to insure that records are accurate.
12. Continue to monitor the VCU School of Dentistry's method of waste disposal to insure that it is in compliance with state and local regulations.
13. Review Accreditation Standards and recommend appropriate action or provide guidance in establishing "Outcomes" measures accordingly and supply information for the accreditation self-study as appropriate.
14. Monitor and assure compliance with dental license renewal on a yearly basis for all full-time dental clinical faculty.
15. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.

16. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
17. Complete an evaluation of committee members annually and submit to appropriate department chair.

## RESEARCH COMMITTEE

### Members:

Harvey A. Schenkein, Chair	Terence Imbery (2011)
Al Best (2012) (Full-Time Affiliate Dental Faculty)	Janina Lewis (2012)
David R. Burns (2012)	Peter C. Moon (2010)
Laurie Carter (2011)	Esra Sahingur (2010) (A.D. Williams Research Advisory – 2012)
Tegwyn Brickhouse (2011) (A.D. Williams Research Advisory – 2011)	Eser Tufekci (2011)
John Gunsolley (2011) (A.D. Williams Research Advisory – 2010)	Ping Xu (2012)
	W. Andrew Yeudall (2010)

### Committee Charges:

1. Conduct self-studies, prepare reports, and assist in implementation of recommendations related to research, as may be required by accrediting agencies or at the request of the Steering Committee.
2. Develop recommendations and establish priorities for the use of flexible research support funds available to the School of Dentistry.
3. Review general resources for research, including laboratory space and clinical research facilities, and develop recommendations to the Dean for their equitable distribution. Advise the Dean of needed, but unavailable, resources as well as of poorly utilized resources that could be reallocated.
4. Provide consultation with faculty members preparing research protocols for submission to outside agencies as requested. Review and comment on applications intended for submission to A. D. Williams Research Advisory Committee as required by the Research Committee policy adopted in 1982.
5. Make recommendations to the Assistant Dean for Research of applications reviewed and suitable for faculty reward under the faculty incentive program.
6. Review and award student summer fellowships (A. D. Williams, federal funds, etc.) with the concurrence of A. D. Williams Research Advisory Committee members. Nominate a student to attend the ADA Annual Student Research Conference.
7. Review and award Alexander Fellowships for advanced education students.
8. Monitor the Strategic Plan to improve research productivity of the School of Dentistry at all levels and across all departments. This should include recommendations concerning the administrative structure, resources needed and an impact statement relative to other school programs.
9. Coordinate with the appropriate bodies the presentation of in-service training for faculty in research design, methodology, grant-writing, etc., as requested.
10. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
11. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
12. Complete an evaluation of committee members annually and submit to appropriate department chair.

## **SCHOOL OF DENTISTRY GRIEVANCE BOARD**

### **Members:**

Esra Sahingur, (2012) – Non-tenured – Regular

Todd Kitten (2010) – Tenured - Regular Position

Bill Betzhold (2012) – Non-Tenured, Alternate

Thomas Koertge (2010) –Tenured – Alternate  
Position

Rob Strauss (2012) Tenured, Alternate

Janina Lewis (2011) – Tenured - Regular

James Coffey (2012) – Tenured – Alternate Position

### **Committee Charges:**

1. The School Grievance Board shall handle all faculty grievance procedures using procedures specified in the VCU Faculty Grievance Procedure.
2. Prepare an annual written report of the committee's activities, to include an assessment of the committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
3. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
4. Complete an evaluation of committee members annually and submit to appropriate department chair.

## **SEDATION AND ANESTHESIA COMMITTEE**

### **Members:**

Thomas Waldrop, Chair (2011)

Robert Strauss (2012)

Karan Replogle (2010)

Michael Webb (2010)

### **Committee Charges:**

1. Determine appropriate educational and training criteria for the provision of sedation and/or anesthetic services within the School.
2. Review and approve credentialing applications for individuals desiring to provide sedation and/or anesthetic services, to determine if they meet the educational and training criteria.
3. Define and monitor appropriate equipment and personnel requirements for each clinical area, based on the type of sedation and/or anesthetic procedures performed within that area.
4. Define appropriate sedation/anesthesia-related emergency protocols for use within the School of Dentistry.
5. Monitor the quantity and safety of sedation and/or anesthetic services within the School of Dentistry via monthly departmental Quality Assurance and Incident Reports.
6. Review any cases with unexpected outcomes that are reported to the Committee and determine any necessary policy or remedial actions.
7. Prepare an annual written report of the Committee's activities, to include an assessment of the Committee charges and recommendations for change and submit to the Steering Committee no later than one week prior to the June all-faculty meeting.
8. Prepare an annual oral report of the committee's activities to be presented at an all-faculty meeting.
9. Complete an evaluation of committee members annually and submit to appropriate department chair.

## STEERING COMMITTEE

### **Members:**

Gregory Ness, Chair (2011)	Ronald Hunt, ex officio
Tegwyn Brickhouse (2011)	Terence A. Imbery (2011)
John Gunsolley (2011)	Robert Sabatini (2010)
John Boyle (2010)	John Svirsky (2010)

### **Committee Charges:**

1. Serve as the nominating committee for all elected Faculty of Dentistry officers.
2. Appoint the members of and assign the charges to standing and special committees of the Faculty of Dentistry.
3. Appoint School of Dentistry representatives to university committees, councils and panels not otherwise specified elsewhere.
4. Receive all issues directed to it and forward such matters to the proper committee for action.
5. Elect three members of the Steering Committee to serve on the Administrative Committee.
6. Appoint a Parliamentarian.
7. Receive and review year-end reports from each standing and ad hoc committee of the faculty.
8. The Steering Committee is responsible for assuring that any all-faculty-approved amendments to the Bylaws are incorporated into an updated version of the Bylaws document.

**SCHOOL OF DENTISTRY REPRESENTATIVES  
TO  
UNIVERSITY COMMITTEES, COUNCILS, OR PANELS  
FOR  
ACADEMIC YEAR 2009-2010**

A. D. Williams Research Advisory Committee.....	Esra Sahingur (2012)
.....	John Gunsolley (2010)
.....	Tegwyn Brickhouse (2011)
Library Advisory Committee.....	Mary Baechle (2010)
VCU Medical Center Academic Affairs Committee .....	B. Ellen Byrne
Executive Committee of the Medical Staff.....	A. Omar Abubaker
Executive Committee of the Faculty (Dept. of Surgery) .....	A. Omar Abubaker
Credentials Committee (MCVH).....	Daniel M. Laskin
Matrix Committee (OPC) .....	A. Omar Abubaker
Program Directors Council.....	Robert A. Strauss
Graduate Medical Education Committee.....	Robert A. Strauss
Invasive Procedure Committee (MCVH), Chairman.....	James A. Giglio
Operating Room Committee (MCVH) .....	Gregory Ness
Oral & Maxillofacial Surgery Performance and Improvement Committee .....	A. Omar Abubaker
Honor Council – appointed by the Dean .....	James Burns
Committee on the Status of Women and Minorities.....	Carol N. Brooks
Expert Panel for Issues Related to Blood-Borne Pathogen.....	
Infected Health Care Professionals and Students .....	James C. Burns
.....	John A. Svirsky
Institutional Biohazards Committee .....	Harvey Schenkein (Chair)
University Appeal Board.....	Charles E. Janus (Chair)
University Council for Community Engagement .....	Joan Pellegrini (2011)
.....	Coral Diaz, Alternate (2011)
Technical Advisory Committee .....	Mike Morgan
VCU Optional Retirement Plan (ORP) Investment Policy Advisory Committee .....	Mike Morgan
International Student Service Advisory Committee .....	Coral Diaz
Student Health Services Advisory Committee .....	Carolyn Booker
University Undergraduate Curriculum Committee.....	Kim Isringhausen

University Undergraduate Academic Regulations Committee .....	Kim Isringhausen
University Transfer Coordinating Council .....	Kim Isringhausen
University Graduate Council – (3 yr. Term).....	Laurie Carter (2010)
.....	Ping Xu (2011)
University Promotion and Tenure Policy Review Committee.....	Eser Tufekci (2011)
University Promotion and Tenure Appeal Committee .....	Thomas Koertge (2011)
University Assessment Council .....	Laurie Carter
.....	B. Ellen Byrne
Classified Staff Senate .....	Jennifer Grant, Senator (2011)
.....	Leetah Stanley, Alternate (2011)
University Faculty Senate (3-yr terms).....	Mary Baechle (2011)
.....	Bill Betzhold (2010)
.....	Carol Brooks, 1 <sup>st</sup> Alternate (2010)
.....	Shaman Al-Ahnezi, 2 <sup>nd</sup> Alternate (2010)
University Council .....	VACANT (2011)
.....	Joan Pellegrini (2011)
.....	Elizabeth Nance, Alternate (2010)
University Equity & Diversity Committee .....	Ed Kardos (2011)
University Grievance & Appeal Panel.....	Robert Strauss (2010)
.....	Andrew Yeudall (2012)
.....	David Burns, Alternate (2012)
.....	Tom Waldrop, Alternate (2012)
Faculty Representative to the ADEA Council of Faculties .....	Riki Gottlieb (2010)
Chair of the Faculty .....	Gregory Ness (2011)
Administrative Support for the Faculty .....	Dean’s Office
Parliamentarian of the Faculty .....	Joan Pellegrini

In addition, Ronald Hunt, Dean of the School of Dentistry, represents the School on the following:

- VCU Council of Deans
- MCV Deans’ Council
- University Council
- A.D. Williams Committee
- Virginia Center on Aging Board of Advisors  
(disbanded)