<table>
<thead>
<tr>
<th>AGENDA</th>
<th>Information/Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Business</td>
<td></td>
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<tr>
<td></td>
<td>• Approval of 06/04/15 minutes</td>
</tr>
<tr>
<td></td>
<td>• Site Visit 2015</td>
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<td>• SERV document</td>
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<td>• Selection of a “lead resident” to best answer questions and maintain focus during residents interview</td>
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<td>• All residents must be at the interview, in case of an emergency please inform our office, so CODA can be contacted</td>
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<td>• Website updates</td>
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<td>• Election of New Resident Representatives</td>
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</tbody>
</table>

**Revision of important on site documentation:**

- ✔ Documentation to demonstrate compliance with Commission’s policies on “Complaints” and “Third Party Comments”
- ✔ Written agreements with co-sponsoring and affiliated institutions
- ✔ Program goals and objectives
- ✔ Objectives for rotations on other services of the hospital and assignments to affiliated institutions, if applicable
- ✔ Objectives and content outlines for formal coursework, if applicable
- ✔ Departmental statistical records documenting numbers and types of procedures performed, as well as evaluations
- ✔ Topic outlines and schedules for all lectures, seminars, conferences and demonstrations included in the dental teaching program
- ✔ Records of each resident’s clinical and didactic accomplishments
| ✓ Records of each resident’s clinical and didactic accomplishments
| ✓ Documentation of the evaluation of residents, teaching staff and the educational program
| ✓ Demonstration of Evidence Based Dentistry, Faculty Development
| ✓ Schedules of attending staff’s clinical assignments
| ✓ Documentation of attending staff supervision
| ✓ Letters related to major changes in the program
| ✓ Method of recall and Quality Assurance
| ✓ Few axlum printed records
| ✓ CPR, HIPPA and Immunization documents
| ✓ ALL THE OTHER DOCUMENTS LISTED IN YOUR SELF STUDY
| ✓ ADA survey – deadline end of September
| ✓ CODA site visitor schedules
| ✓ Frequency of Citings Document
| ✓ Residents wearing eye wear protection, gowns, masks and etc.
| ✓ Computer locked if operatory is not occupied
| ✓ Fall courses syllabi distributed

Old Business

1. GoToMeeting was discussed with Dr. Widmer
2. Adding course syllabi to ECO
3. Rosters entered in ECO
4. Advanced Honors

Next AEC Meeting: TBA