

## COMMITTEE CHARGES, 2011-2012

\* indicates Student Members

| Committee  | Chair       | Charge of the Committee   | Meeting Frequency   |
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| <b>Academic Performance Dental</b>                       | Dr. Andrieu | <p>LSUSD has three Academic Performance Advancement Committees (APACs) including one for the Dental program, one for the Dental Hygiene program and one for the Dental Laboratory Technology program.</p> <p>The membership for the Dental program consists of a faculty representative selected from each department.</p> <p>The Associate Dean for Academic Affairs is the chairperson for the Dental program. The Assistant Dean of Clinical Affairs and the Assistant Dean for Admissions serve on all APACs and the committees are responsible to the Dean.</p> <p>The APAC for the Dental Hygiene and Dental Laboratory Technology programs also include the respective Program Director and appointed teaching faculty. The committees meet on a regular basis throughout each academic year to evaluate each student's academic performance and progress, which includes the student's course grades, compliance with the TECHNICAL STANDARDS* and demonstration of PROFESSIONAL CONDUCT* expected of a dental professional. Students who are found to be experiencing difficulty in maintaining the required standards are informed in writing and may be called in for counseling and/or referral by the Associate Dean for Academic Affairs. When requested by the Dean, the committees hear appeals from students relative to actions taken by the committee.</p> | <p>Minutes are taken at all meetings. Copies of the minutes are sent to the Dean and are shared with the committee members during each meeting.</p> |
| <b>Academic Performance Dental Hygiene</b>               | Ms. Mason   |   |   |
| <b>Academic Performance Dental Laboratory Technology</b> | Mr. Aucoin  |   |   |
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| <b>Admissions</b>  | Dr. Ritchie | The Admissions Committees are elected by the LSUSD faculty on an annual basis and   | Dentistry: At least 6 meeting   |

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| <b>Dental</b>  |             | approved by the dean. The dean appoints the alumni member of the Dental Committee.   | per year  |
| <b>Admissions<br/>Dental Hygiene</b>                       | Dr. Ritchie | The committees are advisory to the dean on admission criteria, recruiting potential applicants, and selection of candidates for the various programs of the School of Dentistry.   | Dental Hygiene:<br>Two meetings per year              |
| <b>Admissions<br/>Dental<br/>Laboratory<br/>Technology</b> | Dr. Ritchie | <p>The committees are composed of the appropriate faculty from the clinical sciences, basic sciences, and dental auxiliaries. The success of the various programs at the School of Dentistry is dependent the admittance of students who demonstrate academic competence, high motivation to pursue a career in dentistry, possess personal attributes of selflessness, leadership and social awareness and represent a diverse group of individuals from a variety of backgrounds with broad-based life experiences. Specifically, the Admissions Committees will be responsible for the following:</p> <p>Recommend the criteria for admission to any undergraduate or predoctoral program at the School of Dentistry. These criteria are reviewed annually.</p> <p>Interview all candidates who meet the minimum criteria and have the potential of acceptance.</p> <p>Select candidates who in the judgment of the committee are likely to succeed in their chosen area of study. These selections are presented to the Dean for approval.</p> <p>Select and administer those aptitude tests that in the opinion of the committee will enable them to select better applicants.</p> <p>Develop recruiting literature and visit the various college and high school campuses to recruit students.</p> <p>The Committee Chairman notifies successful applicants of their acceptance and the unsuccessful applicants of their rejection.</p> <p>The Committee Chairman, or his designee, will counsel prospective applicants to assist them in their pre-professional college work.</p> | Dental Laboratory Technology: At least 6 times a year |
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| <b>Advanced<br/>Education</b>                              | Dr. Hovland | The Advanced Education Committee is charged with the preparation, evaluation and supervision   | Quarterly   |

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|                      |                  | <p>of all advanced dental education programs at LSUSD. The Committee accepts the role of monitor in assuring that these advanced education programs in Dentistry are maintained as high quality, academically sound programs which strengthen the quality of the undergraduate dental program, increase the general reputation of the dental school and assist in meeting the health needs of the citizens of the State of Louisiana.</p> <p>The Director of the Office of Advanced Education serves as chairman.</p> <p>The membership of the committee is made up of directors of each postgraduate program, two graduate students chosen by the graduate students, and the Associate Dean for Academic Affairs. Additional members are the chair of the Student Research &amp; Grants Committee and the Associate Dean for Research.</p> <p>The responsibilities of the committee are:</p> <p>Review of program proposals and channeling to appropriate authorities for approval prior to submittal to the Council on Dental Education.</p> <p>Approval of candidates for acceptance into programs.</p> <p>Curriculum review and approval.</p> <p>Periodic review of academic performance of students and final review with subsequent recommendations to the Dean regarding presentation of Certificates of Proficiency.</p> <p>Recommend dismissal of students not meeting program requirements.</p> <p>Minutes are posted on U: drive in Advanced Education folder.</p> |                |
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| <p><b>Clinic</b></p> | <p>Dr. Gallo</p> | <p>The Clinic Committee is advisory to the Dean on matters of clinic operation. It also serves as a formal forum for the clinical department heads to exchange information and concerns about their individual clinic operations so that all departments may be aware of any planned changes.</p> <p>The Committee is composed of the department head of each clinical department, chairman of</p>  | <p>Monthly</p> |

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|                   |           | <p>the Curriculum Committee, assistant dean for fiscal affairs, one faculty representative from the Faculty Assembly, associate dean for academic affairs, and the Assistant Dean of Clinical Affairs who serves as committee chairman.</p> <p>The Clinic Committee sets policy governing clinic operations, including the review and approval of all clinic forms, fees, and supplies.</p> <p>The Committee coordinates its activities with its subcommittees: Dental Implant, Gold and Precious Metals, Infection Control, Quality Assurance, and Radiation Safety</p> <p>Minutes of all meetings are taken, a copy sent to the Dean's Office, copies distributed to committee members and placed on the LSUSD Network U:/Drive.</p>   |            |
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| <b>Curriculum</b> | Dr. Bates | <p>The Curriculum Committee is composed of full-time faculty members along with appointed representatives from administration, library, alumni, and the student population.</p> <p>The chairman of the committee is the coordinator of student instruction.</p> <p>Ex-officio members are the dean of academic affairs, dean of clinic administration, the VitalSource coordinator, and the four ADEA CCI liaisons.</p> <p>Membership also consists of one representative from each of the following departments: Comprehensive Care, Diagnostic Sciences, Endodontics, Oral Biology, Oral Pathology, Oral Surgery, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics.</p> <p>Student representation consists of presidents of each of the four dental classes. One alumni representative, appointed by the dean, is also a member of the committee.</p> <p>New members are elected annually by LSUSD faculty and serve a three-year term. All faculty members, except for department heads, are eligible to serve on the committee.</p> <p>The primary charge of the Curriculum</p> | Bi-monthly |

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|                                 |            | <p>Committee is to oversee the curriculum for the predoctoral, dental hygiene and dental laboratory technology programs.</p> <p>Minutes of all meetings are taken. A copy is sent to the Dean's Office, distributed to committee members and placed on the LSUSD U: drive.</p>   |            |
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| <b>Dental Hygiene Advisory</b>  | Ms. Mason  | <p>The Dental Hygiene Advisory Committee is appointed by the Director of Dental Hygiene on an annual basis. It is composed of both faculty and members of the community who have an interest in dental hygiene education. The primary charge to this committee is to provide a liaison with the dental and dental hygiene professions and to review community health and dental hygiene manpower needs. Information obtained through the liaison mechanism often serves as a resource in matters such as improving the educational program, student recruitment, and employment opportunities.</p> <p>Minutes of all meetings are taken and a copy sent to the Dean's Office. All Committee recommendations are forwarded to the Dean for consideration.</p> | Annually   |
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| <b>Dental Implant Committee</b> | Dr. Mendez | <p>The Dental Implant Committee is a subcommittee of the Clinic Committee. The chairperson is the director of the Implant Clinic. Each department involved with teaching implants (Prosthodontics, Oral and Maxillofacial Surgery, Periodontics, Comprehensive Dentistry-GPR, and Endodontics) has two representatives, who are the director of the graduate program and generally the department chairman. Ex-officio members are the dean of clinic administration, the director of laboratory services, and Implant Clinic coordinator.</p> <p>New committee members (replacements) are selected by the committee chairman.</p> <p>A subcommittee oversees the implant activities</p>   | Bi-monthly |

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|  |             | <p>related to the postdoctoral students. This subcommittee meets sporadically when necessary. The subcommittee is advisory to the Implant Committee.</p> <p>The Implant Committee charge is to coordinate all implant activities within LSU School of Dentistry. It is the responsibility of this committee to create and enforce an implant protocol. The protocol clearly defines the guidelines to follow in treating implant patients in the undergraduate clinics. Other functions of this committee are the selection of the implant systems, and the acquisition of technology to support implant therapy.</p> <p>The minutes are circulated at every meeting and sent to the Dean's office. They are also posted on the U: drive.</p>   |          |
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| <b>Dental Lab Technology Advisory</b>    | Mr. Aucoin  | <p>The Dental Laboratory Technology Advisory Committee is appointed on an annual basis by the director of the Dental Laboratory Technology program. It is composed of representatives from the dental faculty, dental laboratory societies, dental technicians and laboratory owners and a second-year student technician representative.</p> <p>The principal charge of this committee is to provide a liaison with the education program and dental laboratory profession. It also reviews the changing needs of the workforce and updates technical advancements in an effort to improve the dental laboratory technology education program. The information gained from the liaison consultation serves as a resource to strengthen and enhance the educational program, student recruitment, and employment opportunities.</p> <p>Minutes of all meetings are recorded and a copy is submitted to the department chair and Office of the Dean.</p> | Annually |
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| <b>Faculty Dental Practice Executive</b> | Dr. Moeller | The Executive Committee is composed of eight members. The charge of the committee is to review, and if necessary, vote on any issue   | Monthly  |

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|  |               | brought to the committee. It is to function in an advisory role to the Practice and Dean. Meetings are held once a month.  |                             |
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| <b>Faculty Development</b>                           | Dr. Rodriguez | <p>The Faculty Development Committee is composed of the associate dean for academic affairs and full-time or part-time faculty members from clinical and basic sciences departments. Members are appointed by the chairman or the dean. The number of members varies, but each department or program is represented by one member. The chairman is appointed by the dean.</p> <p>The committee is responsible for new faculty orientation and planning, coordinating, and presenting both educational and social programs fostering faculty growth. Early in each academic year, the chairman calls a committee meeting to discuss goals and delineate subcommittee assignments for the year.</p> <p>Minutes of all meetings are taken and a copy sent to the Dean's Office. Minutes are posted on the U: drive.</p>   | Monthly                     |
| <b>Faculty Promotions, Appointments &amp; Tenure</b> | Dr. Evans     | <p>This Committee is composed of both basic sciences and clinical faculty of any rank. Members are appointed by the Dean. Members cannot vote on promotions to a rank higher than their own.</p> <p>The Chairman is appointed by the Dean.</p> <p>The Committee's responsibility is to both prospective new faculty and to the faculty being considered for promotion.</p> <p>The Committee interviews all prospective faculty members whose academic rank would be at the associate professor or professor level. Based upon the interview, the candidate's curriculum vitae and the proposed duties, the Committee presents to the Dean their assessment of the individual's qualifications, the proposed academic rank and tenure.</p> <p>The Committee reviews all candidates proposed for promotion and recommends to the Dean their assessment of each.</p> <p>The Committee Chairman counsels the</p> | Twice per year in the fall. |

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|                                   |            | <p>Department Heads and/or faculty members to guide an individual's development to help insure that he/she will be qualified for promotion at some future date.</p> <p>The Committee reviews the criteria for promotion and promotion procedures to make sure that faculty members being considered for promotion meet the institutional goals for teaching and scholarly activities and proposes changes in guidelines to the Dean.</p> <p>The Committee reviews requests for sabbatical leave and recommends to the Dean the appropriate action on each.</p> <p>The Committee evaluates the recommendations of the Department Head on any faculty member undergoing a five-year review. These are forwarded to the Dean for his action.</p> <p>Minutes of all meetings are taken and a copy is sent to the Dean's Office.</p>                                    |            |
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| <b>Gold &amp; Precious Metals</b> | Dr. Yu     | <p>This Committee is elected by the LSUSD Faculty on an annual basis. It is a sub-committee of the Clinic committee. It is charged with the responsibility of maintaining and verifying an accurate inventory of all gold and other precious metals stored and dispensed in the School of Dentistry. A monthly inventory of the precious metals will be made with at least one member of the committee present. All records should be checked for accuracy, and stored materials should be counted and/or weighed. Clinic patient records may, on a random basis, be checked to ensure that the patient received the gold that was charged to them.</p> <p>Following the inventory, the completed forms are signed by those doing the inventory and forwarded to the Dean. A copy of the signed forms are kept on file by the Committee Chairman and the Dean.</p> | Biannually |
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| <b>Infection Control</b>          | Dr. Garbee | The Infection Control Committee is a sub-committee of the Clinic Committee. The members are elected by the LSUSD faculty on  | Monthly    |

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|                         |             | <p>an annual basis. The Dean appoints the chairperson. It is composed of members of the various clinical departments and an Infectious Disease physician. The Committee meets on an “as needed” basis with minutes taken at all meetings. A copy of the minutes and the committee recommendations are forwarded to the Dean. This committee closely coordinates its activities with the Clinic and Curriculum Committees.</p> <p>This committee is charged with the responsibility of recommending procedures to prevent the spread of disease within the school and its personnel. Of perhaps more importance, the Committee recommends procedures to prevent an infectious disease problem from developing.</p> <p>The Committee is responsible for the following:</p> <p>Establish uniform infection control procedures for all School clinics. These are published yearly in the Clinic Manual.</p> <p>Conduct instruction and training for staff and students in the established procedures and monitor compliance.</p> <p>Monitor sterilizing equipment to ensure its correct operation.</p> <p>Formulate a policy to survey staff and students for infectious diseases when indicated.</p> |            |
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| <b>Library Advisory</b> | Dr. Brannon | <p>Members of the Library Advisory Committee are elected to staggered three-year terms by the LSUSD faculty. The committee is composed of nine faculty members including the chairperson who is appointed by the dean. Members should have an interest in effective library services and resources. The two librarians serve as ex-officio members. The purpose of the committee is to:</p> <p>Assist the librarian in the formulation and implementation of new services</p> <p>Inform the librarian of trends and programs in the dental school that affect the library</p> <p>Serve as a liaison between the library and the dental school community</p>   | Biannually |

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|                                 |                    | <p>Be an advocate for the library</p> <p>Recommend print and electronic resources for purchase by the library</p> <p>Advise the librarian on the development and scheduling of library database workshops</p> <p>Minutes of all meetings will be taken and a copy sent to the Dean's Office and placed on the U: drive.</p>  |                                  |
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| <p><b>Quality Assurance</b></p> | <p>Ms. Lirette</p> | <p>The Quality Assurance Committee (QAC) is a sub-committee of the Clinic Committee and the chair is appointed annually by the Dean. The members are elected by the LSUSD faculty on an annual basis.</p> <p>This committee is composed of one voting member from each clinical department, the distant site supervisors, one representative from each of the third and fourth-year dental classes and the four Patient Care Coordinators (PCCs). Additionally, the meetings are regularly attended by the Assistant Dean of Clinical Affairs, the Director of Clinic Operations, the Director of Patient Services, and the Axiom Analyst who serve in an Ad Hoc capacity and do not vote. Lastly, a regular guest is the Chair of the Chart Review Committee, which is a sub-committee of the Quality Assurance committee. Faculty members are appointed for three years with staggered terms in order to insure continuity of purpose and philosophy.</p> <p>The primary responsibility of the QAC is to establish and implement criteria for evaluating the performance of LSUSD students when they are treating patients. Daily monitoring of patient care is routine since every QAC member is also involved in patient care. Faculty will assess how well dental procedures are performed, how appropriate the treatment is in terms of patients' needs, and how thorough the documentation in patients' charts is maintained. Further, the QAC is responsible for seeing that corrective action is taken in the event that standard of quality care is not maintained. It is understood that corrective action will be performed within a reasonable period of time consistent with the best interests of the patients. Finally, the QAC makes recommendations as needed to the Assistant Dean of Clinical Affairs to insure the maintenance of a quality-based standard of patient care within</p> | <p>Four to six times a year.</p> |

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|                         |             | <p>the mini-clinic system at LSUSD.</p> <p>Minutes are formally taken and copies are sent to QAC members as well as to everyone present at the meetings and to the Dean of LSUSD.</p>  |             |
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| <b>Radiation Safety</b> | Dr. Thunthy | <p>The Radiation Safety Committee is a sub-committee of the Clinic Committee. Members are elected by the LSUSD faculty on an annual basis. It is composed of the radiologists and members from other clinical departments.</p> <p>The committee is charged with the following responsibilities:<br/>         Develop a document of “LSUSD Institutional Policy for the Diagnostic use of Ionizing Radiation.”<br/>         Make changes periodically when warranted to the above document on Institutional Policy for the Diagnostic use of Ionizing Radiation. Use NCRP Report No. 145 (Dec. 2003) as a guide.<br/>         Check x-ray units annually and before State Radiation Inspections.<br/>         Comply with the “Radiation –Use Guidelines for Dental Education Facilities” which are published in the Journal of Dental Education (special issue: 1990-1991 proceedings), July 1991 Vol. 55, No. 7, pages 463-466. Topics include: administration, criteria for exposure, exposure procedures, infection control, physical facilities and equipment, quality assurance, satellite radiographic facilities, dental board examination patients, radiation monitoring, records, and instructional support.</p> <p>Minutes are taken. Some discussions are conducted electronically. Recommendations are forwarded to the Dean for his approval.</p> | As needed   |
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| <b>Scholarship</b>      | Mrs. Brunet | <p>The Scholarship Committee for LSUSD is responsible for coordinating the various scholarships awarded to students of the school and providing needed information concerning student scholarship and financial need to the various Scholarship Selection Committees or individuals selecting scholarship recipients.</p> <p>The LSUSD faculty elects the members of the Scholarship Committee annually. The Committee is comprised of eight individuals including the chairperson. The director of student affairs serves</p>   | Bi-annually |

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|                           |             | <p>as chairperson.</p> <p>Specifically, the Scholarship Committee is responsible for the following:</p> <p>Maintaining up-to-date accurate information on the various available scholarships, including specified criteria that must be met both in selection and awarding.</p> <p>Providing necessary information to the individual Scholarship Selection Committee on students' academic and financial status.</p> <p>Receiving recommendations for recipients from the various Scholarship Selection Committees and reviewing the recommendations to insure that the specific criteria for each scholarship have been met. The Scholarship Committee either endorses or rejects each proposed recipient and forwards recommendations along with the reasons for action to the Dean.</p> <p>In a few instances, the Scholarship Committee acts as the Selection Committee for some of the scholarships. When this is required, the Scholarship Committee follows the normal procedure for selecting a recipient and forwards this to the Dean for approval.</p> <p>Maintaining a record of the scholarships that students receive. This record includes the name of the student, the name of the scholarship, the amount of the award and the date that it was presented.</p> <p>Assisting the school in developing additional scholarships.</p> <p>Minutes are taken and a copy sent to the Dean's Office.</p> |                         |
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| <b>Strategic Planning</b> | Dr. Barsley | <p>The Committee, appointed on an annual basis by the Dean, is composed of administrators, faculty and students.</p> <p>The Committee is responsible for developing long range plans for LSUSD consistent with the mission. The committee recommends goals and identifies activities for implementation of these goals in the areas of educational programs, patient care, research, faculty, students, staff, community service, resources and environment. The committee meets regularly to review the goals, monitor progress and makes presentations to the faculty on</p>  | Annually (at the least) |

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|   |             | <p>progress. Planning cycles occur when there is substantial attainment of goals and/or changes in the external or internal environment, generally within 3 – 5 years.</p> <p>Minutes of all meetings are taken, a copy sent to the Dean’s Office and a copy placed on the LSUSD network U:/Drive.</p>   |                         |
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| <b>Student Affairs</b>                                  | Dr. Barsley | <p>This committee’s members are elected by the LSUSD faculty on an annual basis. It is comprised of 13 individuals: the chairman, six faculty members, and six students – one each from the first, second, third, and fourth year dental classes, the president of ASDA, as well as one each from the second year dental hygiene and second year dental laboratory technology classes. The committee, adhering to the Louisiana State University Health Sciences Center, School of Dentistry Student Conduct Code and Disciplinary Procedure (as approved by the LSUSD Administrative Council July 21, 1998), adjudicates charges of violation of the code.</p> <p>The committee recommends to the Dean a policy designed to prevent problems in student conduct.</p> <p>Minutes of all meetings and hearings are taken. Any recommendations or proposals from the committee are sent to the Dean for approval and action.</p> | Annually (at the least) |
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| <b>Student Research &amp; Grants Steering Committee</b> | Dr. Palmer  | <p>Adding to the body of knowledge through research is an essential part of any institution of higher learning. However, coordination of research, research personnel, and available funding are necessary to derive maximum benefit. The Research and Grants Committee is therefore appointed annually by the Dean to oversee the research program at LSUSD.</p> <p>The chairman, appointed by the dean of Research, heads two committees: the steering committee and the review committee. The steering committee includes, the director of advanced education, who is an ex-officio member. Other committee members are directors of postgraduate programs and basic</p>  | Annually                |

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|   |                | <p>science faculty with experience mentoring student or resident research.</p> <p>Members of the review committee are basic science and clinical faculty with research experience.</p> <p>The steering committee:</p> <p>Reviews all pre-doctoral and advanced education student grant applications that will require state funding.</p> <p>Approves the budgets for these grants and dispenses the funds.</p> <p>Oversees the budgets of ongoing student grants.</p> <p>Assists faculty members in grant preparation.</p> <p>Encourages interdepartmental research.</p> <p>Minutes of all meetings are taken.</p>   |  |
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| <b>Technology Fee Oversight Committee</b> | Mr. DiVincenti | <p>The Technology Fee Oversight Committee is elected by the LSUSD faculty and is advisory to the Dean on the equipment needs of the school, including computer hardware and software and clinical and instructional equipment.</p> <p>The chair is appointed by the dean.</p> <p>The committee is composed of faculty members from both the clinical and basic sciences. Ex-officio members are the dean of clinics and the head of computer services. Presidents of the SGA, ASDA, DII class and DHII class represent students.</p> <p>The committee is charged with making recommendations on improving or advancing the use of technology within LSUSD.</p> | Annually   |
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| <b>Website Committee</b>                  | Ms. Strother   | <p>The Website Committee consists of five members appointed by the dean and one faculty member elected for a three-year term by the LSUSD faculty. Ex-officio members are the director of publications, the creative director of print and multi-media, the director of student affairs, the head of the library, and the head of computer services. The dean appoints the chairperson. Members also include a student from each of the DII and DIII classes.</p>  | <p>The committee meets as needed to respond to policy, design, or format changes</p> |

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|  |  | <p>An interest in website design and effectiveness is a requirement for membership.</p> <p>The committee is charged with development and maintenance of the school website to promote the dental school to the outside community (patients, potential students, alumni, donors) and to foster communication among faculty, students, and staff at LSUSD.</p> |  |
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