

CHARTER
Faculty and Staff Ad hoc Committee

The challenge to the Faculty and Staff Ad hoc Committee will be to critically review the ways in which the college and its programs meet the institution's stated mission and the accreditation standards covered in Standard 3 – Faculty and Staff. The self-study will be a catalyst for positive change and lasting program improvement and will engage all college stakeholders (administrators, faculty, staff, students and alumni). Further information about the conduct of the self-study and the role of ad hoc committees is available in the "Self-Study Guide for Dental Education Programs" published by the Commission on Dental Accreditation (CODA) which is available at http://www.dental.ufl.edu/Accreditation/Self-Study_Documents.asp.

The overall goals and expected outcomes of the UFCD Accreditation Self-Study and Site Visit include:

- No recommendations
- Have a productive and enjoyable time
- Set the stage for continued self-improvement for the college and its faculty, staff and students.

UFCD is committed to conducting a faculty-driven self-study process which includes all stakeholders. To that end, most ad hoc committees have been established to include administrators, faculty members, staff and students. The Faculty and Staff Ad hoc Committee includes but is not limited to:

<u>Name</u>	<u>Stakeholder role</u>	<u>Team Role</u>
Dr. Marc Heft	Faculty	chairperson
Dr. Paul Blaser	Faculty	member
Ms. Lindy Brounley	Staff	member
Dr. Calogero Dolce	Faculty	member
Dr. Frank Dolwick	Faculty	member
Dr. Rich Lamont	Faculty	member
Ms. Melissa Long	Staff	member

<u>Name</u>	<u>Stakeholder role</u>	<u>Team Role</u>
Ms. Gail Mitchell	Faculty	member
Dr. Jim Pettigrew	Faculty	member
Dr. Greg Smith	Faculty	member
Mr. Ken Tomlinson	Staff	member
Dr. Thomas Willis	Faculty	member
Dr. Joseph Katz	Faculty	Steering Committee representative
Ms. Colette Cimino	Staff	support staff

UFCD administrators, faculty, staff, students and alumni may be added to the committee, while others may be asked to serve in an advisory role to the committee as needed.

The role of the committee chair will be to:

- establish committee agendas and set meeting dates and times
- lead committee meetings, breakout sessions at self-study retreats, deliver presentations and reports to the Steering Committee, etc.
- handle or assign administrative duties and serve as the contact point for communications between the ad hoc committee and the rest of UFCD
- develop a work plan to ensure that committee work is completed on-time and that consistent and concise documents for interim and final reports are prepared for submission to the Steering Committee and for incorporation into the self-study report
- function as a full-fledged committee member including attending meetings, carrying out assignments as required and sharing in the work of the committee
- address concerns such as lack of attendance, participation, and other such problems, as well as issues with group dynamics and conflict.

Each committee will elect a vice-chairperson at their initial meeting from among the non-administrative faculty members. The role of the vice-chair will be to:

- lead ad hoc committee meetings in the chair's absence
- assist the chairperson with reports and presentations to the Steering Committee
- have active input into the deliberations of all committee meetings and the preparation of recommendations, reports and presentations
- complete other assignments as needed.

The role of the Steering Committee representative will be to:

- attend ad hoc committee meetings
- serve as an advisor to the ad hoc committee, as well as a liaison between the ad hoc committee and the Steering Committee
- briefly report on ad hoc committee activities and progress at each Steering Committee meeting.

The role of the committee support staff member will be to:

- schedule meetings and meeting rooms
- post meeting dates and times as well as agendas, minutes and handouts to UFCD's accreditation web site and other venues when indicated. Meeting dates and times should also be posted on elevator monitors.
- oversee other committee logistics, such as ordering food, typing and circulating agendas, copying packets and other materials, etc.
- record deliberations, prepare meeting minutes and distribute them to committee members in a timely manner (within a week of ad hoc committee meetings). The support staff member will keep a complete set of all meeting materials, including agendas, minutes, handouts, presentations and reports and will be considered the official keeper of the committee's records
- assist the chair and vice-chair as required.

Committee members have been carefully selected because of their experience, expertise and interests and therefore should consider their membership on the committee as an important part of their primary role at UFCD. All committee members will be expected to attend meetings, arrive on time to meetings and events, and actively participate, collaborate and contribute to the work of the committee. They will be expected to carry out assignments between meetings to facilitate the committee's work. Members should be willing to obtain needed data and documentation and compile reports if asked, and will critically evaluate the college's progress on the relevant standards being considered by the committee.

All ad hoc committees will begin their deliberations in September, 2006. The estimated time frame for completion of the committee's work on Standard 1 will be April, 2007.

The Faculty and Staff Ad hoc Committee will develop interim reports and prepare a final report in the prescribed format for submission to the Steering Committee. The Steering Committee will review and edit the ad hoc committee's report to ensure consistency with other portions of the final self-study document and return the edited report back to the ad hoc committee for approval.

Welcome to the Faculty and Staff Ad hoc Committee. UFCD's administration is committed to a productive and effective accreditation self-study process and will provide support and resources to ensure this initiative's success, as well as long-term continuous improvement and the attainment of accreditation with no recommendations.



Teresa A. Dolan, DDS, MPH
Professor and Dean



William P. McArthur, PhD
Chair, Accreditation Self-Study