Chaffey College

Dental Assisting

Professional Advisory Committee (PAC) Meeting

**April 26, 2018**

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|  Start Meeting | 6:00 pm |
|  End Meeting | 8:00 pm  |

Summary of PAC Minutes and action items

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| 1. **Welcome & Introductions:**
	1. Sherrie Loewen, Ph.D., ABD, J.D., MAHS. Dean Health Sciences
	2. Jeffrey (Jeff) Laguna, PhD. Coordinator DA, Gero, PT
	3. Curriculum Consultants:
		1. Claudia Pohl, BS., CDA, RDA, (Chaffey DA Graduate)
		2. Lorraine (Lori) Gagliardi, PhD., CDA, RDA, RDH.
	4. Special Guests:
		1. Bret McMurran, Viability Co-chair
		2. Marie Boyd, Curriculum Chair
	5. Advisory Members
		1. Dr. Steven Hernandez, Dentist
		2. Dr. Ehab Ateia, Dentist
		3. Dr. Steve Tatevossian, Dentist
		4. Dr. Thomas Kepic, Dentist
		5. Tanya Cusick, Dental Assistant
		6. Carla Frey, Dental Assistant
		7. Stephanie Rodriguez, Dental Assistant
		8. Suzanne Adolphson, Director of Clinical Affairs, Western University
		9. Janeth Shayo, Dental Assistant (Chaffey College Recent Graduate)
 | Bev |
| 1. **Approval of Minutes:**

2016 PAC Minutes were approved | Bev17/0/0 |
| 1. **Program Updates and Progress:**
	1. Progress: Visionary Improvement 3-year Planning (VIP):
		1. Year 2015-16. Develop a structured plan for the curriculum that meets both the specific needs of CODA accreditation and California Regulatory Laws. Submit the evidence-based plan to management for a feasibility check.
			1. Commission on Dental Accreditation (CODA) conducted a site visit in March 2017.
				1. CODA Letter (handout) Program status: “Intent to Withdraw” period of non-enrollment. Action will be taken in August 2018 if recommendations are not met.
			2. Viability/Revitalization of Program
				1. The viability report showed a positive outlook based on evidence collected to continue the Dental Assisting Program and move forward with meeting the CODA recommendation.
		2. Year 2016-17: Extend the program by 6 units. Increase the courses from 4 core courses to 12 individual courses plus 2 study skills labs.
		3. Year 2017-18: RDAEF program. Tabled for the fall 2018 semester due to the priority need for CODA compliance.
 | SherrieBev*Review no vote* |
| 1. **CODA Recommendations and Curriculum Review and Approval:**

Each member received a handout of the revised goals that aligned with the institutions core competencies. Claudia Recommendation #1 : Assessment ProcessRequesting an assessment process that shows evidence of measurable goals, evidence of program improvement. A document has been created to show the process and evidence of how we will reach the program goals and core competencies CODA exhibit 1.1 GoalsThe following goals were approved by the committee* + - 1. Provide an enriched curriculum with an academic, technical and clinical environment that prepares successful completion and employment as a dental care professional.
			2. Prepare students to communicate effectively and provide competent chairside and technical skills in a variety of dental health care facilities and settings.
			3. Prepare students to successfully complete the California State Board Exam (RDA)
			4. Provide students and faculty with the opportunity to become a lifelong learner through participation in professional growth activities that provide applicable experiences and knowledge
			5. Uphold Professional standards by adhering to legal and ethical responsibilities related to Dental Professionals and the scope of practice.
			6. Create partnerships that will link students with oral health care professionals who will provide advising, mentoring and enrichment experiences in preparation for employment.

Recommendation # 2: Cited equal numbers of dental assistants and dentist on advisory board. We have reorganized our Advisory members and now have equal number of Dentist and Dental AssistantsRecommendation # 3: They wanted to see the curriculum in the sequential order. We have revamped the curriculum to now move sequentially throughout the semesters. Recommendation # 4: Content Outline. We are lining up the curriculum to show that the proper courses are being taught prior to other higher level courses. Ex. terminology is taught first. Recommendation # 5: Student evaluations and achievement. We have revised the curriculum to include sections of evaluations in every course syllabiRecommendation # 8: They want to see the biomed aspect in-depth: We have created a new course to meet this requirement. Recommendation # 9: Course syllabus to have all required information. All courses have been revised to include the required information.Recommendation # 10: We must add information in the syllabi with the information requested. It was covered previously but not to the level in-depth CODA requires. Recommendation # 11: In Depth Level of radiology is now included as a separate course in the curriculum.Response to CODA: We have rewritten the course outlines to include all the standards and requirements into the course information. Courses are now in sequential block style. Skill evaluations have been rewritten and/or added skills assessments/evaluations to each course as applicable. The program has been increased by 8 units. Total of 32 units with 10 courses plus two elective courses. Total program hours of 1100. Two semesters. Students cannot attend the program on a part time basis within program currently due to the prerequisites and co-requisites. We can investigate building on taking less units and extending the program to 2 years the future. . Dr. Ehab Ateia: Good suggestions would be to have students volunteer prior to the program. To enable the student to know whether they would like dental assisting prior to beginning the program. Curriculum: We will show a curriculum map. Every course has been created similar with a standardized syllabus and evaluation methods. We are reviewing these courses in PowerPoint slides projected. * + - 405 Basic Dental Sciences
		- 415 Chairside Skill I:
		- 425 Dental Materials
		- 435 Infection Control in Dentistry
		- 445 Dental Radiology
		- 600 Dental Skills Lab I
		- 455 Dental Office Procedures
		- 460 Clinical Experience I
		- 465 Clinical Experience II
		- 475 Specialty Skills
		- 480 Chairside Skills II
		- 490 Advanced Clinical Procedures
		- 600 and 605 Dental Skills Lab

The committee voted and approved the proposed curriculum: course titles, numbers, description, hours etc.Courses 600 and 605 will be used for remediation and enhancement to assist in student success. This is a no credit class. It was also noted and discussed that we will be beginning our first cohort of students in the spring of 2019 and complete in the fall of 2019. Since we cannot have more than one cohort of 24 students enrolled at a given time, the first cohort will also take classes in the summer and DENTAL 465 Clinical II the first 6 weeks of the fall semester and graduate. The next cohort will have a late fall 2019 start (12-week semester) and complete in spring and/or summer 2020. The Fall of 2020 will begin a traditional cohort of 24 students 18 weeks in fall semester and 18 weeks in the spring semester. Last recommendation will be to have enough instructors with the workload of the program. The school is currently in the process to begin hiring soon. We will have 2 full time faculty in place by fall 2018.After the CODA report is submitted the consultants will be working with the Institutions Curriculum chair (Marie) to import all of the courses names, description, SLO’s, objectives, etc. into the online program data for approval by the institution, regional consortium and the chancellor’s office by August 2018. | ClaudiaLori17/0/0 |
| 1. **Program Needs and Requests:**

Per the by-laws for the Advisory Committee, is there any suggestions of supplies, equipment, faculty or staff needed moving forward with the program?1. Potentially a 3rd full-time faculty member.
2. Guest lecturers in courses to allow the students to meet and greet and understand the outside dentistry. Will also provide increased participation from the community.
3. Expand communication skills so when students graduate they have the communication skills within the dental agencies.
	* 1. Dr. Tatevossian: We do group interviewers to evaluate the applicants prior to the interview and we usually tend to move forward with those that make the biggest positive impact.
		2. Keep themselves with the highest level of professionalism/ body language while waiting to be called to interview.
4. Have a clinical coordinator that vets the dental offices in making sure that the clinical locations are at the top learning level.

  | Bev17/0/0 |
| 1. **Grant Updates:**

None at this time. Curriculum took precedence. |  |
| 1. **Floor Items:**

Due to time of meeting, wait until next meeting in Oct./Nov. 2018 |  |