

Advisory Committee Meeting Minutes Fall 2022

Dental Assisting

11:30am - Wednesday October 19, 2022 – Vernon College
Century City Center, Joe Chat Sumner Conference Room 115

Members present:

Ashley Eubanks – Community Health Care Center
(On behalf of Amanda Kirkland)
Jessica Griffith – Workforce Solutions
Joel Richie – Midwest Dental
Amanda Moore – Workforce Solutions
Sarah Long – MSU - AHEC
Melinda Lee – Children’s Dentistry of WF
Dr. Mindy Moser – Dr. John Hempfling Office

Vernon College Faculty/Staff

Shani Page

Bettye Hutchins

Karen McClure

Guest:

Hayley Stuterville – Regional Coordinator for “The Big Country” District AHEC

Members not Present:

Dr. Robert Evans – Retired DDS, Children’s Dentistry of WF
Hillary Moore – Spearmint Dental
Dr. Landon Baird – Baird Family Dentistry

Shani Page started by welcoming the committee and began introductions; Amanda Kirkland advanced from vice-chair 2021 to chair for 2022. On behalf of Amanda Kirkland, Ashley Eubanks stepped in to chair the meeting. After introductions, Bettye Hutchins thanked the committee members for their service, reviewed the purpose of the committee and asked for volunteers or nominations for vice-chair and recorder. Volunteering for vice-chair was Sarah Long and Ashley Eubanks volunteered for recorder

Chair: Ashley Eubanks (on the behalf of Amanda Kirkland)

Vice-Chair: Sarah Long

Recorder: Ashley Eubanks

Old Business/Continuing Business.....Ashley Eubanks

None

New BusinessAshley Eubanks

There was not any old business listed on the agenda. Ashley Eubanks continued to New Business.

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Ashley Eubanks asked the faculty member, Shani Page, to review the program outcomes with the committee.

Shani Page reviewed the following program outcomes.

Program outcomes

1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.
2. Demonstrate solid knowledge of infection control in the dental profession.
3. Apply a working knowledge of jurisprudence and the ability to apply these policies and ethical procedures as it relates to the dental assisting profession.
4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.
5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist the dentist.
6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently.
7. Application of skills in general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery in assisting the dentist.

❖ Approve program outcomes

After review of the program outcomes, Ashley Eubanks asked the committee for a motion to approve the program outcomes as presented.

Sarah Long made a motion to approve the program outcomes as presented.

Joel Richie seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

❖ Approve assessment methods and results

Ashley Eubanks asked the faculty member, Shani Page, to explain in more detail the assessment methods and results. Shani Page reviewed the information below.

- Achieve an overall course average of 70% or higher (weekly assignments, quizzes, projects, exams)
- Attendance is essential
- Completion of clinical rotation hours (timesheet logs and clinical evaluation forms completed by dentist/office)
- The following grading scale is used
 - A = 90 – 100
 - B = 80 – 90
 - C = 70 – 80
 - F = <70

Ashley Eubanks asked the committee for a motion to approve the assessment methods and results as presented.

Sarah Long made a motion to approve the assessment methods and results as presented.

Dr. Mindy Moser seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

❖ **Approval of workplace competency (course or exam)**

Ashley Eubanks asked the faculty member, Shani Page, to discuss the workplace competency and how the students have performed on the competency.

Shani Page reviewed the information with the committee.

RDA licensure exam through the Texas State Board of Dental Examiners

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
1. RDA Exam	7	7 passed	State reporting

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			3-Year Average		
	Pl c	Cm p	%	Pl c	Cm p	%	Pl c	Cm p	%	Plc	Cm p	%
51060000-Dental Support Services and Allied Professionals	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

Ashley Eubanks asked for any recommendations from the committee, hearing none the meeting moved forward. Ashley asked for a motion to approve the workplace competency as presented.

Dr. Mindy Moser made a motion to approve the workplace competency as presented.

Melinda Lee seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

N/A

❖ **Review program curriculum/courses/degree plans**

Ashley Eubanks asked the faculty member, Shani Page, to review the program revisions with the committee.

Shani Page reviewed the following program curriculum/courses stating there are no revisions this year.

Dental Assisting, Level 1 Certificate

CIP 51.0601

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 Months or 32 weeks)

Major Requirements (23 SH)

Fall I Block

LEAD 1100	Workforce Development with Critical Thinking	1
DNTA 1311	Dental Science	3
DNTA 1415	Chairside Assisting	4

Fall II Block

DNTA 1301	Dental Materials	3
DNTA 1347	Advanced Dental Science	3

Spring I Block

DNTA 1205	Dental Radiology	2
DNTA 1353	Dental Assisting Applications	3

Spring II Block

DNTA 1160	Clinical-Dental Assisting/Assistant	1
DNTA 1241	Dental Laboratory Procedures	2
DNTA 1245	Preventive Dentistry	2
DNTA 1249	Dental Radiology in the Clinic	2

Total Credit Hours:	26
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Course descriptions and learning outcomes provided as a separate document.

❖ **Approve program revisions (if applicable)**

Ashley Eubanks asked for a motion to approve the program curriculum as presented.

Sarah Long made a motion to approve the program curriculum as presented.

Amanda Moore seconded the motion.

The motion passed and the committee approved the program curriculum as presented.

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

Ashley Eubanks asked the faculty member, Shani Page, to explain the different sets of SCANS matrices.

Shani Page reviewed the various SCANS listed below explaining the differences and purpose for three umbrellas' the college operates under as well as each agency's mapping requirements.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Dental Assisting									Credential: Certificate of Completion	
Award: Dental Assisting										
Cip: 51.0601										
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES										
SCANS COMPETENCIES									Course Number	Course Title
1	2	3	4	5	6	7	8			
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking	
x	x		x	x	x	x		DNTA 1311	Dental Science	
x	x		x	x	x	x		DNTA 1415	Chairside Assisting	
x	x	x	x	x	x	x		DNTA 1301	Dental Materials	
x	x		x	x	x	x		DNTA 1347	Advanced Dental Science	
x	x		x	x	x	x	x	DNTA 1205	Dental Radiology	
x	x		x	x	x	x		DNTA 1353	Dental Assisting Appl	
x	x		x	x	x	x		DNTA 1245	Preventive Dentistry	
x	x		x	x	x	x		DNTA 1241	Dental Lab Procedures	
x	x	x	x	x	x	x	x	DNTA 1160	Clinical-Dental Assisting	
x	x		x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic	
								PROGRAM COMPETENCIES (as determined by the advisory committee)		
								8. BASIC USE OF COMPUTERS		
								7. WORKPLACE COMPETENCIES		
								6. PERSONAL QUALITIES		
								5. THINKING SKILLS		
								4. SPEAKING AND LISTENING		
								3. ARITHMETIC OR MATHEMATICS		
								2. WRITING		
								1. READING		

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Dental Assisting							Credential: Certificate of Completion	
Award: Dental Assisting Certificate of Completion								
Cip: 51.0601								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title	
1	2	3	4	5	6			
x	x		x	x	x	LEAD 1100	Workforce Development with Critical thinking	
X	x	x	x		x	DNTA 1311	Dental Science	
x	x	x	x	x	x	DNTA 1415	Chairside Assisting	
x	x	x	x		x	DNTA 1301	Dental Materials	
x	x	x	x		x	DNTA 1347	Advanced Dental Science	
x	x	x	x	x	x	DNTA 1205	Dental Radiology	
x	x	x	x		x	DNTA 1353	Dental Assisting Applications	
x	x	x	x	x	x	DNTA 1245	Preventive Dentistry	
x	x	x	x		x	DNTA 1241	Dental Lab Procedures	
x	x	x	x	x	x	DNTA 1160	Clinical	
x	x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic	
				6. Personal Responsibility				
				5. Social Responsibility				
				4. Teamwork				
				3. Empirical and Quantitative Skills				
				2. Communication Skills				
1. Critical Thinking Skills								

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Dental Assisting								Credential: Certificate of Completion	
Award: Dental Assisting Certificate of Completion									
Cip: 51.0601									
LIST OF ALL COURSES REQUIRED AND OUTCOMES									
OUTCOMES							Course Number	Course Title	
1	2	3	4	5	6	7			
							LEAD 1100	Workforce Development with Critical Thinking	
x	x		x	x		x	DNTA 1311	Dental Science	
x	x	x	x	x		x	DNTA 1415	Chairside Assisting	
x	x		x	x		x	DNTA 1301	Dental Materials	
x	x		x	x		x	DNTA 1347	Advanced Dental Science	
x	x	x	x	x	x	x	DNTA 1205	Dental Radiology	
x	x	x	x	x		x	DNTA 1353	Dental Assisting Applications	
x	x		x	x		x	DNTA 1245	Preventive Dentistry	
x	x		x	x		x	DNTA 1241	Dental Lab Procedures	
x	x	x	x	x	x	x	DNTA 1160	Clinical	
x	x	x	x	x	x	x	DNTA 1249	Dental Radiology in the Clinic	
						7. Have a working knowledge of general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery.			
						6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently.			
						5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist dentists.			
						4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.			
						3. Knowledge of jurisprudence and ability to apply these policies and ethical procedures as it relates to the dental assisting profession.			
							2. Demonstrate solid knowledge of infection control in the dental profession.		
1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.									

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Dental Assisting							Credential: Certificate of Completion
Award: Dental Assisting Certificate of Completion							
Cip: 51.0601							
LIST OF ALL COURSES REQUIRED AND OUTCOMES							
OUTCOMES							General Education Outcomes
1	2	3	4	5	6	7	
x	x	x	x	x	x	x	1. Critical Thinking Skills
x	x	x	x	x	x		2. Communication Skills
x		x	x	x	x	x	3. Empirical and Quantitative Skills
x	x	x	x	x	x		4. Teamwork
x	x	x	x	x	x	x	5. Social Responsibility
x	x	x	x	x	x	x	6. Personal Responsibility
							7. Have a working knowledge of general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery.
							6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently.
							5. Demonstrate proficiency in applications of techniques, utilization of tools, and handling of instruments, patients, and all other procedures to assist dentists.
							4. Identify and differentiate body systems with a working knowledge of how the body works during dental procedures.
							3. Knowledge of jurisprudence and ability to apply these policies and ethical procedures as it relates to the dental assisting profession.
							2. Demonstrate solid knowledge of infection control in the dental profession.
							1. Demonstrate the rules, regulations, and procedures of the dental assisting profession.

Ashley Eubanks asked for a motion to approve all matrices as presented.

Sarah Long made a motion to approve the program matrices as presented.

Dr. Mindy Moser seconded the motion.

The motion passed and the committee approved all matrices as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Shani Page discussed the current program statistics with the committee. Ashley Eubanks asked the committee for any recommendation for program statistics hearing none she moved forward.

- Program Statistics:
- Graduates 2021-2022 (7)
- Enrollment Summer 2022: N/A
- Majors Fall 2022-2023: (5 females)
- Enrollment Fall 2022: (5)

❖ **Local Demand**

Ashley asked the committee for discussion on local demand. Jessica Griffith, from workforce solutions stated that currently there are 35 jobs posted for dental assisting on indeed in Wichita Falls. Shani Page has been contacted by 4 different dental offices seeking 4 full time positions locally. Other employers present stated that students coming from Vernon College Dental Program are coming in well prepared.

Ashley Eubanks asked the committee for any further discussion on local demand hearing none she moved forward.

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

Shani Page stated that the program purchased through Perkins Grant funding 8 primary dentition models with clear gingiva and 1 adult DXTTR hands free natural manikin. She explained how the natural human teeth would increase the student leaning experience from the processes done in lab.

Ashley Eubanks asked the committee for discussion or recommendations for new equipment hearing none she moved forward.

❖ **External learning experiences, employment, and placement opportunities**

Ashley Eubanks asked the faculty, Shani Page, to brief the committee on external learning experiences. Shani Page stated that Vernon College offers a job board on our website. Businesses that want to add jobs to the board need to contact Chelsey Henry. If they would like their business to be added to, the database contact Bettye Hutchins. VC subscribes to a service called GradCast to expedite student resumes.

Ashley asked for any discussion, hearing none she moved forward.

❖ **Professional development of faculty and recommendations**

Ashley Eubanks asked the committee to review the profession development opportunities that the faculty has taken advantage of during the year.

- License “unretired” January 2021 - completed 24 hours from 4/2020 – 11/2020 to meet CE requirements to activate license
- Completed 18.5 hour since January 2021
- New license renewal date is July 2024 – 3 of 24 hours completed towards the requirements
- Have also completed 25.5 hours of in-house professional development

Ashley Eubanks asked if the committee had any further recommendations for professional development for the staff. The committee offered none, she moved forward.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Ashley Eubanks asked the faculty, Shani Page, to elaborate on the promotion and publicity for the dental assisting program. Shani Page shared the promotions and publicity listed below that she or students were able to attend for our community.

Participated in career fairs at WFISD-CEC and Vernon Boys and Girls Club
Facebook page in process
Meeting with Tracy Catlin (CTE Navigator)

Sarah lead discussion on having a gathering on campus for seniors in both the Big Country AHEC and Hayley Stuterville services areas for Area Health Education Center (AHEC) in the spring. Ashley asked for any discussion, hearing none she moved forward.

❖ **Serving students from special populations:**

Ashley Eubanks asked the faculty member, Shani Page, to review special populations. Shani reviewed special population. Bettye Hutchins explained what Vernon College does for students, as well as the federal guidelines.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

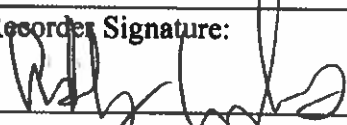
1. Special populations’ new definitions:
 - a. Individuals with disabilities;

- d. Single parents, including single pregnant women;
- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. Is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. Is on active duty (as such term is defined in section 101(d) (1) of such title

Ashley Eubanks asked if the committee had any further discussion or recommendations. The committee offered none.

Adjourned

Ashley Eubanks adjourned the meeting at 1:06PM.

Recorder Signature: 	Date 11/5/23	Next Meeting: Fall 2023
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