

Advisory Committee Fall 2015 Annual Meeting Minutes  
Dental Assisting  
Vernon College- Century City Campus

CHAIRPERSON: Joel Ritchie		
MEETING DATE: 01/07/2016	MEETING TIME: 1:30 PM	MEETING PLACE: CCC
RECORDER: DeeDee McKinney		

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Dr. Evans, Dentist	Sarah Long, Hygienist, Instructor	Donna Egoavil, Instructional Services Administrative Assistant
Crystal Ojeda, WFS		Shana Drury, Associate Dean of Instructional Services
Melinda, Children's Dentistry		Christina Feldman, Director of Continuing Education
Terry Busey, Office Manager Community Healthcare Center		Melissa Moore, Early College Start Coordinator
DeeDee McKinney, Dental Coordinator Community Healthcare Center		Kasey Humphries, RN CE Coordinator Allied Health
Allen Patterson, CEO Community Healthcare Center		
Joel Ritchie, Midwest Dental		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Program Director
Purpose of Advisory Committee	Information	Dr. Gary Don Harkey or Shana Drury
Election of Chair and Recorder	Action	Program Coordinator
Approval of Minutes from the Last Meeting	Action	Chair
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair
New Business:		Chair

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Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

#### MINUTES

Key Discussion Points	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Christina welcomed the committee members and guests. Each introduced themselves.	Christina Feldman
Purpose of Advisory Committee	Shana Drury explained the purpose	Shana Drury



	and benefits of advisory committees.	
Election of Chair and Recorder	Allen Patterson made a motion for Joel Ritchie to Chair and DeeDee McKinney seconded. Joel Ritchie voted in as Chair.  Joel Ritchie motioned to elect DeeDee McKinney as recorder. Terry Busey seconded the motion.	Christina Feldman
Approval of Minutes from the Last Meeting	Dr. Evans motioned approval of minutes from last meeting. Crystal Ojeda seconded the motion. Minutes approved.	Joel Ritchie
Old Business:	None	Joel Ritchie
Continuing Business:	None	Joel Ritchie
New Business:	Program completed 16 new dental students with 100% passing rate in May 2015. We currently have 16 students in 2015-2016 program looking to complete in May 2016.	Joel Ritchie
Review program outcomes, assessment methods, and results	Review of goals and objectives from 2014.  1. Demonstrate the rules, regulations and procedures of the dental assisting program. 2. Demonstrate solid knowledge of infection control in regards to dental profession. 3. Knowledge of jurisprudence and ability to apply these policies and ethical procedures as it relates to dental assisting profession. 4. Identify and differentiate body systems with a working knowledge of how the body works pertaining to dental procedures. 5. Demonstrate proficiency in applications of techniques, utilization of tools and handling of instruments, patients, and all other procedures to assist dentist. 6. Demonstrate understanding of x-ray procedures and ability to utilize x-ray equipment proficiently. 7. Have a working knowledge of general practice dentistry, orthodontist dentistry, pediatric dentistry, and oral surgery.	Joel Ritchie

	Allen Patterson motioned to accept the program goals and outcomes for 2016-2017 year as written and Dr. Evans seconded. Motion passes.	
Review program curriculum/courses/degree plans	Malinda suggested more instruction on insurance and office procedures. Dr. Evan's noted that there is not one generic program used by all dental offices. DeeDee McKinney offered the use of the Community Healthcare Center computers and software so the students could have basic exposure to a typical software used in dental offices.  No change made to curriculum.	Joel Ritchie
Approve program revisions (if applicable)	None	Members present
Review verification course/exam of workplace competencies	None	Joel Ritchie
Program statistics: Graduates, majors, enrollment	Dental Assisting currently has 16 students and the overall level of the class seems to be better than the first. We look to retain all 16 students.	Joel Ritchie
Evaluation of facilities, equipment, and technology	Dr. Evans stated that the Syronapan X-ray machine was not working. Joel Ritchie said he would contact Shine or Benco and ask them to donate the software necessary for the X-ray to work with our current system.	Members Present
Recommendations of selection and acquisition of new equipment and technology	None	Members Present
External Learning experiences, employment and placement opportunities	Current clinical sites include: Dr. Frech, William S. Neale, La Casa Dental, Children's Dentistry of Wichita Falls and Community Healthcare Center. Texoma Facial and Oral Surgery is being considered as a new possible clinical site this year.	Nina Feldman/Kasey Humphries
Professional development of faculty and recommendations (if applicable)	None	Kasey Humphries/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender	The Dental Assisting program will continue to market and promote through Facebook, website, local	Nina Feldman



equity)	fairs, and other community events. A flier is in development and should be ready by January. We will continue to recruit at Vernon College sophomore round up in November and GenTX in May.	
Adjourn	Joel Ritchie motioned to adjourn, Allen Patterson seconded the motion. The meeting was adjourned.	Joel Ritchie/Members Present

RECORDER SIGNATURE: <i>Dee Dee McKinney</i>	DATE: 1/18/15	NEXT MEETING:
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