

Advisory Committee Spring 2017 Annual Meeting Minutes  
Dental Assisting Room 115  
Vernon College- Century City Center

CHAIRPERSON: DeeDee McKinney		
MEETING DATE: January 26, 2017	MEETING TIME: 5:30	MEETING PLACE: Century City Center, Room 115
RECORDER: Rita Gauthier	VICE CHAIR PERSON: Destiny Peters	PREVIOUS MEETING: January 7, 2016

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Rita Gauthier, Program Supervisor, Workforce Solutions	Hillary Moore, Office Manager, Spearmint Dental	Kasey Humphries, RN CE Coordinator Allied Health, Vernon College
Melinda Lee, Office Manager, Children's Dentistry of Wichita Falls	Candace Paschal, Adjunct Instructor, Tarrant County College	Christina Feldman, Director of Continuing Education, Vernon College
DeeDee McKinney, IS Manager/Dental Operations Manager, Community Health Care Center	Kelby Patchell, Office Manager, Aspen Dental	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Greyson Nichols, Dental Assistant, Spearmint Dental		Dr. Evans, Adjunct Instructor, Vernon College
Destiny Peters, Dental Assistant, Baird Family Dentistry		
Joel Richie, Senior Equipment Executive, Midwest Dental		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Kasey Humphries
Purpose of Advisory Committee	Information	Christina Feldman
Election of Chair, Vice Chair and Recorder	Action	Christina Feldman/ DeeDee McKinney
Approval of Minutes from the Last Meeting	Action	DeeDee McKinney/Members Present
Old Business: (if any, otherwise type None)	Old Business or None	DeeDee McKinney
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	DeeDee McKinney
New Business:		DeeDee McKinney
Review program outcomes, assessment methods, and results	Information	DeeDee McKinney

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

#### MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Kasey Humphries welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Christina Feldman explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. Christina added that the committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Dental Assisting field.
Election of Chair, Vice Chair and Recorder	Christina Feldman explained the responsibility of the three offices and asked for nominations for Chair Person. Joel Richie nominated DeeDee McKinney for Chair. Rita Gauthier seconded. DeeDee McKinney asked for nominations for Vice Chair and Recorder. DeeDee Nominated Destiny Peters for Vice Chair. Joel Richie seconded. Rita Gauthier volunteered for Recorder. The committee agreed unanimously on all three positions.

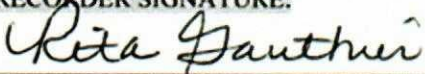


Approval of Minutes from the Last Meeting	DeeDee McKinney asked the committee to review the previous minutes and they did. Rita Gauthier made a motion to approve last meetings minutes and Joel Richie seconded. The committee agreed universally.
Old Business: (if any, otherwise type None)	The Chair noted that there was no Old Business.
Continuing Business: (List if any, otherwise type None)	DeeDee McKinney noted that there was no Continuing Business.
New Business:	
Review program outcomes, assessment methods, and results	The Chair asked members to review the program outcomes, assessment methods, and results. The committee members reviewed and discussed them. DeeDee McKinney asked Destiny Peters to express her opinion considering she had just completed the program. Destiny Peters stated that the only changes she would recommend would be to adjust the overwhelming length of the A & P class. She added that using the entire book was not effective. Kasey Humphries expressed that changes have been made to improve the problem. Kasey stated that the course hours and days have increased and the book has been changed to meet the requirements of the course. The members had a discussion and no other recommendations were made.
Approve program outcomes and assessment methods	DeeDee McKinney asked members to approve program outcomes and assessment methods as is. Destiny Peters made a motion to approve the outcomes and assessment methods as is. Joel Richie seconded. The members agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked the committee to review the Program curriculum, courses, and degree plans and they did. DeeDee then asked Christina Feldman to expound on the changes. Christina expressed that as of summer 2016, the program is a THECB (Texas Higher Education Coordinating Board) approved program. Christina then reminded the committee of the program changes that had been discussed previously. Christina added that Cassie Shaw, our LVN instructor, was teaching the course and explained how Cassie incorporates more on hands and visual learning. Members had a discussion. Joel Richie asked Dr. Evans, "How much time is spent on compliance?" Dr. Evans responded that he only touches on it because it would take 1,000 + hours to cover it well. Destiny Peters stated that she was well trained through her clinicals at Community Health Care and suggested to make a requirement that all students attend that clinical training. Members had a discussion and agreed that it would be beneficial. Kasey Humphries stated that she had implemented the requirement in spring 17 semester and had plans to implement it in Medical Assisting and Phlebotomy as well. Kasey Humphries asked DeeDee McKinney if she would be willing to combine the students into one training class. DeeDee responded that she would be happy to. Members had a discussion and agreed that all three programs would benefit. The committee made no other suggestions or recommendations.
Approve program revisions (if applicable)	DeeDee McKinney noted that there were no changes to approve.
Review SCANS and Gen Ed outcomes matrices	DeeDee McKinney asked members to review and discuss each matrix and they did. Christina Feldman gave an explanation of the purpose and role of the three matrices. DeeDee McKinney asked Christina Feldman how arithmetic is covered in the A & P class. Christina explained. Destiny Peters confirmed by stating examples of when it was used. Members had a discussion and no recommendations were made.
Approve SCANS and Gen Ed outcomes matrices	The Chair asked members to approve the three matrices as is. Destiny Peters made a motion to approve the three matrices as is. Joel Richie seconded. The committee agreed unanimously.
Review verification course/exam of	DeeDee McKinney asked the committee to review verification course/exam



workplace competencies	of workplace competencies and they did. Christina Feldman explained that the program administers the Texas required dental exam and noted that she attached a copy of the student exam success records from the company for their review. The members reviewed them and made no further comments.
Approval of course/exam of workplace competencies	The Chair asked members to approve the course/exam of workplace competencies as is. Rita Gauthier made a motion to approve course/exam workplace competencies as is. Destiny Peters seconded. The committee agreed fully.
Program statistics: Graduates, majors, enrollment	DeeDee McKinney stated that the program completed 16 new Dental students with 100% passing rate in May 2016. She then added that the program currently has 16 students with an expectation that they will complete and test in May 2016. DeeDee McKinney asked if the committee had any questions or comments and they did not.
Evaluation of facilities, equipment, and technology	Note: Each of the members have taken a tour of the facility before the meeting. The Chair expressed that the instructors were unable to use the panoramic x-ray machine in the dental lab because the software needed to operate the machine is out dated. Joel Richie explained that the regulations would not allow the software to be hooked up to the computers. The committee had a discussion. Destiny Peters highly recommended that the college seek funding for either the software to be updated or to seek funding to purchase an updated Panoramic X-ray machine to enable hands-on training. Kasey Humphries stated that she and Christina Feldman have worked diligently to obtain the three price quotes required by Perkins for the purchase of an intraoral camera. DeeDee McKinney stated that the state of Texas enables you to use a Justification Statement testifying that you have attempted to find three quotes and cannot. She added that you must attach documentation of proof. The committee discussed the matter and highly recommended that Kasey Humphries complete a Justification Statement in order to purchase either the software or equipment. The Committee had a discussion and had no other recommendations.
Recommendations of selection and acquisition of new equipment and technology	DeeDee McKinney asked Kasey Humphries if there were any other needs in the lab besides the Panoramic machine. Kasey stated that Dr. Evans had two lists, one for wants and one for needs. DeeDee McKinney asked the committee if they had any additional recommendations and they did not.
External Learning Experiences, employment and placement opportunities	DeeDee McKinney asked the committee to review the list of External Learning Experiences and they did. Christina Feldman asked Destiny Peters what she thought was needed more in clinicals. Destiny Peters responded stating that more hands-on experience would be beneficial. Destiny further stated that she received more from the on the job training because it was hands-on. Melinda Lee agreed. Joel Richie asked about the liability issue of incorporating hands-on. The committee had a discussion. No suggestions were made. Joel Richie asked if Chart Posting was added in the clinicals. Destiny Peters stated that it was. The members had a discussion. DeeDee McKinney then asked Christina Feldman to update the committee on employment and placement opportunities and she did. DeeDee McKinney asked if there was a way to track employment and placement. Donna Egoavil stated that there was and informed the committee of the GradCast resource that tracks graduates/completers. The members had a discussion and no recommendations were made.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The Chair informed the committee on promotion and publicity efforts for the program. DeeDee McKinney then asked Kasey Humphries if she had considered using Geo Fencing for advertising. Kasey stated that she had not, but would look into it. The committee had a discussion and no other suggestions or recommendations were made.
Serving students from special needs	DeeDee McKinney educated the group on how the program was meeting the

	<p>needs of students from "special populations".</p> <p>The definition of "special populations" as outlined by Perkins:</p> <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:</li> <li>• 1. individuals with disabilities;</li> <li>• 2. individuals from economically disadvantaged families, including foster children;</li> <li>• 3. individuals preparing for non-traditional fields;</li> <li>• 4. single parents, including single pregnant women;</li> <li>• 5. displaced homemakers; and</li> <li>• 6. individuals with limited English proficiency.</li> </ul> <p>DeeDee McKinney asked Christina Feldman to update the committee on Gender equity. Christina Feldman stated that the program has only had two males in the last two years. Christina educated the committee on how Vernon College was reaching out to the male population. The committee had a discussion and had no recommendations.</p>
Adjourn	<p>DeeDee McKinney asked if there were any other comments, questions, suggestions or recommendations from the committee and there were none. The Chair then asked for a motion to adjourn. Rita Gauthier made a motion to adjourn at time 6:40 PM. Destiny Peters seconded. The committee agreed unanimously.</p>

<p>RECORDER SIGNATURE:</p> 	<p>DATE:</p> <p>2-8-17</p>	<p>NEXT MEETING:</p> <p>Fall 2017</p>
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