

## Advisory Committee Minutes Spring 2020

### Dental Assisting

Vernon College – Century City Conference Room

March 2, 2020 12:00pm

Sarah Long - Chair

Melinda Long - Vice Chair

Dr. Sravanthi Dandala - Recorder

#### Members Present:

Dr. Sravanthi Dandala, Mobile Dental Care

Dr. Robert Evans, Dentist/Owner

Cynthia Humphrey, Workforce Solutions

Melinda Lee, Children's Dentistry

Sarah Long, MSU

Tofe Salau, Workforce Solutions

Danae Torres, Workforce Solutions

#### Faculty and Staff Present:

Shana Drury

Chelsey Henry

Karen McClure

Shani Page

Mollie Williams

#### Members Not Present:

Ellen Dingus

DeeDee McKinney

Greyson Nichols

Crystal Ojeda

Joel Richie

Diana Teague

*Sarah Long began the meeting with new business as there no old business to discuss.*

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

#### **Program Outcomes:**

*Sarah Long asked the committee to please review the program outcomes. She asked the faculty member, Shani Page, to review the outcomes below with the committee.*

1. Demonstrate the rules, regulations and procedures of the dental assisting profession.
2. Demonstrate solid knowledge of infection control in regards to the dental profession.
3. Apply a working knowledge of jurisprudence and 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 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. Application of skills in general practice dentistry, orthodontist dentistry, pediatric dentistry and oral surgery in assisting the dentist.

*With no discussion Sarah Long asked for a motion to approve the program outcomes as presented.*

*Cynthia Humphrey made a motion to approve the program outcomes as presented.*

*Melinda Lee seconded the motion.*

*The motion passed to approve the program outcomes as presented.*

**Approve assessment methods and results:**

*Sarah Long asked the instructor, Shani Page, to explain in more detail the assessment methods and results.*

- Achieve an overall course average of 75% or higher (weekly assignments, quizzes, projects, exams)
- Attendance is essential
- Complete all clinical rotation hours (time sheet logs and clinical evaluation forms completed by dentist/office)

The following grading scale is used:

A	=	93 -100
B	=	84 – 92
C	=	75 – 83
F	=	< 75

*Tofe asked about the failure proceedings. If a student fails a class they have to wait for the next cohort to being before they can reapply, due to the block scheduling.*

*Sarah Long asked for a motion to approve the assessment methods as presented.*

*Cynthia Humphrey made a motion to approve the assessment methods as presented.*

*Danae Torres seconded the motion.*

*The motion passed to approve the program outcomes as presented*

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

*Sarah Long asked the faculty member, Shani Page, to tell the committee more about the competency and how the students have performed on the competency.*

RDA licensure exam (Registered Dental Assistant) through the Texas State Board of Dental Examiners

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

*Mrs. Shana Drury reported that previously under through the Continuing Education program they had 100% pass rate. As a credit class they will take a RDA licensure exam through the*

*Registered Dental Assistant exam through the Texas State Dental Examiners as soon as we have a cohort finished.*

*Sarah Long asked for a motion to approve the workplace competency exam as presented.  
Danae Torres made a motion to approve workplace competency exam as presented.  
Melinda Lee seconded the motion.*

*The motion passed to approve the program outcomes as presented*

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

There is currently none.

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

*Sarah Long asked the faculty member to discuss the program’s curriculum and degree plans listed below.*

*Mrs. Shana Drury explained the tables listed.*

# Dental Assisting, Level 1 Certificate

## CIP 51.0601

Pending Accreditation Texas Higher Education Coordinating Board Approval

Level 1 Certificate

Instructional Location - Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 9 Months)

### Major Requirements (28 SH)

#### Fall I Block

<a href="#"><u>DNTA 1305</u></a>	Dental Radiology	3
<a href="#"><u>DNTA 1311</u></a>	Dental Science	3
<a href="#"><u>DNTA 1415</u></a>	Chairside Assisting	4

**Fall II Block**

<a href="#"><u>DNTA 1301</u></a>	Dental Materials	3
<a href="#"><u>DNTA 1347</u></a>	Advanced Dental Science	3

**Spring I Block**

<a href="#"><u>DNTA 1241</u></a>	Dental Laboratory Procedures	2
<a href="#"><u>DNTA 1245</u></a>	Preventive Dentistry	2
<a href="#"><u>DNTA 1249</u></a>	Dental Radiology In The Clinic	2

**Spring II Block**

<a href="#"><u>DNTA 1160</u></a>	Clinical-Dental Assisting/Assistant	1
<a href="#"><u>DNTA 1353</u></a>	Dental Assisting Applications	3
<a href="#"><u>DNTA 2230</u></a>	Clinical-Seminar For Dental Assistant	2
	<b>Total Credit Hours:</b>	<b>28</b>

**Dental Assisting Occupational Skills Award (10 Semester Hours):**

<a href="#"><u>DNTA 1301</u></a>	Dental Materials	3
<a href="#"><u>DNTA 1305</u></a>	Dental Radiology	3
<a href="#"><u>DNTA 1311</u></a>	Dental Science	3

**Verification of Workplace Competencies: Capstone Experience - State of Texas Registered Dental Assistant (RDA) Exam****Dental Assisting, Level 1 Certificate**

CIP 51.0601

Pending Accreditation Texas Higher Education Coordinating Board Approval

Level 1 Certificate

Instructional Location - Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 32 weeks)**Major Requirements (28 24 SH)****Fall I Block**

DNTA 1311	Dental Science	3
DNTA 1415	Chairside Assisting	4

**Fall II Block**

<a href="#"><u>DNTA 1249</u></a>	<a href="#"><u>Dental Radiology In The Clinic</u></a>	<a href="#"><u>2</u></a>
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DNTA 1301	Dental Materials	3
DNTA 1347	Advanced Dental Science	3
<b>Spring I Block</b>		
DNTA 1305	Dental Radiology	3
DNTA 1353	Dental Assisting Applications	3
<b>Spring II Block</b>		
DNTA 1160	Clinical-Dental Assisting/Assistant	1
DNTA 1241	Dental Laboratory Procedures	2
DNTA 1245	Preventive Dentistry	2
<del>DNTA 2230</del>	<del>Clinical Seminar For Dental Assistant</del>	<del>2</del>
Total Semester Hours		<del>28</del> 24

**Dental Assisting Occupational Skills Award (9 Semester Hours):**

DNTA 1301	Dental Materials	3
DNTA 1305	Dental Radiology	3
DNTA 1311	Dental Science	3

**Verification of Workplace Competencies: Capstone Experience -**

State of Texas Registered Dental Assistant (~~RDT~~ RDA) Exam

**DNTA 1311- Dental Science** A fundamental study of anatomical systems with emphasis placed on head and neck anatomy. Topics include embryology of the teeth along with basic dental terminology.

Describe anatomical systems in terms of components and functions; identify teeth and related structures; recognize oral structures and tooth nomenclature; and explain the physiology and morphology of the deciduous/primary and the permanent/secondary teeth

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**DNTA 1415 – Chairside Assisting** A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.

Select armamentarium for introductory dental skills; implement infection and hazard control protocol; practice equipment safety; perform equipment maintenance; and demonstrate specific pre-clinical chairside assisting procedures.

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**DNTA 1301 – Dental Materials** Composition, properties, procedures and safety standards related to dental materials.

Differentiate dental materials for specific procedures; manipulate materials; demonstrate the basic principles of laboratory safety, and comply with OSHA and other regulatory agencies' standards

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**DNTA 1347 – Advanced Dental Science** An advanced study of anatomical systems, pharmacology, oral pathology, and developmental abnormalities.

Differentiate the anatomical systems; recognize oral pathology and developmental abnormalities; and identify pharmacology relating to dental procedures.

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**DNTA 1305 – Dental Radiology** Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.

Describe the theory of radiation physics; comply with radiation health and safety principles; apply radiographic techniques; expose, process, and mount radiographs; and demonstrate quality assurance practices.

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**DNTA 1353 - Dental Assisting Applications** An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures.

Assemble tray setups and materials for designated general and specialty procedures; record patient chart information; maintain clear field of vision including isolation techniques; utilize chairside ergonomics; and apply OSHA and other regulatory agencies' standards.

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**DNTA 1241 - Dental Laboratory Procedures** Perform various dental laboratory procedures such as producing final study casts and fabricating provisional restorations.

Apply dental laboratory procedures; take preliminary impressions; pour, trim, and polish study casts; and fabricate provisional restorations.

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**DNTA 1245 – Preventive Dentistry** The study of nutrition and preventable dental disease and community dental health.

Provide nutritional and preventive dental counseling; apply fluoride agents; demonstrate oral hygiene techniques; and participate in community dental health activities.

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*Mrs. Shana Drury explained that the program is in 8 week terms for 2019-2020. We are asked for a revision to the curriculum. The students have too much time for what they actual need to learn. Making it go from a 28 semester credit hour to a 24 semester credit hour program.*

*Sarah Long asked for a motion to approve the program revisions with the updates as presented. Dr. Sravanthi Dandala made a motion to approve the program revisions with the updates as presented.*

Cynthia Humphrey seconded the motion.

The motion passed to approve the program outcomes as presented

**Review Secretary’s Commission on Achieving Necessary Skills (SCANS), General Education, and Program Outcomes Matrices**

Sarah Long asked the faculty member, Mrs. Shana Drury, to discuss the matrices with the committee.

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.

<b>Program: Dental Assisting</b>								<b>Credential: Certificate of Completion</b>	
Award: Dental Assisting									
Cip: 51.0601									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
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 1305	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
								<b>PROGRAM COMPETENCIES (as determined by advisory committee)</b>	
								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.**

<b>Program: Dental Assisting</b>						<b>Credential: Certificate of Completion</b>	
Award: Dental Assisting Certificate of Completion							
Cip: 51.0601							
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>							
<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>
1	2	3	4	5	6		
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 1305	Dental Radiology
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	DNTA 1241	Dental Lab Procedures
x	x	x	x	x	x	DNTA 1160	Clinical
						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.**

<b>Program: Dental Assisting</b>								<b>Credential: Certificate of Completion</b>
Award: Dental Assisting Certificate of Completion								
Cip: 51.0601								
<b>LIST OF ALL COURSES REQUIRED AND</b>								
<b>OUTCOMES</b>								
<b>OUTCOMES</b>							<b>Course Number</b>	<b>Course Title</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
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 1305	Dental Radiology
x	x	x	x	x		x	DNTA 1353	Dental Assisting Appl
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
							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 dentist.	
							4. Identify and differentiate body systems with a working knowledge of how the body works pertaining to 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 regards to 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.**

<b>Program: Dental Assisting</b>							<b>Credential: Certificate of Completion</b>
Award: Dental Assisting Certificate of Completion							
Cip: 51.0601							
<b>LIST OF ALL COURSES REQUIRED AND</b>							
<b>OUTCOMES</b>							<b>General Education Outcomes</b>
<b>OUTCOMES</b>							
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
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 dentist.
							4. Identify and differentiate body systems with a working knowledge of how the body works pertaining to 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 regards to dental profession.
							1. Demonstrate the rules, regulations and procedures of the dental assisting profession.

*Sarah Long asked for a motion to approve all matrices as presented.*

*Tofe Salau made a motion to approve all matrices as presented.*

*Danae Torres seconded the motion.*

*The motion passed to approve the program outcomes as presented*

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

*Mrs. Shana Drury explained that due to this being a new program they did not have graduate data. Shani Page reported that currently for Spring 2020 she had seven students enrolled (6 females and 1 male)*

- Program Statistics:
  - Graduates 2018-2019: (Insert number here)
  - Enrollment Summer 2019: (Insert enrollment here.)
  - Majors Fall 2019-2020: (Insert Majors Fall 2018-2019 here.)
  - Enrollment Fall 2019: (Insert Enrollment here.)

Will this not also be no data at this time, new program?

### **Local Demand**

*Melinda Lee did agree that the need was growing.*

*Sarah Long agreed that there are lots of options not just hygienists. With new offices opening in town there will be demand.*

*Dr. Sravanthi Dandala, agreed with the other options and she did mention that hiring local is always helpful.*

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

*Sarah Long asked if the committee had a chance to look at the facilities and labs. Shani Page gladly offered to take the committee on a tour of the facilities with the new equipment from Perkins funding.*

Midwest Dental came in during November and December and repaired some non-working issues in the lab (suction, air/water lines, x-ray sensor & software. Old, non-working wall mount x-ray disposed of. New equipment & supplies have been ordered thanks to \$21,639 of funding received through Perkins.

Items include: operator and assistant stools, sterilizer, wall mount x-ray machine, vacuum machine, vibrators, amalgamator, dispensing guns, typodonts, education modles (implant, crown and bridge) skulls, chair-mounted manikins, instruments, mixing bowls.

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

*With the program being new we do not currently have data from Perkins.*

*Mrs. Shana Drury did mention that Shani Page will be looking this summer for clinical sites.*

### **Professional development of faculty and recommendations**

*At this time, we are looking for options for Shani Page. She will currently be working on dental continuing education so she can renew her dental license.*

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

*Sarah Long asked the committee to review the promotion and publicity for the program.*

April 3<sup>rd</sup> – Preview Day  
Dental Assisting Video – Facebook

*Mrs. Shana Drury explained that most of the programs were working on a video funded through Perkins to give students a one-minute video to look at for a short amount of information.*

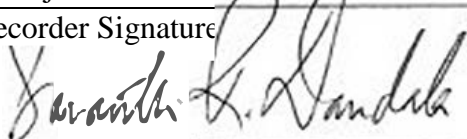
**Serving students from special populations:**

*Sarah Long asked the committee to note the definition of special populations below.*

1. Special populations new definitions:
  - a. Individuals with disabilities;
  - b. Individuals from economically disadvantaged families, including low-income youth and adults;
  - c. Individuals preparing for non-traditional fields;  
(6 females 1 male)
  - 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—
    - a. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
    - b. is on active duty (as such term is defined in section 101(d)(1) of such title).

*Sarah Long asked if there was any other recommendations or discussion. Seeing none the meeting was adjourned.*

Adjourn

Recorder Signature 	Date 6/17/2020	Next Meeting: Fall 2020
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