

Advisory Committee Fall 2020 Minutes

Dental Assisting

11:30am – November 4, 2020 – Vernon College, Century City Center,
Joe Chat Sumner Conference room

Members present:

Scott Essary, Workforce Solutions
Dr. Robert Evans, retired Dentist
Cynthia Humphrey, Workforce Solutions
Amanda Kirkland, Community Healthcare
Melinda Lee, Children's Dentistry
Sarah Long, Midwestern State University
Joel Richie, Midwest Dental
Danae Torres, Workforce Solutions

Members not present:

Greyson Nichols

Vernon College faculty/staff:

Michelle Downes
Shana Drury
Chelsey Henry
Karen McClure
Holly Scheller

Shani Page welcomed the committee and began the introductions.

Shana Drury reviewed the committee's purpose and asked for nominations or volunteers for vice-chair and recorder. Joel Richie nominated Amanda Kirkland and Amanda accepted the position of vice-chair. Cynthia Humphrey volunteered for recorder.

Chair: Melinda Lee

Vice-Chair: Amanda Kirkland

Recorder: Cynthia Humphrey

Old Business/Continuing BusinessMelinda Lee

None

New BusinessMelinda Lee

Melinda Lee began the meeting with new business since there was no old business to discuss.

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

Melinda Lee asked the faculty member, Shani Page, to briefly review the program outcomes with the committee.

Shani Page reviewed the program outcomes listed below.

Program outcomes

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.

❖ **Approve program outcomes**

*Melinda Lee asked the committee for a motion to approve the program outcomes as presented.
Danae Torres made a motion to approve the program outcomes as presented.
Scott Essary seconded the motion.*

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

❖ **Approve assessment methods and results**

*Melinda Lee asked the faculty member, Shani Page, to explain in more detail the assessment methods and results.
Shani Page reviewed the information below. Shani gave more details on the attendance policy and the clinical hours.*

- Achieve an overall course average of 75% or higher (weekly assignments, quizzes, projects, exams)
- Attendance is essential
- Completion of 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

*Melinda Lee asked the committee 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 and the committee will approve the assessment methods as presented.

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

Melinda Lee asked the faculty member, Shani Page to tell the committee about the competency and how the students have performed on the competency.

RDA licensure exam 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	7	7 passing	State reporting

Verification of workplace competencies:

Certificate: State of Texas Registered Dental Assistant (RDA) Exam

Melinda Lee asked the committee for a motion to approve the workplace competency as presented.

Sarah Long made a motion to approve the workplace competency as presented.

Scott Essary seconded the motion.

The motion passed and the committee will approve the workplace competency as presented.

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

Melinda Lee asked the faculty member to please discuss the program's curriculum and degree plans for 2021-2022.

Shana Drury reviewed the following information. Shana detailed the addition of the LEAD 1100 course. After a comprehensive local needs assessment employers (100%) and faculty agree this course would be beneficial to our students. After taking this course the student will be able to take a test to receive a Certificate in Work Ethics from the Center of Work Ethics. This course will be added to all Career and Technical Education students in the fall.

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
	Total Credit Hours:	24

Course descriptions and learning outcomes provided as a separate document.

After the review, Cynthia Humphrey asked if the course will be offered through Continuing Education or just as part of a program.

Shana Drury stated it is being offered through Continuing Education.

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

Melinda Lee asked the committee for a motion to approve the program revisions as presented.

Danae Torres made a motion to approve the program revisions as presented.

Amanda Kirkland seconded the motion.

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

❖ **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Melinda Lee asked the faculty member to please discuss the matrices with the committee.

Shana Drury reviewed the information listed below.

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		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 Applications	
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	
									PROGRAM COMPETENCIES (as determined by 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	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 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
						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					
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 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			
							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.

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 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.

Melinda Lee stated that she has been on the board for 10 years and she is happy to say there are more “X’s” each year. She stated it was great to see the improvements.

Melinda Lee opened the floor for discussion or recommendations, hearing none Melinda asked for a motion to approve the matrices as presented.

Scott Essary made a motion to approve the matrices as presented.

Cynthia Humphrey seconded the motion.

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

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

Melinda Lee asked the faculty member, Shani Page, to review the following information with the committee.

- Program Statistics: Faculty member please insert information below
 - Graduates 2019-2020: 7 (January 2020 cohort) completed program 10/14/2020
 - Enrollment Summer 2020: 7
 - Majors Fall 2020-2021: 16 females, 2 males
 - Enrollment Fall 2020: 5 females

Melinda Lee asked what the start date was this year.

Shani Page said the classes started in late August (23rd, 24th).

Sarah Long asked if the classes started every August and are the classes' day or night?

Shana Drury stated that we would start every August for a ninth month program ending in May. Also, it would be an evening course starting at 4:00pm.

Dr. Robert Evans asked the maximum in the course.

Shana Drury stated there were stations for 16 students in the program.

❖ **Local Demand**

Amanda Kirkland stated that currently they are in need of dentist. However, if those dentists are hired they may be looking for more assistants. She stated part of the reason they cannot see more patients is the currently guidelines, however, if they are able to operate at full capacity they may be looking for more help.

Melinda Lee state that may potentially have room for one more position in the future. Many of their employees prefer part time currently.

Joel Richie stated that he has been incredibly busy setting up offices. He has done 27 new buildings this year and normal is 10-12. With all the things that have happened this year dentist offices are behind due to be closed for 3 months. Currently, most of the office he has talked to are still trying to catch up from all the things happening.

Cynthia Humphrey stated that they receive a list of 55 target occupations from the Department of Labor and dental assisting is constantly on that list.

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

Melinda Lee reminded the committee that if they have not seen the lab facilities, Shani Page would be available to tour the lab after the meeting.

Our patient dental chairs are dated and some pieces/parts not working. I have spoken with Midwest Dental rep to let me know if he has any offices wanting to dispose of used chairs.

Shana Drury suggested Shani Page add the addition of new chairs to her Perkins request list to see if funding may be available.

Sarah Long stated that she could post on the MSU Dental Hygiene page to see if anyone has chair that they are wanting to get out of their office.

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

Chelsey Henry reviewed Career Coach with the committee. Career Coach is for anyone that visits the Vernon College website. It is a way for employers to post jobs and potential employees to find them.

Shana Drury reviewed the GradCast program. Shana stated that this program works with any zip code the student would want to move to and the students are given 100 free resumes to send to those potential employees.

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2015-2016			2016-2017			2017-2018			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
51060000-Dental Support Services and Allied Professionals	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A

Shani Page stated that one of the seven students is currently working. The other six are actively looking but they do not currently have their license, they have passed the test just waiting for documentation. Shani also mentioned some office will not hire until they have the license.

Melinda Lee asked the committee if there was any further discussion, hearing none Melinda moved the meeting forward.

❖ Professional development of faculty and recommendations

Melinda Lee asked the committee to review the professional development opportunities that the faculty have attended.

Have attended 17 hours of CE online. Will be taking 7 more during Christmas break to complete requirements to take RDH license out of retirement status.

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

Melinda asked the committee to take time to review the promotion and publicity.

Program video completed

Facebook

Series of seven posters for all Career and Technical Programs is being delivered to all thirty-six area high schools.

Recruiting is making presentations at any schools that are allowing visitors.

Melinda Lee asked the committee if there was any further discussion or recommendations, hearing none Melinda moved forward.

❖ **Serving students from special populations:**

Melinda Lee asked the committee to please note the federal 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: (2019-2020: 1 male, 6 female) (2020-2021: 5 females)
 - 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).

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, 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.

Melinda Lee asked if there was any further discussion.

Amanda Kirkland asked how students find out about all the opportunities for them. Shana Drury stated that we have New Student Orientation, Shani Page, electric billboard throughout VC locations, and Student Success Specialist all information the students of this information.

Melinda Lee adjourned the meeting at 12:33pm.

Recorder Signature <i>Cynthia Humphrey</i>	Date 11/9/2020	Next Meeting: Fall 2021
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