

## Advisory Committee Fall 2021 Minutes

### Dental Assisting

11:30am – November 8, 2021 – Vernon College, Century City Center,  
Joe Chat Sumner Conference room

#### Members present:

Scott Essary, Workforce Solutions  
Melinda Lee, Children's Dentistry  
Sarah Long, Midwestern State University  
Joel Richie, Midwest Dental  
Dr. Mindy Moser, Dr. Hempfling, DDS  
Amanda Kirkland, Community Healthcare, via  
phone

#### Members not present:

Dr. Robert Evans  
Hillery Moore  
Dr. Landon Baird

#### Guests:

Cynthia Humphrey

#### Vernon College faculty/staff:

Shani Page  
Karen McClure  
Gregg Chesterman  
Tracy Caitlin  
Holly Scheller  
Shana Drury  
Harli Adams

*Shani Page welcomed the committee and began the introductions.*

*Shana Drury reviewed the purpose of the committee meeting and then asked for nominations or volunteers for chair, vice-chair, and recorder.*

Chair: Scott Essary  
Vice-Chair: Amanda Kirkland  
Recorder: Sarah Long

Old Business/Continuing Business.....Scott Essary

None

New Business .....Scott Essary

*Scott Essary began the meeting with the new business since there was no old business to discuss.*

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

*Scott Essary 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 instruments, 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**

*Scott Essary 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.*

*Dr. Mindy Moser seconded the motion.*

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

❖ **Approve assessment methods and results**

*Scott Essary 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 (timesheet 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

*Scott Essary asked the committee for a motion to approve the assessment methods as presented.*

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

*Joel Ritchie seconded the motion.*

*The motion passed and the committee will approve the assessment methods as presented.*

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

*Scott Essary 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	5	5 passing	State reporting

Verification of workplace competencies:

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

*Scott Essary 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.*

*Joel Richie seconded the motion.*

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

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

*Scott Essary asked the faculty member to please discuss the program's curriculum and degree plans for 2022-2023.*

## 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 (26 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
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DNTA 1241	Dental Laboratory Procedures	2
DNTA 1245	Preventive Dentistry	2
DNTA 1249	Dental Radiology in the Clinic	2
<b>Total Credit Hours:</b>		<b>26</b>

Course descriptions and learning outcomes are provided as a separate document.

*After the review, with the addition of DNTA 1249, all of the committee members agreed this was the best decision.*

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

*Scott Essary asked the committee for a motion to approve the program revisions as presented.  
Sarah Long made a motion to approve the program revisions as presented.  
Dr. Mindy Moser seconded the motion.*

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

❖ **Approve 2021-2022 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

*Scott Essary asked the faculty member to please discuss the matrices with the committee.*

*Shani Page 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		
x	x		x	x	x	x		LEAD 1100	Workforce Development with Critical Thinking		
									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	
x	x		x	x	x	LEAD 1100	Workforce Development with Critical Thinking	
						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	
							LEAD 1100	Workforce Development with Critical Thinking	
							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 instruments, 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 instruments, 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.

*Scott Essary opened the floor for discussion or recommendations. Hearing none, Scott asked for a motion to approve the matrices as presented.*

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

*Amanda Kirkland 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**

*Scott Essary asked the faculty member, Shani Page, to review the following information with the committee.*



- Program Statistics:
  - Graduates 2020-2021: 5
  - Enrollment Summer 2021: 0
  - Majors Fall 2021-2022: 6 females/ 2 males
  - Enrollment Fall 2021: 8

#### ❖ Local Demand

*Melinda Lee said they hired a few over the summer and sent them through cleaning school. She has hired a temporary position for a current assistant on maternity leave. She hasn't hired any since but may have one position available next month.*

*Dr. Mindy Moser said she has not hired any and they are fully staffed.*

*Amanda Kirkland stated that one student from VC came through for clinical and they were then hired full-time. They do have 3 positions available but she wanted it to be noted that their workers are required to be fully vaccinated.*

*Shani stated that she has had many texts from 5-6 dentists ready to hire assistants.*

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

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

Six new dental operatory chairs with delivery and assistant units. Digital x-ray sensor and software.

*Scott Essary asked the committee if there was any further discussion.*

*Sarah Long will be bringing the students new scrubs.*

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

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, [chenry@vernoncollege.edu](mailto: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](mailto:jditmore@vernoncollege.edu).”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2016-2017			2017-2018			2018-2019			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

*Scott Essary asked the committee if there was any further discussion. Hearing none, Scott moved the meeting forward.*

❖ **Professional development of faculty and recommendations**

*Scott Essary asked the committee to review the professional development opportunities that the faculty have attended.*

Shani has had 12.5 dental CE hours since January 1, 2021 (license renewal)

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

*Scott Essary asked the committee to take time to review the promotions and publicity.*

Career Fairs at CEC  
Vernon Boys and Girls Club  
Abilene WOW Youth Expo  
CTE Navigator  
Small Tours

*Scott asked the committee if there was any further discussion or recommendations. No discussion ensued so he moved forward.*

❖ **Serving students from special populations:**

*Scott Essary asked the committee to please note the federal definition of special populations below.*

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

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 nontraditional fields: 6 females/ 2 males
- 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).

❖ **Comprehensive Local Needs Assessment (Discussion led by Shana Drury):**

-Labor Market Outlook

Occupation	TWC Target Occupation	Share of local jobs (%)	Quality Index (-5 to 5)	Demand Index (-5 to 5)	Quality and demand quadrant	National Median Wage (\$)	Local Median Wage (\$)	Projected national growth 2019-2029 (%)	Projected state-level growth 2018-2028 (%)
Dental Hygienists	Yes	0.087459 638	1.538149612	-0.49798238	High quality - Low demand	36.65	35.01	6.224256293	-17.28395062
Dental Assistants	Yes	0.179842 259	-0.542509733	-0.776813589	Low quality - Low demand	19.27	21.3	6.222739168	-19.04761905

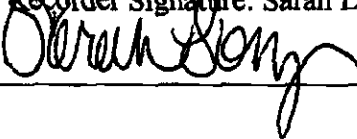
-Living Wage

Occupational Code	Occupation	Prevailing Hourly Wage	Prevailing Annual Wage
29-1292	Dental Hygienists (formerly 29-2021)	\$ 31.46	\$ 6 5,441.00
31-9091	Dental Assistants	\$ 14.81	\$ 3 0,814.00

*Shana Drury went through a list of questions regarding the CLNA and access to Vernon College for all participants, not just Dental Assistant students. Discussion ensued about access, marketing, and new occupations/training needs.*

*Scott Essary asked if there was any further discussion.*

*Shana Drury thanked the committee members for attending.  
Scott adjourned the meeting at 1:01 pm.*

Recorder Signature: Sarah Long 	Date 12/8/2021	Next Meeting: Fall 2022
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