

**Advisory Committee Fall 2017 Annual Meeting Minutes
Dental Assisting Program
Vernon College – Century City Center
Joe Chat Sumner Board Room (115)
Thursday, November 2, 2017 at 5:30 p.m.**

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| CHAIRPERSON: Greyson Nichols | | |
| MEETING DATE: October 12, 2017 | MEETING TIME: 5:30 PM | MEETING PLACE: Century City Center, Joe Chat Sumner Board Room (115) |
| RECORDER: Ellen Dingus | VICE CHAIR PERSON: Robert Evans | PREVIOUS MEETING: November 10, 2015 |

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

| Name, Title, Company | Name, Title, Company | Name, Title, Company |
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| Diane Teague, Dental Hygienist, Texas Tech University Health Sciences Center James V. Allred Unit | Kelby Patchell, Officer Manager Aspen Dental | Christina Feldman, Director of Continuing Education, Vernon College |
| Jillian Farrell, WorkForce Solutions | Joel Richie Midwest Dental | Kasey Humphries, RN Continuing Education Coordinator Allied Health, Vernon College |
| Ellen Dingus, Transitional Vocational Rehabilitation Counselor TWS-VR | Destiny Peters, Dental Assistant, Baird Family Dentistry | Shana Drury, Associate Dean of Instructional Services, Vernon College |
| Robert Evans, Dentist | Kristin Cummins, Workforce Solutions NT | Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College |
| Tony Cluley, Midwest Dental Purchasing Manger | | |
| Greyson Nichols, Dental Assistant, Cornerstone Dental | | |
| Melinda Lee, Office Manager, Children's Dentistry | | |
| DeeDee McKinney, IS Manager/Dental Operations Manager, Community Health Care Center | | |

AGENDA

| Agenda Item | Action, Discussion, or Information | Responsibility |
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| Welcome & Introductions | Information | Kasey Humphries |
| Purpose of Advisory Committee | Information | Shana Drury, Associate Dean |
| Election of Chair, Vice Chair and Recorder | Action | Kasey Humphries |
| Approval of today's meeting minutes | Information | Chair |
| Approval of Minutes from the Last Meeting | Action | Chair |
| Old Business: (if any, otherwise type None) | None | Chair |
| Continuing Business: (List if any, otherwise type None) | None | Chair |
| New Business: | | |
| Review program outcomes, assessment methods/results, and work place competencies | Information | Chair |
| Approve program outcomes | Action | Members Present |
| Approval assessment methods and results | Action | Member Present |
| Approval of course/exam of workplace competencies | Action | Member 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 |
| Program statistics: Graduates, majors, enrollment | Information/Discussion | Chair |
| Local Demand | Information/Discussion | Chair / Members Present |
| 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 | 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 | Information | Chair |

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| Adjourn | Action | Chair /Members Present |

MINUTES

| Key Discussion Points | Action, Discussion, or Information |
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| 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 | Shana Drury, Associate Dean of Instructional Services, 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. 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 | Shana Drury explained the positions and asked for nominations for Chair. Greyson Nichols was elected Chair by acclamation. Robert Evans was elected Vice Chair by acclamation. Ellen Dingus was elected Recorder by acclamation. The committee agreed unanimously. |
| Approval of Minutes from the Last Meeting | Greyson Nichols, Chair, asked the committee to review the previous minutes. Greyson asked for a motion to approve the last meeting minutes. Robert Evans made the motion to approve. Diane Teague seconded the motion. The committee agreed unanimously. |
| Old Business: (if any, otherwise type None) | Greyson Nichols, Chair, stated there is no old business. |
| Continuing Business: (List if any, otherwise type None) | Greyson Nichols, Chair, noted that there was no continuing business. |
| New Business: | |
| Review program outcomes, assessment methods/results, and work place competencies | Greyson Nichols asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Kasey Humphries asked if there were any questions about the program. Christina Feldman stated the list of outcomes has had some small changes with the verbiage. If there is something that needs to be changed please comment but remember the outcomes need to be broad based. As you continue to read, the assessment methods state the testing and materials used in the program. Christina Feldman stated the students are given midterms, weekly assignments, and finals. Clinicals are a large part of the program. Christina also stated radiology and dental materials are assessed with weekly quizzes and a final. There are 10 exams for A&P as well as a pre and post chapter quizzes. The workplace competences, is the RDA licensure exam (Registered Dental Assistant) through the State |

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| | of Texas Board of Dental Examiners. The members had no other suggestions/recommendations. |
| Approve program outcomes | The Chair asked members to approve program outcomes as presented. Robert Evans made a motion to approve the program outcomes as discussed. Diane Teague seconded the motion. The committee agreed unanimously. |
| Approval assessment methods and results | The Chair, Greyson Nichols, asked members to approve the assessment methods/results as presented. Robert Evans made a motion to approve the assessment methods/results as presented. Ellen Dingus seconded. The committee agreed unanimously. |
| Approval of course/exam of workplace competencies | Greyson Nichols, Chair, asked members to approve workplace competencies as presented. Robert Evans made a motion to approve the workplace competencies as presented. Diane Teague seconded the motion. The committee agreed unanimously. |
| Review program curriculum/courses/degree plans | The Chair, Greyson Nichols, asked the committee to review the program curriculum, courses, and degree plans. Christina Feldman explained the classes and degree plans for the dental program were outlined in the agenda which provided, the total number of hours for the program. Christina Feldman and Kasey Humphries asked for any questions, additions, deletions, and recommendations. The committee had no other recommendations. |
| Approve program revisions (if applicable) | Greyson Nichols, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Robert Evans made a motion to approve the program revisions as discussed. Ellen Dingus seconded the motion. The committee agreed unanimously. |
| Review SCANS and Gen Ed outcomes matrices | Greyson Nichols asked members to review and discuss SCANS and Gen Ed outcomes matrices. Christina Feldman explained the purpose of the three matrices. The SCANS are the federal requirements and how they are mapped into the courses. The Gen Ed has six requirements and how they map back into the course. The Outcomes matrix has the student learning outcomes. Christina Feldman asked for recommendations. The committee had no additional recommendations. |
| Approve SCANS and Gen Ed outcomes matrices | The Chair, Greyson Nichols, asked members to approve the three matrices as presented with corrections. Robert Evans made a motion to approve the three matrices as discussed. DeeDee McKinney seconded the motion. The committee agreed unanimously. |

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| <p>Program statistics: Graduates, majors, enrollment</p> | <p>Greyson Nichols, Chair, read the following statistical information on the program: Completer 2016 – 2017: 15 completers Fall 2017 – 18: 10 students currently enrolled Christina Feldman stated the current number of students enrolled in the program has dropped this year. Ms. Feldman stated the program only accepts 16 students per year. Christina speculated this is a down year and the students may be having trouble with financing. Kasey Humphries stated there is often times a financial issue for the potential student. Christina Feldman stated this is happening across the board on all of the programs this year. Christina stated the Dental Assisting Program has been put on the Spring schedule with a checklist in hopes this will better prepare the students for enrollment.</p> |
| <p>Local Demand</p> | <p>Greyson Nichols asked the committee members to talk about the local demand for the program. DeeDee McKinney stated the starting pay for new assistants has been increased at Community Health Care Center which, also needs 2 new members at the Wichita Falls location and 4 in McKinney, Texas. Diane Teague stated the prison needs more dental staff at this time. Melinda Lee stated there is a need for desk staff at the Children’s Dentistry of Wichita Falls. Kasey Humphries stated she has been fielding calls from various agencies in the area for staff.</p> |
| <p>Evaluation of facilities, equipment, and technology</p> | <p>Greyson Nichols asked all members if they have toured the facility. Kasey Humphries stated there has not been a tour at this time but will walk the members down to the classrooms after the meeting. The panoramic x-ray machine in the dental lab has been switched with a new machine due to outdated software. We are currently in the middle of updated XLDent to try to create one computer working off of the same license for both machines. Christina Feldman stated she has been in contact with the company and is in the process of obtaining a second license for use on the second system. The program will then be able to run the new software on both systems. Kasey Humphries stated the “Pano” was donated to the program this last year. The committee had no further discussion.</p> |
| <p>Recommendations of selection and acquisition of new equipment and technology</p> | <p>Greyson Nichols, Chair, asked if there are any recommendations for new equipment or technology from the committee members. The committee had no further recommendations.</p> |
| <p>External Learning experiences, employment and placement opportunities</p> | <p>The Chair, Greyson Nichols, asked the committee to review the external learning experience opportunities. Christina Feldman stated eight students are working in the field, four students are not working currently, and 2 have not reported in. Kasey Humphries stated the program will be working with the students on how to interview, dressing for interviews, and incorporating the workforce in how to get hired. The committee had no further requests at this time.</p> |

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| <p>Professional development of faculty and recommendations (if applicable)</p> | <p>The Chair, Greyson Nichols, asked the committee to review the professional development of the faculty. Kasey Humphries stated she attended the TCEC conference in San Antonio which is a continuing education based classes. Kasey stated the conference inspired her and the information gained was filtered to the classes. Kasey Humphries is now a CPR certified instructor. The committee had a discussion and made no recommendations.</p> |
| <p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p> | <p>Greyson Nichols asked Christina Feldman to inform the committee on promotion and publicity of the program. Christina provided members with an update of the program recruitment and promotion.</p> <ul style="list-style-type: none"> • Facebook • Literature • New posters • Fliers • KFDX ad spot • Senior Send Off at Region IX • Career Fairs • Youth Expo Day in September • GenTX Day, now called Spring Fest April 2017 <p>Shana Drury stated there were over 200 seniors who recently visited the college and received information on the programs available. Kasey stated they may be able to implement group pictures and start introducing the students to new students on both Facebook pages. They will be doing bios for the students. The committee had a discussion and made no recommendations.</p> |
| <p>Serving students from special needs</p> | <p>Greyson Nichols, Chair, asked Christina Feldman to update the committee on how the program was serving students from special needs.</p> <p>The definition of “special populations” as outlined by Perkins:</p> <ul style="list-style-type: none"> • 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: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. <p>Christina Feldman stated the students are typically female. We are attempting to reach males and other nontraditional students. Christina Feldman stated a scholarship exists which is available for any CE program and covers 75% of the program. Christina Feldman stated the scholarship only covers 75% and the student needs to have a buy-in amount for accountability.</p> |

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| Adjourn | Greyson Nichols asked for a motion to adjourn. Ellen Dingus made a motion to adjourn at 6:20 P.M. Robert Evens seconded. The committee agreed unanimously. |
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| RECORDER SIGNATURE:  | DATE: 12/13/17 | NEXT MEETING: Spring 2018 |
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