

**COLLEGE OF THE REDWOODS
DENTAL ASSISTING PROGRAM
ADVISORY COMMITTEE MEETING AGENDA
FRIDAY, MAY 20, 2011
AT115 – HEALTH OCCUPATIONS CONFERENCE ROOM**

MEMBERS PRESENT:

Barb Taylor
Lisa Trepiaak
Holly Sharp
Jamie McClurg
Megan McDonnell
Kelly Merrill
Amanda Gomes
Hillary Reed
Collette Robinson

1. CALL TO ORDER

The Advisory committee was called to order at 12:45 PM by Hillary Reed.

2. APPROVAL OF MINUTES

The minutes from the February 8, 2011 meeting were approved.

3. METHODOLOGY UPDATE:

The committee was informed of the new requirements that all instructors must have 30 hours of teaching methodology. Methodology must include of test construction/ evaluation, classroom management, and student learning outcomes. Additionally, a two hour course in the areas of radiography, coronal polish, pit/fissure sealants, infection control is required and can be taken online through California Association of Dental Assisting Teachers (CADAT).

4. INFECTION CONTROL/ LAW AND JURISPRUDENCE REQUIREMENT:

All dental assistants that are involved in patient care must take an eight hour infection control course and California Law and Jurisprudence course that is California Board approved within six months of hire.

5. CURRICULUM UPDATE:

Accreditation requires a split of 50% lab grade and a 50% lecture grade in each class. Hillary discussed with the committee her interest in changing the current percent due to graduates completing courses without adequate lab and clinical skills. She is going to

eliminate many homework assignments and implement more quizzes. Also, DA 156 Dental Assisting Fundamentals will be divided as 50% lecture/lab grade and 50% clinical grade. This way a person could not fail clinical, but pass lab and lecture. The Committee was in agreement.

6. LEGISLATION UPDATE:

New legislation is presumed to pass in July regarding the requirement of utility gloves when disinfecting.

7. PROGRAM GRADUATE UPDATES:

The fall 2010 Dental Assisting Program began with thirty students enrolled full-time. However, due to many behavioral issues and poor study habits only fourteen graduated. Several still need to complete nutrition and speech, and several others did not successfully pass Dental Specialties. Attendance and professional attitudes seemed to be of particular challenge this year. We discussed the value of better classroom management for the future and consistency between instructors. Additionally, group members shared that they are having some of the same challenges in the workplace such as tardies, leaving early, and cell phones.

8. PROGRAM APPLICANTS UPDATE:

Over twenty-four applicants have already applied for the 2011/2012 academic year. Many seem to be sincere candidates.

Hillary also asked the group for their opinion on implementing guidance classes for returning students who failed the year before. The group agreed this would be a good idea. (However, Pat Girczyc clarified at a later date that this cannot be done, only an exit interview is acceptable.)

9. QUALITY IMPROVEMENT PLAN UPDATE/GOAL

It has been identified by Hillary that the program needs to be marketed outside of the local area since we are the only CODA accredited school and RDA approved program North of Santa Rosa and Northwest of Sacramento. Hillary is hoping to work with Prudence Ratliff and Paul DeMark to get brochures distributed to high schools. However, Hillary would like to get brochures out to the eastern side of the state and would like to distribute to actual dental offices.

It was identified by Hillary that the panorex machine and digital x-rays were under utilized in x-ray lab. The advisory committee members that were non-faculty confirmed this. Hillary directed Lisa Trepiak to better follow the syllabus and provide the students with opportunities to use the digital x-ray equipment and panorex machine in DA 165, Advanced Dental Radiography. The panorex was briefly covered in DA 164, Dental Specialties during the orthodontic unit. However, due to time constraints and the amount of material to be covered sufficient opportunities are not available in DA 164. Currently,

the syllabus for DA 164 and DA 165 are aligned so that the panorex is being covered in DA 165 during the orthodontic and oral surgery units in DA 164. Collette confirmed that orthodontist assistants need panorex experience upon graduating. She took the extra-time to show Janine this year.

Additionally, the Dental Board of California now requires CAD/CAM technology to be demonstrated in all RDA approved Dental Assisting Programs in California. Due to the \$250,000 cost of the equipment Hillary has devised another way for the students to gain experience with the equipment. Hillary has asked Kevin Jamison, with Patterson Dental to demonstrate CAD/CAM technology for the students during the spring semester in the prosthodontics unit. He has agreed and will bring a Cirona representative with him. We should be able to coordinate the visit with an area-wide demonstration for the dentists. S

Also, there are still plans of implementing the ultrasonic scaling curriculum into the orthodontic unit in DA 164. Hillary was advised by CADAT President Judy Bock that all RDA approved programs in California need to be looking into this if they have not already done so. It may become mandatory in the next few years. It has been identified that Hillary is the only instructor that has the certificate and that Amanda, Holly, and Lisa will need to become certified in the near future.

10. NEEDS OF THE COMMUNITY UPDATE AND INPUT:

The committee identified the need for continuing education in our local area. Digital x-ray, dentures adjustment, and insurance billing were all expressed as needs of the community. It was stated that in 2012 all billing procedures must be completed electronically.

11. DENTAL HEALTH CENTER UPDATE AND INPUT:

Hillary identified that the Dental Health Center is now HIPAA compliant thanks to Jamie. Jamie created the necessary paperwork and distributed it to the patients. Patients have been receptive and no official complaints have occurred.

Also, Hillary recently increased the Dental Health Center fees for the 2010-2011 academic year. This allowed for purchases to be made of necessary supplies and materials. Additionally, for the 2011-2012 it was identified that the \$60 fee for a prophylaxis needed to be increased to a \$65 fee. This fee increase will begin October 17, 2011.

12. SITE VISIT:

On February 8 & 9 2011 a site visit was conducted. Hillary thanked Barb and Kelly for attending. The site visitors were impressed by what Barb and Kelly shared regarding the program. Additionally, Hillary shared that the site visitors reiterated that all instructors teaching must be current in their continuing education, possess a valid CDA and RDA license. They also specifically noted that all instructors participating in didactic courses (lecture) must be actively enrolled in a Bachelor's degree program or have completed a degree already. Hillary stated that she felt the evidence required in June for her rebuttal would go well. Hillary is currently working on revising all course syllabus and assignments for the program as required by CODA.

13. CTEA:

It was discussed that CTEA wants to require that the program have more males enrolled. The group strategized on how to better go about doing this, the unemployment office seemed to be a place where brochures would be distributed to males regarding the program. However, it was agreed that targeting males would be very difficult since less than 1% of dental assisting is male.

Hillary also confirmed that for the 2011-2012 CTEA funds would be used to purchase new curing lights, and the equipment necessary for administering nitrous oxide. Both of these needs were identified in February. Hillary also stated that any additional funds left over would go to helping associate faculty gain their 30 hour teaching certificate from CADAT, primarily Amanda and Stephanie Santsche since they do not have 30 hours already completed. Additionally, Lisa Trepik inquired about taking an ultra-sonic scaling course at Dental Specialties Institute Incorporated. Hillary advised to do this and stated it was still part of our Quality Improvement Plan.

14. OTHER:

Hillary asked Collette what series they were using at the office for staff attitude improvement. Collette shared that Dr. Enriquez uses John Maxwell's team workshops for "lunch and learns" at the office. Hillary stated she is thinking about incorporating this into DA 167, Dental Clinical Experience lecture. Janine had great feedback and discussed the opportunity with Hillary at this year's exit interview process.

Additionally, Hillary handed out RDA practical examiner applications and encouraged all non-instructors of the advisory committee to consider becoming RDA examiners. She stated at the annual CADAT conference it was discussed that more examiners are needed and that we should encourage advisory committee members,

Hillary also handed out the RDA written and practical results posted on the Dental Board of California's website. The committee compared College of the Redwoods results with other institutions and it was determined that College of the Redwoods graduates are doing well on the practical and written exams.

Hillary also handed out a Table of Permitted Duties for DA, RDA, RDAEF, OA, DSA, and the Clinical Evaluation Form that is used in Clinical for the committee to evaluate and give feedback. The committee stated that the new form was better than the old.

The committee scheduled the next Advisory Committee Meeting for January 6, 2012 at 12:30. Hillary confirmed that Friday afternoons work best due to family and work obligations.

