

**College of the Redwoods
Dental Assisting Program
Advisory Committee Meeting Agenda
Friday, May 31, 2013
AT115 – Health Occupations Classroom**

Members Present:

Amanda Gomes
Kelley Huddleston
Judy Luna
Kelly Merrill
Hillary Reed
Stephanie Santsche-Powell
Alyssa Vallee

1. CALL TO ORDER

Called to order at 1:00 PM by Hillary Reed.

2. APPROVAL OF MINUTES

Approved the meeting minutes from February 8, 2013.

3. CONTINUING EDUCATION

- Discussed the possibility of an opportunity to have an Infection Control and Law and Ethics course being offered through California Association of Dental Assisting Teachers (CADAT) in our local community. The Program Coordinator asked the group if the Bear River Hotel would be appropriate for the location. LaDonna Drury-Klein, CADAT Executive Director recently searched out sites in our local community, but had difficulty finding an appropriate feasible venue. The group agreed the Bear River Hotel would be appropriate due to amenities and location. Additionally, dates for the course were discussed. Some members expressed concerns about having the course in late August near the beginning of school, but others were indifferent. The group unanimously agreed that a Friday date would be much better attended than a Saturday and that \$130 to \$149 was a reasonable amount to pay for a local opportunity.
- Additionally, the group requested that the Program Coordinator propose a “Refresher Course” for seasoned assistants to the Executive Director of CADAT. It was identified by several members that assistants working in the field struggle with troubleshooting in radiography, fabricating temporaries, taking alginate impressions, performing face-bow transfers, and adjusting dentures.
- The group agreed that a need for a local Pit and Fissure Sealants Course offered through CADAT would be beneficial to the local workforce.

4. **PROGRAM UPDATE**

- Reported that twenty-three students successfully graduated the program this spring and that two more will complete this summer. Fourteen of the graduates are currently employed in our local area as well as one in Crescent City, and one in Fort Bragg. Four graduates were planning to move out of the district and/or State upon graduation.
- Reported the program was currently full for the 2013-2014 academic year. Twenty-five full-time applicants and four part-time. Two of the applicants are male. Students have already been registered by admissions.
- Reported that the acceptance letter had been overhauled. It is now more informative and clear, giving definitive deadlines and costs. Students will be required to follow the directions and make all deadlines to prevent de-registration. The letter was sent certified mail to the applicants and orientation will be mandatory.
- Discussed orientation revitalization. The Program Coordinator identified students having no social security number or criminal charges at the end of the year when filling out exam applications. These students were surprised when she brought to their attention that they did not qualify to work and/or take the State and national exams. It was determined that this year these topics along with program requirements and rules will be discussed two weeks to class beginning.

5. **ASSESSMENT UPDATE**

- Reported that the artifacts have been collected for assessment, but has not completed the reporting process. She is hoping to complete by early June.
- Reviewed the Dental Board regulations for dental radiography, coronal polish, and sealants. The Coordinator noted changes to record keeping to better comply with these regulations.
- Discussed clinical evaluation forms. It was determined that a “procedure card” would be more useful than a two page check-off sheet. Members hosting interns indicated that this would be beneficial in the intern setting as well. Time restraints continue to be an issue.

6. **CURRICULUM UPDATE**

- Reported that curriculum updates for DA 153, DA 154, DA 155, DA 156, DA 163, DA 164, DA 165, DA 166, and DA 167 are in the process of being finalized and will go to the curriculum committee this fall for approval.

7. **CTEA UPDATE**

- Reported that the Coordinator was unable to apply this year due to other time commitments.

