

*The Program Review process should serve as a mechanism for the assessment of performance that recognizes and acknowledges good performance and academic excellence, improves the quality of instruction and services, updates programs and services, and fosters self-renewal and self-study. Further, it should provide for the identification of weak performance and assist programs in achieving needed improvement. Finally, program review should be seen as a component of campus planning that will not only lead to better utilization of existing resources, but also lead to increased quality of instruction and service. A major function of program review should be to monitor and pursue the congruence between the goals and priorities of the college and the actual practices in the program or service.*

~Academic Senate for California Community Colleges

## **INSTRUCTIONS**

This *Annual Update for Program Review and Planning* is due each year that your *Comprehensive Program Review and Planning* report is not due.

(For information about program review cycles, see Instructional and Student Services program review rotation schedules posted online in their respective sections of the program review webpage: [http://collegeofsanmateo.edu/prie/program\\_review/program\\_review.php](http://collegeofsanmateo.edu/prie/program_review/program_review.php))

### **Resources for Supporting Documentation:**

A listing of resources and documents which provide data or information for each section is included at the end of this document, after the final signature page. These resources are posted online and their URLs are listed at the end of this document.

(You may delete this section, when you submit your final program review.)

### **Next Steps:**

All *Annual and Comprehensive Program Review and Planning* reports are due March 25, 2012. This date is aligned with CSM's *Integrated Planning Calendar*.  
(See: <http://collegeofsanmateo.edu/prie/planning.asp>)

Upon its completion, please email this *Program Review and Planning* report to the Vice President of Instruction, the Vice President of Student Services, the appropriate division dean, the CSM Academic Senate President, and the Dean of Planning, Research, and Institutional Effectiveness (PRIE).

James Carranza, Academic Senate President, [carranza@smccd.edu](mailto:carranza@smccd.edu)  
Susan Estes, Vice President of Instruction, [estes@smccd.edu](mailto:estes@smccd.edu)  
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John Sewart, Dean (PRIE), [sewart@smccd.edu](mailto:sewart@smccd.edu)

**DEPARTMENT OR PROGRAM:**

**DIVISION:**

**1. BRIEF DESCRIPTION OF PROGRAM:**

The Dental Assisting Program at College of San Mateo is a two semester program, accredited by the Commission on Dental Accreditation. The program provides a comprehensive education in preparation to take the California State Board exam to become a Registered Dental Assistant and the eligibility for the national board. Clinical experience is acquired at the Schools of Dentistry of the University of the Pacific and in various dental offices in San Mateo County. The program is also available in an extended part time format.

2. Based on the elements in your *Core Program and Student Success Indicators* (provided by PRIE for each program) and the goals stated in your most recent Program Review, please identify any key successes and challenges.

WSCH, FTES, LOAD for the Dental Assisting Program

<u>Fall Term</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
WSCH	777.6	992.53	987.11
FTES	25.9	33.1	32.9
LOAD	339	411	416
Retention %	90%	97%	94%
Success %	81%	93%	90%
<u>Spring Term</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
WSCH	396.5	527.36	510.67
FTES	13.2	17.6	17
LOAD	226	267	254
Retention %	97%	98%	98%
Success %	97%	97%	94%

The Dental Assisting program has shown continued growth. The Program is showing a growth rate that is expected to increase with the coming year. In order to continue this positive growth with students entering the program and following the programs ADA/CODA accreditation ratio of 1 instructor to 10/15 students per lab and 1 to 6 students in radiology labs, we are having to open the adjunct pool again to recruit highly qualified instructors to maintain our high standard reflected on the retention and success rate of our program. This is our challenge at this time.

The Dental Assisting Program has no prerequisites to enroll and often encounters students that are unsure of the commitment needed or unfamiliar with the college life experience which may result in attrition of students in the spring term not seen in the fall term. The program attracts a broad variety of students many adult learners. The economic downturn has caused many people to re-enter the workforce. The programs level of cultural diversity is plentiful resulting in a rich and rewarding experience. Our retention rates in both

fall and spring term give an example of the dedicated faculty and the continual commitment the program has.

3. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reasons.

The Dental Assisting Program has met its goals identified for itself in the last program annual review from spring of 2009. With the move into the new facility there have been numerous improvements with the increased space and new updated equipment. The Program was able to implement many of the new changes in Dental Assisting regulations in the State of California. The program is still in need of some equipment that has not been obtained as of yet, obtaining this equipment is a program goal.

4. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.).

The Dental Assisting Program has identified several new goals for the coming year.

1. Responding to the recommendations from the Commission of Dental Accreditations (CODA) site visit.
  2. To hire a new full time director/instructor position this is essential to the success of the program and to be compliant ADA/CODA Accreditation.
  3. Curriculum changes and course scheduling changes as needed.
  4. Acquiring a dental chariside oral scanner. In continuing to be in compliant with the State of California Dental Assisting regulations that have recently changes, acquiring a chariside oral scanner is the program's goal.
5. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

The critical issue the Dental Assisting program expects to face in the coming year is the shortage of dental assisting instructors. With faculty preparing for retirement in the next few years it will be critical that recruiting new faculty or promoting current dental assistant to look at teaching as a career option.

#### **6. STUDENT LEARNING OUTCOMES (SLOs) AND ASSESSMENT FOCUS FOR THIS YEAR:**

- a. Academic areas: Identify at least one course SLO on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.
  1. SLO: Demonstrate the ability to place a temporary sedative dressing for tooth #19 while using a Tofflemire matrix system.
  2. Assessment method: Competency from Modern Dental Assistant Student workbook. Success criteria 75% pass rate

3. Method of reflection: This is a function for the California Dental Assistant State Board exam. The results will demonstrate our success and documentation will be determined through the pass rate on the board exam.

b. Student services areas: TBD

7. **SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS**

*(Data resources: Educational Master Plan, 2008 (EMP); Data Updates to EMP, 2011-12; Institutional Priorities, 2008-2011; 5 & 5 College Strategies; College Index, 2008/9-2011/12; GE-SLOs; SLOs; other institutional data; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)*

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.\* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

\*Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
<p>Director/Instructor of Dental Assisting Per CODA guidelines, the Dental Assisting Program must have a Director. The previous director has resigned and CSM is in the process of identifying a full-time temporary Director until a permanent person can be hired. The full time temporary person will be in place fall, 2012 and during the fall 2012-2013 academic year the college anticipates hiring a permanent person. The director is responsible for establishing the 2 year cycle for course outline update, and ensuring that faculty get their course outlines current. In addition, the director will make sure that there is a schedule for assessment of all</p>	<p>Granted, the program will be in compliance with ADA/CODA accreditation. / Not granted program will not be in compliance</p>	<p>All course level SLOs have been assessed</p>

SLOs in each course and, again, that the assigned faculty assess students and enter the outcomes information into TracDAT.		
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Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
N/A	N/A	N/A

- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
<b>Item:</b> CEREC CAD/CAM digital impressing system(COS) Computerized Oral Scanner <b>Number:</b> None at this time <b>Vendor:</b> Paterson Dental Supply <b>Unit price:</b> Input text here. <b>Total Cost:</b> \$25,000.00 <b>Status*:</b> New	The expected outcome if granted is the program will compliant with the Dental Board of California regulation BPC 1752.4, to obtain intraoral images for computer-aided design (CAD), milled restorations.	N/A

\*Status = New, Upgrade, Replacement, Maintenance or Repair.

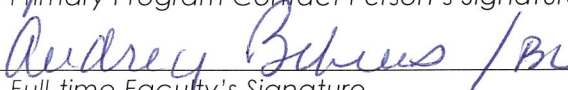
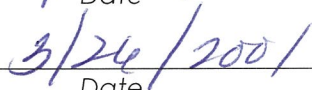
## 8. PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this Annual Update for Program Review and Planning evaluation:

Please list the department's Annual Update for Program Review and Planning report team as appropriate:

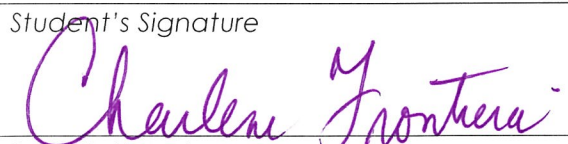
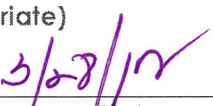
Primary program contact person: Beth LaRochelle  
Phone and email address: laroquelleb@smccd.edu  
Full-time faculty: Audrey Behrens  
Part-time faculty:  
Administrators: Charlene Frontiera Ph.D. Dean Math/Science Division  
Classified staff:  
Students:

  
Primary Program Contact Person's Signature   
Date

  
Full-time Faculty's Signature   
Date

Part-time Faculty's Signature Date  
(as appropriate)

Classified Staff Person's Signature Date  
(as appropriate)

Student's Signature Date  
(as appropriate)  
  
Dean's Signature   
Date

**Annual Program Review  
RESOURCES FOR SUPPORTING DOCUMENTATION**

**This section contains a listing of sources for data and key documents referred to in this *Annual Update* along with other resources. Contact information for relevant people is also included.**

**Academic Senate**

<http://www.collegeofsanmateo.edu/academicsenate/>

Contact: [csmacademicsenate@smccd.edu](mailto:csmacademicsenate@smccd.edu)

James Carranza, Academic Senate President, [carranza@smccd.edu](mailto:carranza@smccd.edu), (650) 574-6568

**College Catalogs and College Class Schedules are archived online:**

<http://collegeofsanmateo.edu/schedule/archive.asp>

**Course Outlines are found at:**

<http://collegeofsanmateo.edu/articulation/outlines.asp>

**Committee on Instruction**

<http://collegeofsanmateo.edu/committeeoninstruction/>

Contact: Teresa, Morris, [morrist@smccd.edu](mailto:morrist@smccd.edu), (650) 574-6617.

**Program Review Resources** (includes forms, data, and completed program reviews for both instructional and student services program review)

Note: PRIE has a new website as of 2/15/2012; Program Review resources will temporarily be housed at "old" site as we make the transition to a new site:

[http://collegeofsanmateo.edu/prie/program\\_review/program\\_review.php](http://collegeofsanmateo.edu/prie/program_review/program_review.php)

*Core Program and Student Success Indicators* (See links for "Quantitative Data for Instructional Programs")

*Distance Education Program Review Data*

*Glossary of Terms for Program Review*

*Listing of Programs Receiving Program Review Data from PRIE*

*Rotation Schedule for Instructional Program Review, 2008-2014*

[http://collegeofsanmateo.edu/prie/program\\_review/program\\_review.php](http://collegeofsanmateo.edu/prie/program_review/program_review.php)

**Office of Planning, Research, and Institutional Effectiveness (PRIE)**

(Note: PRIE has a new website as of 2/15/2012; the URL will remain the same.)

<http://collegeofsanmateo.edu/prie/>

Contact: John Sewart, Dean, [sewart@smccd.edu](mailto:sewart@smccd.edu), (650) 574-6196

Contact: Milla McConnell-Tuite, Coordinator, [mccconnell@smccd.edu](mailto:mccconnell@smccd.edu), (650) 574-6699

**At PRIE Website**

*College Index, 2008/9-2011/12,*

<http://collegeofsanmateo.edu/institutionalresearch/collegeindex.asp>

*Educational Master Plan, 2008,* <http://collegeofsanmateo.edu/prie/planningdocs.asp>

*Educational Master Plan, Data Updates, 2011-12*

<http://collegeofsanmateo.edu/institutionalresearch/>

*Institutional Priorities, 2008-2011*

<http://collegeofsanmateo.edu/prie/planningdocs.asp>

*Five in Five College Strategies,* <http://collegeofsanmateo.edu/prie/planningdocs.asp>

**Student Learning Outcomes (SLOs) website:**

<http://www.collegeofsanmateo.edu/sloac/>

Contact: David Locke, SLO Coordinator, [Locke@smccd.edu](mailto:Locke@smccd.edu), (650)574-6624

Also see PRIE site for SLO assessments' support: <http://collegeofsanmateo.edu/prie/slos.asp>