INSTRUCTION PROGRAM REVIEW: SPRING 2013 SUBMISSION CYCLE

Program Name: Dental Assisting
Faculty Contact: Beth LaRochelle

Academic Year: 201X- 201X
Program Review Submission Date: 03/22/13

I. 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 aboard. 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.

II. Summary of Student and Program Data

   A. *Student Learning Outcomes Assessment*

The SLO's for the dental assisting program are up to date and current. There are no trends or areas of needed improvement.

   B. *Student Success Indicators*

   1. Review Student Success and Core Program Indicators and discuss any differences in student success indicators across demographic variables. Also refer to the College Index and other relevant sections of the Educational Master Plan: Update, 2012, e.g., Student Outcomes and Student Outcomes: Transfer. Basic Skills programs should also refer to ARCC data.

   The Student Success indicators are consistent in the Dental Assisting Program across demographic variables.

   2. Discuss any differences in student success indicators across modes of delivery (on-campus versus distance education). Refer to Delivery Mode Course Comparison.

   The Dental Assisting Program mode of delivery is only on-campus at this time. Our success indicators do not include distance education because it is not applicable to our program at this time.

   C. *Program Efficiency Indicators. Do we deliver programs efficiently given our resources?*

   Summarize trends in program efficiency as indicated in the Student Success and Core Program Indicators (LOAD, Full-time and Part-Time FTEF, etc.).

   WSCH, FTES, LOAD for the Dental Assisting Program

Fall Term	2008	2009	2010
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%

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Spring Term	2009	2010	2011
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%

D. Course Outline Updates

Review the course outline update record**.** List the courses that will be updated in the next academic year. For each course that will be updated, provide a faculty contact and the planned submission month. See the Committee on Instruction website for course submission instructions. Contact your division's COI representatives if you have questions about submission deadlines. Career and Technical Education courses must be updated every two years.

Courses to be updated	Faculty contact	Submission month
DENT 647 Dental Assisting Cooperative Work Experience	Beth LaRochelle	May 2013
Dent 716 Dental Office Procedures	Beth LaRochelle	May 2013
Dent 721Dental Materials I	Beth LaRochelle	May 2013
Dent 722 Dental Materials II	Beth LaRochelle	May 2013
Dent 731Dental Science I	Beth LaRochelle	May 2013
Dent 732 Dental Science II	Beth LaRochelle	May 2013
Dent 735 Communication in Allied Health Professions	Beth LaRochelle	May 2013
Dent 740 Chairside Assisting I	Beth LaRochelle	May 2013
Dent 742 Chairside Assisting II	Beth LaRochelle	May 2013
Dent 743 Coronal Polish	Beth LaRochelle	May 2013
Dent 744 Dental Sealants	Beth LaRochelle	May 2013
Dent 749 Preclinical Dental Science Lab	Beth LaRochelle	May 2013
Dent 751 Dental Clinic	Beth LaRochelle	May 2013
Dent 763 Dental Radiology	Beth LaRochelle	May 2013

E. Website Review

Review the program's website(s) annually and update as needed.

Faculty contact(s)	Date of next review/update
Beth LaRochelle/Caryn Goldman, Instructional Aide.	As needed
	Tab to add rows

F. *Additional Career Technical Education Data – CTE programs only. (This information is required by California Ed. Code 78016.)*

1. Review the program's [Gainful Employment Disclosure Data](#), [External Community](#), and other institutional research or labor market data as applicable. Explain how the program meets a documented labor market demand without unnecessary duplication of other training programs in the area. Summarize student outcomes in terms of degrees, certificates, and employment. Identify areas of accomplishment and areas of concern.

    Dental Assisting as an occupational program has projections of employment increase of 14% in the next coming five years.

2. Review and update the program's Advisory Committee information. Provide the date of most recent advisory committee meeting.

    The last dental assisting Advisory Committee meeting information was correct and was on

    November 8, 2012.

III. Student Learning Outcomes Scheduling and Alignment

A. *Course SLO Assessment*

    Explain any recent or projected modifications to the course SLO assessment process or schedule.

    No modifications in the SLO's to be scheduled at this time

B. *Program SLO Assessment*

    Explain any recent or projected modifications to the program SLO assessment process or schedule.

    No recent or projected modifications to the program at this time.

C. *SLO Alignment*

    Discuss how Course SLOs support Program SLOs. Discuss how Course and/or Program SLOs support Institutional/GE SLOs. Refer to [TracDat](#) related Program and Institutional SLO reports.

    The SLO's are based on Standards originated form the Commission on Dental Accreditation. The course content supports the student learning outcomes.

| IV. Additional Factors |

Discuss additional factors as applicable that impact the program, including changes in student populations, state-wide initiatives, transfer requirements, advisory committee recommendations, legal mandates, workforce development and employment opportunities, community needs. See Institutional Research as needed.

No additional factors at this time that are impacting the program

| V. Institutional Planning |

A. *Results of Plans and Actions*

Describe results, including measurable outcomes, from plans and actions in recent program reviews.

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.

B. *Program Vision*

What is the program's vision for sustaining and improving student learning and success during the *next six years*? Make connections to the College Mission and Diversity Statements, Institutional Priorities, 2008-2013, and other institutional planning documents as appropriate. Address trends in the SLO assessment results and student success indicators and data noted in Section II. Summary of Student and Program Data.

[*Note*: CTE programs must address changes in the context of completion and employment rates, anticipated labor demand, and any overlap with similar programs in the area as noted in Sections II.F.1 and II.F.2.]

[*Note*: Specific plans to be implemented in the *next year* should be entered in Section V.C.]

The vision for the Dental Assisting Program is to continue with the high level of education and Dental Assisting training our students receive. The employment trends are increasing and over the next 6 years we don't see that changing. Our focus is to continue to be current in the industry changes as well as the industry standards.

1. To guide future faculty and staff development initiatives, describe the professional enrichment activities that would be most effective in carrying out the program's vision to improve student learning and success.

Faculty will need to be current in the field of dentistry and as well has had teaching methodology. I believe professional enrichment in the topic of leadership and classroom management as well as pedagogy will be beneficial. Cultural communication is also something faculty needs to become more aware of.

2. To guide future collaboration across student services, learning support centers, and instructional programs, describe the interactions that would help the program to improve student success.

Communication with student services and expectations for students would be a bridge of collaboration. Many of the dental Assisting students are adult learners and are not familiar with all the services available to them. This is covered and introduced to the students on orientation in the spring for following fall.

3. To guide the Institutional Planning Committee (IPC) in long-range planning, discuss any major changes in resource needs anticipated in the *next six years*. Examples: faculty retirements, equipment obsolescence, space allocation. Leave sections blank if no major changes are anticipated. Specific resource requests for the next academic year should be itemized in Section VI.A below.

Faculty:
The critical issue the Dental Assisting program expects to face it 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.

Equipment and Technology:
Long range planning will be to replace out dated equipment and software. The current equipment is just on the cusp of being out dated. Working in a constantly changing field we must keep our students current to be competitive in the current market. One thing we need is a CAD/CAM digital imprisoning system(COS) computerized oral scanner

Instructional Materials: N/A

Classified Staff: N/A

Facilities: N/A

C. *Plans and Actions to Improve Student Success*

Prioritize the plans to be carried out next year to sustain and improve student success. Briefly describe each plan and how it supports the Institutional Priorities, 2008-2013. For each plan, list actions and measurable outcomes.

Plan 1-

Title:

Dental Assisting Program

Description

Increase our retention and lessen the attrition rate.

Action(s)	Completion Date	Measurable Outcome(s)
Enrollment process	Spring 2014	Expected zero attrition
Develop new classes to address changes in Patient population for the employment sector	Fall 2014	Students increase cultural awareness, conflict resolution and elder care
4T		4T

Plan 2

Title:

N/A

Description

Action(s)	Completion Date	Measurable Outcome(s)
N/A		4T
4T		4T

For additional plans, cut/paste from above and insert here. Or add an additional page. Number your additional plans accordingly.

[Note: Itemize in Section VI.A. Any additional resources required to implement plans.]

VI. Resource Requests

A. *Itemized Resource Requests*

List the resources needed for ongoing program operation and to implement the plans listed above.

Faculty

Full-time faculty requests (identify specialty if applicable)	Number of positions

N/A	Tab to add rows

Complete Full-Time Faculty Position Request Form for each position.

Description of reassigned or hourly time for prioritized plans	Plan #(s)	Cost
N/A		

Equipment and Technology

Description (for ongoing program operation)	Cost
N/A	

Description (for prioritized plans)	Plan #(s)	Cost
N/A		

Instructional Materials

Description (for ongoing program operation)	Cost
N/A	

Description (for prioritized plans)	Plan #(s)	Cost
N/A		

Classified Staff

Description (for ongoing program operation)	Cost
N/A	

Description (for prioritized plans)	Plan #(s)	Cost
N/A		

Facilities

For immediate or routine facilities requests, submit a CSM Facility Project Request Form.

Description (for prioritized plans)	Plan #(s)	Cost
N/A		

B. Cost for Prioritized Plans
Use the resources costs from Section VI.A. above to provide the total cost for each plan.

Plan #	Plan Title	Total Cost
1	N/A	
2		
	For additional plans, add rows and number accordingly.	