



Annual Update
Approved 9/2/08 Governing Council

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to you Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

Dental Assisting Program, Math/Science Division

2. List the names of everyone who participated in developing this annual update.

Colleen Kirby-Banas, CDA, RDAEF, BS
 Program Director and Associate Professor
 Dental Assisting Program, College of San Mateo

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

WSCH, FTES, LOAD for Dental Assisting Program:						
FALL	2002	2003	2004	2005	2006	2007
WSCH:	798	1034	856	1020	898	865
FTES:	2.15	2.11	2.10	34	29.9	28.8
LOAD:	372	489	408	466	403	379
SPRING	2003	2004	2005	2006	2007	2008
WSCH:	343	476	486	599	511	400.51
FTE:	1.25	1.43	1.41	14.6	12.8	13.4
LOAD:	274	334	345	346	311	239

Overall, the Dental Assisting Program has experienced growth over the years with a slight decline in enrollment the past two years. Dental Assisting has a history of enrollment fluctuations; therefore, the Program has attached the above table of data from previous program reviews to exhibit that

trend. The table also includes the most recent data provided by the College. During certain semesters, such as Fall 2003 and 2005, when the demand was over normal capacity of the Program, faculty accepted additional students. In order to do so, a short-term instructional aide position was added to the Program to keep the required student/teacher ratios at an appropriate level in lab classes. Due to the increase in the number of students and the consistent FTE, LOAD had also risen during most of this time period. Because the program is required to have one instructor for every 10 or 15 students, the LOAD will never reach high efficiency levels. Despite this limitation, the program has been attracting students while producing qualified dental assistants for the community.

The Dental Assisting Program has no prerequisites to enrollment and often encounters students who are not prepared for the college atmosphere, who are experiencing many life issues or who do not maintain a successful grade point average to continue into the Spring Semester. Despite these challenges, the program maintains a retention rate of 91-95% and a success rate of 83-93% in the Fall semesters; and a 95-100% retention rate and a 100% success rate in the Spring semesters. The Program firmly believes enrollments will increase in the next several years, but is still limited on the number of students that can be enrolled due to the Program's ADA/CODA Accreditation ratios.

4. 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 reason.

The Dental Assisting Program has met the goals identified for itself in the last full Program Review from Fall of 2007. The Program was able to hire a new full time director/instructor position which is essential to the success of the program and to ADA/CODA Accreditation. Additionally, the program acquired some much needed updated equipment and converted the lecture room/clinical area into a semi-SMART classroom. The Program and its faculty are thrilled with the improvements. The Program has continued to secure multiple grants for additional programmatic support.

5. 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 this next year. Dental Assisting regulations in the State of California have recently changed; therefore additional duties are now required to be taught through approved RDA programs. Along with the requirements for teaching these new duties, comes the need for acquiring additional equipment and/or supplies to provide competent instruction in a comprehensive, efficient manner. The Program has identified the acquisition of these new pieces of equipment and/or supplies as a goal and has begun fulfilling this goal already with grant monies.

An additional goal of the Program is to continue to secure funding from several Grants, such as, but not limited to: VTEA Grant, San Mateo County Dental Society Grant, Allied Health Program Grant, and the Trustee's Grant. The Dental Assisting Program has been awarded these grants in this last year and hopes to continue receiving these monies as it is very beneficial to Program improvement and student practical ("hands-on") training.

The most exciting goal for the Program is the future move into the new Allied Health Programs Bldg, Bldg 5N. The Program is looking forward to this new facility with much anticipation. Our current facility is no longer functional for the purposes of teaching a modern Dental Assisting curriculum.

The Dental Assisting Program Director is assembling a proposal and implementation plan for a Dental Assisting Continuing Education Program to begin shortly after the Program is settled in the new Allied Health and Wellness building, Bldg. 5N. The Director knows this is a need of the community and hopes to have a plan to present within the next several months.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

The most critical issue the Dental Assisting Program expects to face is the move into the new facility as well as the implementation of the new Dental Hygiene Program. Welcoming a new program along with a move will have its challenges. There are always challenges the first time through a process. The Program believes acknowledging these challenges, identifying an action plan to deal with the challenges, and making adjustments to be the key to such an endeavor. The Dental Assisting Program plans to maintain a positive attitude and a team work mentality. Together everyone accomplishes more.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

The Dental Assisting Program has identified both course level SLO's and certificate level SLO's. The Program has begun the assessment cycles for the SLO's in each course offered in each semester. The Program has attached the SLO(s) for each course that have been and/or will be assessed for the 2008-2009 Academic year to this Program Review document. The Program has been documenting the assessments in the template provided by the College.

Fall Semester Courses - 2008

DENT 716: 2 SLO's assessed

Spring Semester Courses - 2009

DENT 722: 2 SLO's to be assessed

DENT 721: 2 SLO's assessed	DENT 732: 2 SLO's to be assessed
DENT 731: 2 SLO's assessed	DENT 742: 2 SLO's to be assessed
DENT 735: 2 SLO's assessed	DENT 743: 2 SLO's to be assessed
DENT 740: 2 SLO's assessed	DENT 647: 2 SLO's to be assessed
DENT 749: 2 SLO's assessed	DENT 763: 2 SLO's to be assessed
DENT 751: 2 SLO's assessed	
DENT 763: 2 SLO's assessed	

Please see detailed documentation of the SLO's at the end of this Program Review Document.

b. Student services areas: TBD

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8. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS (*Data resources: Educational Master Plan, GE-SLOs, SLOs; 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.
None at this time	N/A	N/A

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.
None at this time	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	If applicable, <u>briefly</u> indicate how the requested resources will link to
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	Granted	achieving department action steps based on SLO assessment.
No requests at this time. Please see attached explanation.	N/A	N/A

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

Colleen Kirby-Banders, CDA, RDAEF, BS, MS

Primary faculty contact

Date 03-20-09

Additional faculty

Date

Additional faculty

Date

Dental Assisting Fall Courses - Detailed SLO Assessment information -Program Review Annual Update 2008-2009

Course Name: Dent 716 Dental Office Procedures

Course Mission/Purpose: to educate the student in the business administration of the front dental office.

Step 1. Student Learning Outcome(s) Defined (what students will learn, know, do or value at course end)	Step 2. Assessment Tool/ Measurement Instrument (identify methodology or tool for collection of evidence of learning e.g., pre/post tests, surveys, papers, anecdotal evidence, etc.)	Step 3. Assessment of SLO(s) (what were the assessment tool results e.g., raw data, scores, etc.?)	Step 4. Timelines/ Term Assessed (list dates when assessment tool will be administered and assessment data will be collected and analyzed)	Step 5. Analyze/Evaluate Assessment Results (identify who will review and analyze data from tests, surveys, etc. What do the measurement results reveal in relation to the learning outcome?)	Step 6. Recommendation/ Action (using assessment results and analysis, what changes, if any, will be made to instruction methodologies or SLO assessment design? Or if SLO results positive, will a new SLO be identified?)
SLO #1: Schedule the patients for their anticipated procedures legibly on a paper & computerized appointment book	Competency: mock scheduling assignment in lab	85% assessment tool result	December 2008	Course instructor reviewed and analyzed data The measurement results reveal that the students need more exposure to this SLO.	The instructor will incorporate additional scheduling assignments both in lab on the computer software and in class with written exercises. The SLO will continue to be assessed.
SLO #2: Demonstrate an understanding of four legal & ethical issues in the dental business office	Question #3, 5, 6 & 7 on Fall Final Examination	85% assessment tool result	December 2008	Course instructor reviewed and analyzed data The measurement results reveal that the students require more exposure to this SLO.	The instructor will continue to implement role playing situations and real life situations to the students. A review of ethical and legal key terms will be added. The SLO will continue to be assessed.

Course Name: Dent 721 Dental Materials I

Course Mission/Purpose: to educate the student in the various uses and manipulation of dental cements, liners, & impression materials.

SLO #1: Demonstrate the proper use of a dental tofflemire retainer & matrix band	Competency on the use of the tofflemire retainer & matrix band from Modern Dental Assisting Student Workbook	100% ending pass results	Oct - Dec 2008 Data will be collected and analyzed ASAP	Course instructor analyzed data Per ADA accreditation standards, the students demonstrated a competency of this skill. Continual practice during the semester is needed for the student to understand, comprehend, and master this technique.	Instructor has determined that continual practice makes this a successful SLO. This SLO will continue to be assessed in the future due to ADA accreditation standards and guidelines.
SLO #2: Demonstrate procedures and outcomes of a competent alginate impression	Question from final exam regarding a proper alginate impression technique	100% ending pass results	December 2008 Data will be collected and analyzed immediately.	Course instructor analyzed data Per ADA accreditation standards, the students demonstrated a competency of this dental material	Instructor has determined that continual practice makes this a successful SLO. This SLO will continue to be assessed in the future due to ADA accreditation standards and guidelines.

Course Name: Dent 731 Dental Science I

Course Mission/Purpose: to educate students in the foundations of the science of dentistry

SLO #1: Define & label the landmarks of the face and oral cavity	In class Quiz administered to students. Students labeled a blank picture of the face & oral cavity and answered questions regarding definitions of the landmarks.	Overall class average of 98% pass result	Fall 2008 Data will be analyzed in December.	Instructor analyzed data. The measurement results reveal the students had a firm understanding of the landmarks of the face and oral cavity.	In the future, the instructor will use additional visual aids, continually review to enhance memorization of key words, & offer more practice exercises. This SLO will continue to be assessed each Fall due to ADA accreditation standards & guidelines.
SLO #2: Describe the processes of Oral Embryology & Oral Histology	Question from block test on subject matter	Overall class average of 98% pass result	Fall 2008 Data will be analyzed by end of December 2008	Instructor analyzed data. The measurement results reveal the students firmly demonstrated the ability to describe the processes of Oral Embryology & Oral Histology.	In the future, the instructor will use additional visual aids, continually review to enhance memorization of key words, & offer more practice exercises. This SLO will continue to be assessed each Fall due to ADA accreditation

Course Name: Dent 735 Communications in Allied Health Professions

Course Mission/Purpose: to prepare the student for working with diverse patients and co-workers; strategies for working on a team.

SLO #1: Identify & utilize verbal & non-verbal communication skills	Role playing situations in class setting with instructor observations and input.	100% assessment tool results	December of Fall 2008	Instructor analyzed data results. The measurement results reveal a successful learning outcome for the students.	Instructor will continue to assess this SLO next Fall in accordance with ADA accreditation standards and guidelines. Instructor will continue to utilize current teaching methodologies next Fall.
SLO #2: Demonstrate ability to utilize active listening with patient	In Class assignment with partner using active listening techniques with instructor observations	100% assessment tool results	December of Fall 2008	Instructor analyzed data results. The measurement results reveal a successful learning outcome for the students.	Instructor will continue to assess this SLO next Fall in accordance with ADA accreditation standards and guidelines. Instructor will continue to utilize current teaching methodologies next Fall.

Course Name: Dent 740 Chairside I

Course Mission/Purpose: to prepare student for a career in Clinical dental assisting with skills and techniques

SLO #1: Demonstrate ability to identify & assemble anesthetic materials & syringes	Competency from Modern Dental Assisting Student Workbook on anesthetic materials & syringe assembly	95% assessment tool results	November 2008	Instructor of course reviewed & analyzed data The measurement results reveal a successful student learning outcome.	This skill is taught in multiple courses within the program. More repetition along with additional labeling exercises will be offered to the students. This SLO will continue to be assessed in accordance with ADA accreditation standards and guidelines.
SLO #2: List the steps in the 5 main dental procedures, amalgam, Anterior Composite, Posterior Composite, Crown & Bridge, & Endo	Second section on Fall Final is dedicated to placing procedure steps in correct order. Will use this section to assess this SLO	95% assessment tool results	December 2008 following Dent 740 Fall Final	Instructor of course reviewed & analyzed data. The measurement results reveal a successful student learning outcome.	The instructor will continue to offer weekly review quizzes of each procedure along with additional worksheets based on placing the procedure steps in the correct sequence. This SLO will continue be assessed due to ADA guidelines

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Course Name: Dent 749 Pre-Clinical Dental Science Lab

Course Mission/Purpose: to prepare the student for clinical practice at local dental schools

SLO #1: Demonstrate correct instrument exchange technique for four handed dentistry	Competency from Modern Dental Assisting Student Workbook	100% assessment tool results	September 2008	Courses Instructors reviewed and analyzed the data together The measurement results reveal a successful student learning outcome	The instructors have decided to introduce this skill earlier to allow the students more time to practice. This SLO will continue to be assessed in accordance with ADA accreditation standards and guidelines.
SLO #2: Demonstrate the ability to successfully assemble the local anesthetic syringe	Competency from Modern Dental Assisting Student Workbook	100% assessment tool results	September 2008	Course Instructor reviewed and analyzed the data together The measurement results reveal a successful student learning outcome.	This SLO will continue to be assessed in accordance with ADA accreditation standards and guidelines.

Course Name: Dent 751 Dental Clinic I

Course Mission/Purpose: to give students assisting experience at the chair prior to internship rotations in the Spring

SLO #1: Demonstrate the ability to assemble the local anesthetic syringe in a patient specific procedure, taking into account patient health history & procedure.	Patient scenario given during Clinic Practical; instructor will observe student choices and evaluate	70% assessment tool results	December 2008	Course Instructors analyzed data together The measurement results reveal a SLO that needs to be emphasized more in this particular course.	The instructors have decided to incorporate a review day prior to practical clinical testing of these various skills. The instructors will continue to evaluate the SLO in the same patient scenario as it allows the student to make critical decisions regarding patient needs based on medical history.
SLO #2: Demonstrate the ability to properly place HVE suction tip on Dexter	Simulation of dentist and assistant working together; instructor will observe student placement and evaluate	93% assessment tool result	December 2008	Course Instructors analyzed data together The measurement results reveal a successful SLO.	The instructors have decided to incorporate a review day prior to practical clinical testing of these various skills. The instructors will continue to evaluate the SLO in the simulation situation.

Course Name: Dent 763 Dental Radiology (Fall & Spring)

Course Mission/Purpose: to educate the student in concepts of dental radiology, radiation safety, and California Licensure

SLO #1: Demonstrate an understanding of the various uses of dental radiographs	Chapter 1 Quiz: Question #2	76% assessment tool result	Fall 2008	Course instructor reviewed and analyzed the data. The measurement results reveal this SLO needs to be emphasized more during the semester.	Instructor will incorporate additional assignments regarding this SLO such as worksheets and additional review on topic in class and labs. This SLO will continue to be assessed per ADA accreditation standards and California Law.
SLO #2: Describe the biological effects of radiation exposure on the human body	Chapter 13 Quiz: Question #1	75% assessment tool result	Fall 2008	Course instructor reviewed and analyzed the data. The measurement results reveal this SLO needs to be emphasized more during the semester.	Instructor will spend more time on this SLO in Chap 13 lecture and incorporate another question on this topic on the Chap 13 worksheet. This SLO will continue to be assessed per ADA accreditation standards and California Law.

Dental Assisting Spring Courses - Detailed SLO Assessment information -Program Review Annual Update 2008-2009

Course Name: Dent 722 Dental Materials I

Course Mission/Purpose: to further educate the student in the uses and manipulation of dental materials.

SLO #1: Demonstrate the ability to fabricate custom bleach trays	Competency from Modern Dental Assisting Student Workbook	To be Determined	Spring 2009 Data will be collected and analyzed by the end of May 2009.	The course instructor and program director will analyze the data together To Be Determined	To be Determined
SLO #2: Demonstrate the ability to fabricate a custom provisional restoration for tooth #8	Competency from Modern Dental Assisting Student workbook Instructor Eval Sheets Mock RDA State Board Practical	To be Determined	Spring 2009 Data will be collected and analyzed by the end of May 2009.	The course instructor and program director will analyze the data together To Be Determined	To be Determined

Course Name: Dent 732 Dental Science II

Course Mission/Purpose: to further educate the student in dental anatomy, structure, and the sciences of dentistry.

SLO #1: Demonstrate the ability to use the three dental numbering systems.	Practical quiz on each system	To be Determined	May 2009 Data will be collected and analyzed in May 2009	Program Director and Instructor will analyze data together To Be determined	To be Determined
SLO #2: Locate the major salivary glands, paranasal sinuses, & major lymph nodes of the body	Matching section on first in class test	To be Determined	May 2009 Data will be collected mid semester and analyzed immediately	Program Director and Instructor will analyze data together To Be determined	To be Determined

Course Name: Dent. 742 Chairside II

Course Mission/Purpose: to educate students further in more highly skilled chairside procedures and tasks.

SLO #1: Demonstrate the ability to describe each of the eight dental specialties	Definition question from each of the 8 Specialty Block Tests thru the semester	To Be Determined	Spring 2009 Data will be collected thru out the semester and analyzed by the end of May 2009.	The course instructor will analyze the data. To Be Determined	To Be Determined
SLO #2: Demonstrate the ability to identify specialized instrumentation for each of the eight dental specialties	Lab Practicals on each Specialty regarding instrumentation Student will identify which specialty the instrumentation matches; then identify the name & describe one function the instrument performs.	To Be Determined	Spring 2009 Data will be collected thru out the semester and analyzed by the end of May 2009	The course instructor will analyze the data. To Be Determined	To Be Determined

Course Name: Dent 743 Coronal Polish

Course Mission/Purpose: to teach students how to polish within the oral cavity to remove plaque and staining

SLO #1: Identify the difference between a prophylaxis and a coronal polish	Question on Coronal Polish Examination	To be Determined	Spring 2009 Data will be collected and analyzed in March 2009.	The course instructor and director will review and analyze the data together. To be Determined	To be Determined
SLO #2: Demonstrate the ability to identify the indications and contraindications of performing a coronal polish procedure.	Question on Coronal Polish Examination	To be Determined	Spring 2009 Data will be collected and analyzed in March 2009.	The course instructor and director will review and analyze the data together. To be Determined	To be Determined

Course Name: Dent 647 Dental Assisting Clinical Internship

Course Mission/Purpose: to educate students thru hands on experience in dental offices.

SLO #1: Demonstrates the ability to communicate professionally & effectively with patients and the dental team	Dentist will evaluate student using CSM evaluation forms at the end of each 8 week rotation	To be Determined	Spring 2009 Data will be collected twice during semester, mid March and mid May. Data will be analyzed in May	The course instructor and program director will analyze the data together. To be Determined	To be Determined
SLO #2: Demonstrates the ability to assist properly at the chair.	Dentist will evaluate student using CSM evaluation forms at the end of each 8 week rotation	To be Determined	Spring 2009 Data will be collected twice during semester, mid March and mid May. Data will be analyzed in May	The course instructor and program director will analyze the data together. To be Determined	To be Determined

Course Name: Dent 763 Dental Radiology (Fall & Spring)

Course Mission/Purpose: to educate the student in concepts of dental radiology, radiation safety, and California Licensure

SLO #3: Explain the basic principle of the paralleling technique	Chapter 2 Quiz: Question #1	To Be Determined	Spring 2009 Data will be collected and analyzed prior to the end of the spring semester	Course instructor will review and analyze the data. To Be Determined	To Be Determined
SLO #4: Expose a 20 film Full Mouth X-ray Survey (FMX) on a live patient within 45 minutes with fewer than 5 retakes.	Competency on exposing a FMX	To Be Determined	Spring 2009 Data will be collected and analyzed prior to the end of the spring semester	Course instructor will review and analyze the data. To Be Determined	To Be Determined

Explanation Attachment for Section 8

In Fall of 2007, at the last full Program Review, the programs within the Math/Science Division were very generous to the Dental Assisting Program; especially given the fact the program was new to their Division. The Dental Assisting Program, as was decided collectively, was given priority above the obvious needs of the other programs in the Division. After several years of neglect, the Dental Assisting Program had such critical needs that the Program could not have continued operating as it had been much longer. Our needs were met and improvements were made thru the Program Review process. Therefore, based on the above history, the Dental Assisting Program is making no faculty or equipment requests for two specific reasons. The first reason is the Dental Assisting Program will be moving into a new facility/building shortly and are not quite sure what the exact needs will be until we are closer to the actual move date. The Dental Assisting Program Director does not feel that any further improvements to the existing Dental Assisting Program facility should be made at this time with a move so imminent. The second reason is the Program would like one of the other departments in the Math/Science Division to benefit from and have their needs met by this process. The Dental Assisting Program continues to thank the Math/Science Division for their generous support.

