

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name Dental Assisting Academic Year 2022/2023

1. Has your program mission or primary function changed in the last year?

The current mission statement reflects the values of the faculty in the dental assisting program.

To educate our students through a process that develops their powers of reasoning and judgment for the purpose of synthesizing knowledge. To train our students by imparting technical skills and proficiencies through drills and specific exercises. To inspire our students to excel in their chosen profession through skilled workmanship and scholarship.

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

- Course review was approved in Fall of 2022.
- Theory courses have been approved to be taught in a hybrid format.
- We partnered with the writing center to have a learning specialist join DA 310 orientation class. Study skills, testing strategies, notetaking, scheduling were discussed. I believe this helped with our high retention and pass rate this year. I hope to be able to repeat this during the Fall 2022 Orientation class.
- Budget augmentation is needed to stay in alignment with student supply requirements. In accordance with the budget guidelines for student fees the program will no longer be charging students for disposable materials. All disposable PPEs will be the institution's responsibility to purchase.
- A budget augmentation is forthcoming. The change will take place in Spring Of 2024.

Learning Outcomes Assessment

a. Please summarize key results from this year's assessment.

Program Learning outcomes and Student Learning outcomes were approved in the Fall 2022 semester.

We have scheduled a training session with our SPOL representative to train the Dental Assisting faculty on May 4, 2023. Instructors will begin the process of assessing their classes.

Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

See Above.

- b. Please summarize recommendations and/or accolades that were made within the program/department.**

See Above.

Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning. N/A

New Program Learning Outcomes

The graduate of the associate in science in Dental Assisting will:

- Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State Board Exam and the Law and Ethics examination and gain employment as a Registered Dental Assistant.
- Practice assisting skills that demonstrate a working knowledge of infection control protocols.
- Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
- Complete requirements to obtain a certificate in pit and fissure sealants.
- Complete requirements to obtain a dental x-ray certificate.
- Complete requirements to obtain a coronal polishing certificate.
- Explain the purpose of the state Dental Practice Act.
- Model professional conduct and appearance and demonstrate behavior of the dental workplace.
- Assist in diagnostic and operative procedures by demonstrating general chair side skills.

- 3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?**

Yes, the public website is complete for both degree and associate degree pathways.

- 4. Were there any staffing changes?**

A new part time clinical instructor has been hired. She is a former student of the program and was also the dental assisting Instructional lab technician. We are proud to see her advance. Unfortunately, a dental assisting instructor was not chosen in the faculty prioritization process. This continues to limit our growth ability.

- 5. What were your program successes in your area of focus last year?**

- 96 % success rate and 98% retention rate for academic year 21/22
- Enrollment has improved and interest remains strong. This contrasts with both State and National trends. Nationally enrollment in Dental Assisting program has declined by 45%.

Success & Retention

Success % Retention %



		2017-18		2018-19		2019-20		2020-21		2021-22	
AHC	ALL	74%	88%	73%	88%	72%	82%	74%	88%	71%	86%
Grand Total		99%	100%	97%	100%	86%	92%	99%	99%	96%	98%
DA310	ALL	100%	100%	96%	96%	100%	100%	100%	100%	100%	100%
DA314	ALL	92%	100%	100%	100%	96%	96%	100%	100%	85%	95%
DA317	ALL	96%	100%	100%	100%	96%	96%	92%	96%	90%	95%
DA318	ALL	100%	100%	100%	100%	96%	96%	96%	96%	95%	95%
DA319	ALL	96%	100%	100%	100%	96%	96%	100%	100%	95%	95%
DA320	ALL			100%	100%	96%	96%	100%	100%	95%	95%
DA325	ALL	100%	100%	100%	100%	96%	96%	100%	100%	100%	100%
DA326	ALL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
DA327	ALL	100%	100%	100%	100%	100%	100%	100%	100%	94%	100%
DA328	ALL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
DA329	ALL	100%	100%	100%	100%	87%		100%	100%	100%	100%
DA330	ALL	100%	100%	100%	100%	96%	96%	100%	100%	100%	100%
DA332	ALL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
DA348	ALL	100%	100%	100%	100%	96%	96%	100%	100%	100%	100%
DA380	ALL			62%	100%	16%	100%				
TOTAL	ALL	99%	100%	97%	100%	86%	92%	99%	99%	96%	98%

Years or Terms
Academic Year

Subject
DA

Course
All

Data Group
All

Group Detail
All

If DI detected:
Purple for Retention
Red for Success

Persistence
By Major

RETURN HOME

CTE two-year review of labor market data and pre-requisite review

6. Does the program meet documented labor market demand?

No, we are unable to keep up with the growing demand for Registered Dental Assistants.

There is high demand for continuing education courses in both Santa Barbara and San Luis Obispo counties. The dental assisting program website interest list validates the demand for additional training. Currently 500 students have signed up on the interest list. Program growth is not possible without a full-time instructor. The program has already expanded from 24-33 units and is feeling the strain. The addition of a hybrid dental assisting program could add an additional 10 units. The continuing education course-Infection Control in Dentistry is offered each semester to outside students. The class is filled and there is a waitlist.

In the next 3-5 years it is projected that 1/3 of the existing labor market will be retiring creating an even higher demand.

7. How does the program address needs that are not met by similar programs?

We offer the only approved 8-hour certification course for unlicensed dental assistants in Santa Barbara and San Luis Obispo counties.

8. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

Yes. Enrollment remains strong. The retention and success rate are consistently 96%-100%.

9. Have recommendations from the previous report been addressed?

I apply each year for faculty prioritization in hopes of acquiring proper staffing levels. Without prior staffing I am unable to meet the demands of the industry.

Validation for Program Planning Process:

10. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

- a. The advisory committee
- b. Health science department
- c. California Dental Association- CDA
- d. Guided pathway success team

11. Are there specific recommendations regarding the core topic responses from the validation team?

- I am pleased that we have new flooring scheduled to be installed in the Dental clinic. This has been an ongoing goal.
- A steri-center has been approved to replace the 25-year-old model in current use. In addition to a disinfecting unit
- Clinical instructors have incorporated digital impression scanners into the clinical curriculum. This is state-of-the-art technology.

Area of Focus Discussion Template

CURRICULUM AND TEACHING DESIGN

Curriculum and Teaching Design analyzes currency of modalities, articulation, and industry needs. It includes content review, currency and relevance, accessibility, and equitable practices. Sample activities include the following:

Possible topics:

- Review courses and programs through an equity lens to assess access and success.
- Review prerequisites, corequisites, and advisories, and limitations on enrollment, modality, articulation and transfer, and units and time to completion. Is there disproportionate impact within certain demographic groups?
- Assess teaching practices, equipment, supplies, and materials, and technology (like homework, syllabus, text, videos, classroom technology, etc.)
- Assess and integrate program learning outcomes (PLO).

1. What data were analyzed and what were the main conclusions? -

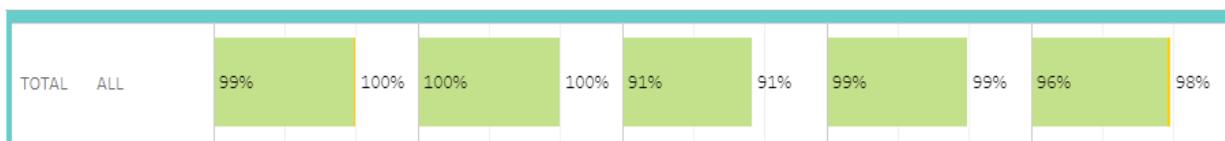


Table 1 Retention and Success Rate for Dental Assisting Program -Fall 2017 to Spring 2022 inclusive

- 96-100 retention rate
- 98-100 Success rate
- The drop to 91% was due to the pandemic. Dental offices were closed and program completion was delayed.

The first semester of the program has highest attrition. Usually due to conflicts with students work schedules and lack of student readiness.

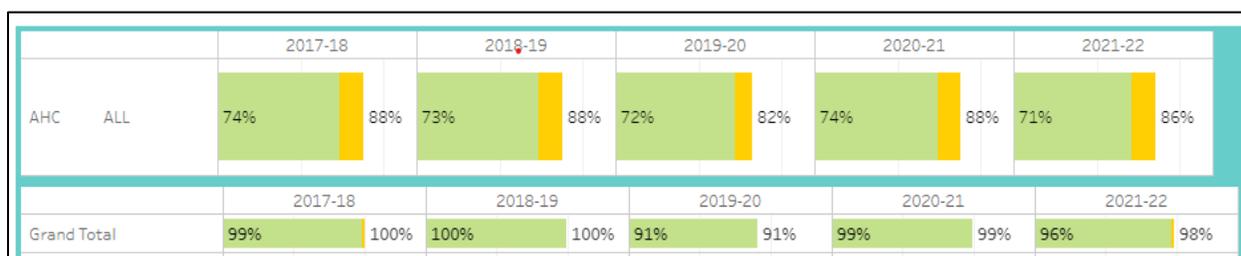
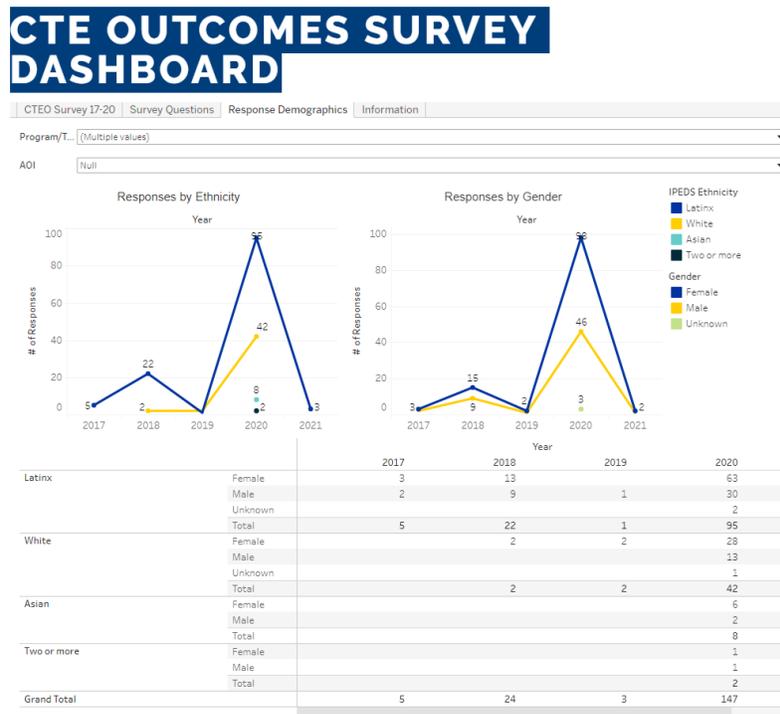


Table 2: Hancock General student population

- The Dental Assisting program has a 30% higher success rate than general enrollment.

2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?

- The elimination of the STAR test has removed an important tool in recognizing student readiness.
- Most students need to work part time while attending the 32-unit program. This limits their time to study and prepare for class and tests.
- Male enrollment continues to be low. We continue to market to this demographic, by including photo images of male dental assistants. Latinx students tend to be predominant enrollment which is consistent with the demographics of Santa Maria.



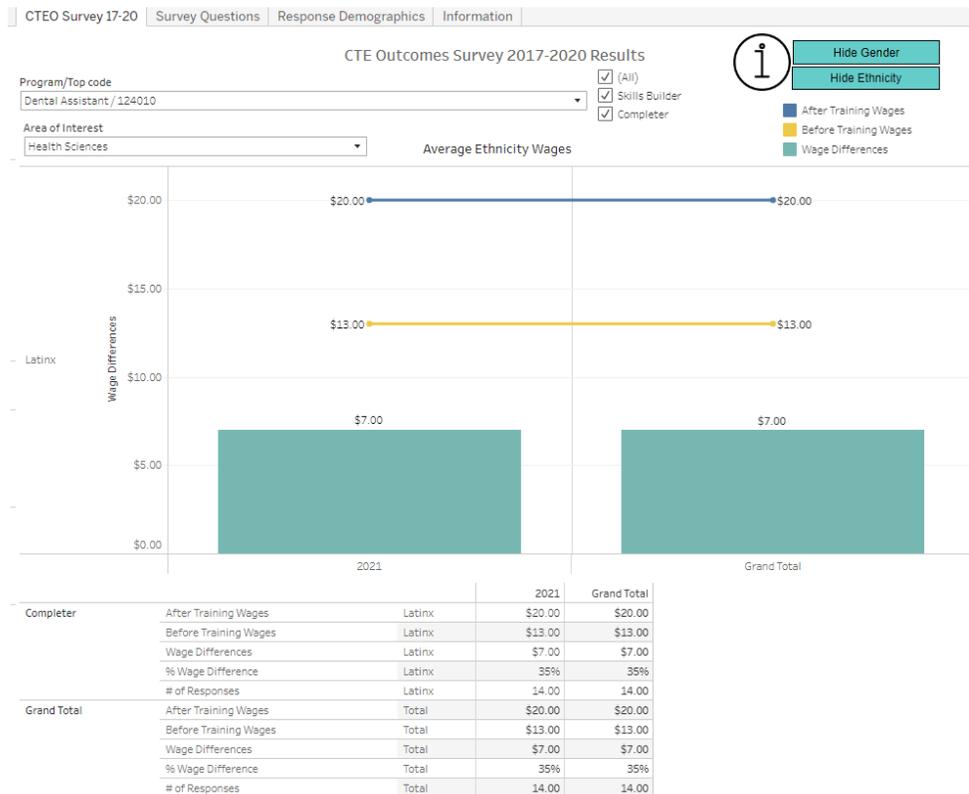
3. What are your plans for change or *innovation*?

- The Dental Assisting program has partnered with the Academic Resource Center, to provide a learning resource specialist to meet with incoming students during the DA-310 orientation. Study skills, test taking strategies and time management are presented. Fall of 2022 was the first time this was offered. I believe it was beneficial and was part of our student success for the class of 2022/2023 class.
- Researching the possibility of implementing a computer adaptive test for dental assistants.
- Field trips to dental labs allow students to see the most current technology.
- Field trips to surgery centers and dental specialist allow students to explore additional career pathways.
- Guest speakers presenting and demonstrating the latest technology.
- Field trips to dental hygiene programs and RDAEF- extended functions programs to help students be aware of additional career opportunities.
- Theory classes are introducing techniques and strategies for more student engagement.

4. How will you *measure* the results of your plans to determine if they are successful?

- Students pass rate on Registered Dental Assistant exam.
 - Pass rate in 2022 was 96%. This score includes students who had delayed taking the test due to pandemic.
- Attrition rate
- Program pass rate
- Student surveys

CTE OUTCOMES SURVEY DASHBOARD



The wage changes post pandemic for Dental Assistants shows a \$7 per hour increase. Based on post program student surveys wages were closer to \$25.00 an hour.

5. What practices are used in your program's DE courses that support or demonstrate regular and substantive interaction?

- Course review that was completed in Fall 2022. All theory classes have been converted to hybrid. Students prefer in person, but we have options in case of case conditions warrant.

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

- Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)
 - I have been using my advisory members, department faculty and continuing monitoring of PLO's.
- Are there specific recommendations regarding the core topic responses from the validation team?

This year has seen positive momentum. In reviewing the plan of action.

- Sterilization center installation date summer 2023
- The dental floor will be installed Summer of 2023.
- Classroom doors now can be locked from include the classroom. Fall 2022

New Program Planning Initiative	
Title:	New Dry vacuum system and Dental Clinic Equipment maintenance
Planning years:	2023-2024
Description:	
<p>Currently the dental vacuum system need replacement. It was serviced in January 2023 and technician recommended replacement. It is an older unit (13 years) and needs to be replaced with a dry vacuum that is more energy efficient.</p> <p>The dental equipment is reaching an age where more repairs will be needed more frequently.</p>	
Resources:	
<p>Priority Level: Low Medium High</p> <p>Resource Type: Equipment Staff Faculty Supplies and Materials</p> <p>Quantity:</p> <p>Per Item Price: \$10,000 Price with taxes/shipping, etc.: \$11,000</p> <p>Description: Replacement of water vacuum system with a dry vacuum system. This item requires more research and new quotes. This is a rough estimate based on service technicians' opinion.</p>	

In addition:

Ongoing repairs are a variable expense. Can be addressed on a as needed basis or budget augmentation.

New Program Planning Initiative

Title: Infection control equipment for Steri-center

Planning years: 2023-24

Description:

A new sterilization center will be installed during the summer of 2023. This unit will have a disinfecting unit, much like a dish washer, that requires instrument cassettes and packaging supplies (paper, ID tape).

Student exposure to infectious material/bloodborne pathogens and sharp instruments will be reduced with this system.

Resources:

Priority Level: Low Medium **High**

Resource Type: **Equipment** Staff Faculty Supplies and Materials

Quantity: 1

Per Item Price: see list below **Price with taxes/shipping, etc.:** \$4000.00

Description:

Metal cassettes for sterilization of dental instrument for use in dental clinic.

StatusQtyPrice**Subtotal**

[IMS® Signature Series® Exam Cassettes – 5 Instrument Capacity, 3" x 7.5" x 1.25" - Yellow](#)
371-0282
Hu-Friedy Manufacturing Co Inc
IM6055
\$122.19 / EA

\$1,466.28



[Handpiece/Accessory Cassette](#)
498-0116
Miltex by Integra
3-080205
\$82.99 / EA

\$414.95



[Sure-Check® Strips, 100/Box](#)
235-2391
Crosstex International
\$20.49 / BX. 6+ @ \$20.29 / BX. 12+ @ \$20.19 / BX

\$20.49



[Patterson® Lead-Free Autoclave Indicator Tape - 1" W x 60 Yards L](#)
118-6915
Patterson Dental Supply
STLF24MMP
In Stock. \$12.09 / BG 3+ @ \$11.29 / BG. 6+ @ \$11.19 / BG

\$24.18

	<u>IMS Universal Cassette Sterilization Wraps – Tape Seal, No Indicator - Universal, 12" x 12", 1000/Pkg</u> 371-2619 Hu-Friedy Manufacturing Co Inc IMS-1217. \$148.99 / PK	\$297.98
	<u>IMS Universal Cassette Sterilization Wraps – Tape Seal, No Indicator - Universal, 20" x 20", 500/Pkg</u> + Tag 371-2601 Hu-Friedy Manufacturing Co Inc IMS-1216. \$175.99 / PK	\$175.99
	<u>IMS® Signature Series® Exam Cassettes – 5 Instrument Capacity, 3" x 7.5" x 1.25" - Purple</u> + Tag 371-3609 Hu-Friedy Manufacturing Co Inc IM6056 \$122.19 / EA	\$1,466.28
		Total Quantity
		35
		Total \$3,866.15

New Program Planning Initiative	
Title:	Dental Assisting Stools
Planning years:	2023-2024
Description:	
The dental clinic needs 3 new dental assisting stools. This is a heavily used item (20 hours a week). The existing stools are showing wear and are becoming wobbly. This is a safety issue. Existing chairs are 13 years old.	
Resources:	
Priority Level: Low Medium High	
Resource Type: Equipment Staff Faculty Supplies and Materials	
Quantity:	
Per Item Price: \$1500.00	Price with taxes/shipping, etc: \$5000.00
Quotes have been requested.	
Description: Stool for dental assistants to perform chairside duties.	

New Program Planning Initiative	
Title:	Dental Instruments

Planning years:	2023-2024
Description:	
It is necessary to replace broken dental instruments. The dental clinic works on patients, and we must maintain the highest level of care.	
Resources:	
Priority Level: Low Medium High	
Resource Type: Equipment Staff Faculty Supplies and Materials	
Quantity: TBD	
Per Item Price: \$1000.00 Price with taxes/shipping, etc: \$1100.00	
Description: We will need to inventory existing instruments and request a quote. This is an estimate.	

New Program Planning Initiative	
Title:	Repair/Service of X-ray Mankins
Planning years:	2023-2024
Description:	
2 x-ray manikins need to be repaired. They are sent off to the manufacturer. The repair takes several months. I would like to send the manikins off to be repaired early Fall semester so that they will be ready to use during DA 326 Radiography class.	
Resources:	
Priority Level: Low Medium High	
Resource Type: Equipment Staff Faculty Supplies and Materials	
Quantity:	
Per Item Price: \$4000.00 Price with taxes/shipping, etc: \$8500.	
Description: Human skull manikins need to be refurbished and teeth and clamp replaced.	

New Program Planning Initiative

Title: Ultrasonic cleaner unit and supporting supplies.

Planning years: 2023-2024

Description:

The current unit in use is now 13 years old and needs to be replaced. This is an essential piece of equipment in the sterilization process of instruments that are used during patient clinics.

Resources:

Priority Level: Low Medium **High**

Resource Type: Equipment Staff Faculty **Supplies and Materials**

Quantity:

Per Item Price: listed below

Price with taxes/shipping, etc: \$2095.00

Description: **Ultrasonic (4 Total Items) Cleaner and supplies to make operationa**

Select manufacturer Certol International LlC & R Manufacturing Co Sps Medical

Select category Autoclave Supplies Ultrasonic, Enzymatic & UV-C Cleaners Select sub-category

[Clear All Search/Filters](#)

Standard View

eCatalog View

Item Description	Category	Sub Category	Manufacturer Name	Man Iter
 EMS Sterilizer Monitoring Service - Mail-In Biological Indicators, 52/Pkg	Autoclave Supplies	Autoclave Test Strips & Bio Monitors	Sps Medical	EMS
 ProEZ™ 2 Dual Enzymatic Detergent - Concentrated, 1 Gallon Bottle, Pump Included	Ultrasonic, Enzymatic & UV-C Cleaners	Ultrasonic & Enzymatic Cleaning Solutions	Certol International LlC	PRE
 Quantrex® 210 Ultrasonic Cleaner with Timer, Heat and Drain, 1.51 Gallon	Ultrasonic, Enzymatic & UV-C Cleaners	Ultrasonic & Uv-c Cleaner Machines	L & R Manufacturing Co	617
 Quantrex® 210 & 420 Ultrasonic Cleaner Stainless Steel Mesh Basket	Ultrasonic, Enzymatic & UV-C Cleaners	Ultrasonic Cleaner Containers & Holders	L & R Manufacturing Co	1014

New Program Planning Initiative	
Title:	3D printer for lab use
Planning years:	2023-2024
Description: 3D printers are now being used in dental offices to print dental models. Our program strives to stay current with advancements in technology.	
Resources: Priority Level: Low Medium High Resource Type: Equipment Staff Faculty Supplies and Materials Quantity: 1 Per Item Price: Researching costs and suppliers Price with taxes/shipping, etc: Description: 3D model printe	

New Program Planning Initiative	
Title:	HESI Testing
Planning years:	2023-2024
Description: Researching the possibility of implementing a computer adaptive test for dental assistants.	
Resources: Priority Level: Low Medium High Resource Type: Equipment Staff Faculty Supplies and Materials Quantity: 1 Per Item Price: TBD Waiting for Elsevier representatives quote. Price with taxes/shipping, etc: Description:	

New Program Planning Initiative	
Title:	Budget Augmentation
Planning years:	2023-2024
Description: Budget augmentation of \$3500 to purchase personal protective equipment for students. In the past Students purchased these items in their student kits. The budget office has stated it is not allowable to charge students for disposable items. Advisory meeting funds: Mandated meetings that occur during dentists' lunch hour, require that we supply food and beverages.	

Resources:

Priority Level: Low Medium **High**

Resource Type: Equipment Staff Faculty **Supplies and Materials**

Quantity: 1

Per Item Price: **Price with taxes/shipping, etc:** Total \$4000.00

\$3500.00 PPEs Instructional materials

\$150.00 Food for advisory board meetings

Description: Student materials. Advisory Food/beverage

Program Review Signature Page:


Kathleen Johnson (Jun 7, 2023 09:36 PDT)

Program Review Lead

Jun 7, 2023

Date


Thomas Iamica (Jun 7, 2023 10:42 PDT)

Program Dean

Jun 7, 2023

Date



Vice President, Academic Affairs

Jul 20, 2023

Date

DA Program Review_2022-23

Final Audit Report

2023-07-20

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By:	Kara Mushegan (kara.mushegan@hancockcollege.edu)
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