Department Annual Report

2012-2013

[Dental Auxiliary Programs ]

Dental Assisting Program

[Program(s) in Review]

[Plan Code]

Document Prepared By: Eve Sidney

[May 1, 2013]
Department Information

Current year goals
List 2012-2013 goals here:

1. Curriculum Clean Up—now that the revised curriculum cycle has been completed; there are a few items that need to be revised and modified. During our off campus retreat on 6/7/12 faculty will identify the changes that need to be made and initiate through the CARP and curriculum revision process.

2. Complete process to put DXX115 online

3. Add DXX115 (Introduction to Dentistry) as an optional prerequisite course

Goals 1, 2, 3 go together as part of curriculum clean up. At our meeting on 5/2/13, the following decisions were made regarding DXX115

- Offer online section summer 2014
- DA and DH students will be in the same section (currently DA and DH students take separate classes do to time constraints)
- Sidney and Schultz are currently working on revising the CARP for DXX115. CARP revision will be completed by 6/28/13.
- DXX115 can be taken prior to starting the program or the first semester (fall) of dental assisting of dental hygiene.

4. Develop infection control videos/quizzes for clinical and lab course

Goal 4—One infection control video was completed during fall semester, a second video was scripted and Dr. Quillan is working with media to record the second video during summer session.

5. The programs need one person to coordinate infection control. We received a recommendation for infection control violations during the CODA site visit. A PERKINS request has been made for 2012-2013 to initiate this process.

Goal 5—the department submitted a budget request for a part time Infection Control Officer, the position was denied. The College did offer the opportunity for EOL (summer 1 hour) and fall and winter semester.

6. The format for the annual infection control update meeting will totally change for fall 2012-2013 based on CODA recommendations during our ADA site visit. Each clinic and lab course instructor has been asked to list all infection control related issues associated with their course. Updates will be tailored to individual course infection control needs. In addition, a Perkins request to fund videos for each of the updates has been made. Each infection control update for a course will have a corresponding video and
quiz. In the event of an infection control violation by a faculty, student or staff will required to review the video and complete the quiz.

Goal 6: The Infection Control Committee is scheduled to meet on May 22nd to plan the annual fall Infection Control update workshop. We plan to integrate the infection control video recorded by Dr. Quillan into the session.

What were the challenges that you experienced in meeting your goals and suggestions for solutions in the future?

Goals for 2013-2014
1. Develop an annual master calendar with due dates for each of the monitoring mechanisms on the Dental Assisting Assessment Plan
2. Implement calendar due dates and evaluate monitoring mechanisms.
3. Review and Update Quality Assessment Plan Each Semester and modify as needed.
4. Develop a needs assessment survey for CDA to RDA (include question one semester or two semesters time frame to complete program)
5. If approved, Develop CDA to RDA Curriculum (hybrid program)
6. Implementing Infection Control Videos and develop 1 additional video
7. Develop Infection Control Update Training Session
8. Initiate Infection Control EOL
9. Modify Excel spread sheet that will be utilized to input student performance scores in clinic courses on a tablet/IPad.
10. Work with Eaglesoft Software to customize the hard tissue charting component for clinic use.

Internal collaborations and partnerships
[Describe any existing internal collaborations and partnerships, in which the department (or programs within the department) are engaged or pursuing] NA

External collaborations and partnerships
Senior Dental Day, December 14, 2012-
Approximately 101 volunteers were involved, including dentists, hygienists and dental assistants. GRCC is partnering with Senior Neighbors, Area Agency on Aging of Western Michigan Care Management, United Methodist Community House, the Association for the Blind and Visually Impaired, and Native American Family Services to hold this event.

Students, faculty and staff in Grand Rapids Community College’s Dental Programs are teamed up with Senior Neighbors, Area Agency on Aging of Western Michigan Care Management, United Methodist Community House, the Association for the Blind and Visually Impaired, and Native American Family Services to provide a free day of preventative dental care for senior citizens on December 14.

The Area Agency on Aging for Western Michigan identified 45 low-income seniors who need dental work but have no regular access to it. Dentists pre-screened the seniors to make sure that preexisting medical conditions were taken into consideration before the patients undergo preventative services. Throughout the day, the dentists will identify seniors who need further dental care, which will be provided at a later date by Cherry Street Health Services and other community dental partners.

The dental assisting students made mouth guards for the Grand Valley State University men’s lacrosse team. Plans to construct mouth guards for the team next year are already in place!
Two days in February, the dental assisting students provided oral hygiene instruction and shared dental health tips with the kids that attended the Children’s Museum.

Dental Assisting students annually volunteer at the West Michigan District Dental Society’s Annual Golf outing in June.

**Departmental needs for support from other departments within the college**

*Describe any needs this department has for support from other departments within the college.*

NA

**Program accreditation Updates**

In the March 3, 2013 correspondence letter from the American Dental Associations Commission on Dental Accreditation, the commission granted the dental assisting program accreditation status as “approval with reporting requirements.”

The commission requests the program submit verification that the program administrators obtain certification as a Certified Dental Assisting National Board Certified Dental Assistant. The program administrator successfully passed the three examinations that make up the Dental Assisting National Board exam. The commission also requests verification of additional work experience in four-handed dentistry. Documentation of additional work experience in four-handed dentistry and a copy of the program directors certified dental assistant certificate will be submitted as part of a report due the Commission on May 15, 2013.

**Description of departmental advising plan and outcomes**

The Program Director conducted monthly open advising sessions for potential future and current GRCC students. Nine open advising session dates were posted on the dental programs website early September of 2012. The majority of attendees were not GRCC students, which was a bit of a surprise to us! The open sessions worked well, our department plans to schedule advising sessions for 2013-2014 using the same model.

**Updates About Student Organizations and Achievements**

*Please provide any updates, including student success stories from this year here*

NA

**Other department updates**

Hours too numerous to mention have been spent exploring ways to make up clinic time during summer 2014-the summer the dental clinic will be remodeled. Though the dental assisting program will not be affected, faculty has worked with the department to make decisions related to the clinic remodel, and revised dental hygiene curriculum. The first year dental hygiene class is the only class that the clinic remodel will affect. It was determined that summer clinic hours would be redistributed during winter 2014 and fall 2014. Faculty base loads for winter 2014 and fall 2014 will be different as a result of not holding clinics during summer 2014. Summer 2014 all lecture courses associated with summer session and a fall 2014 lecture course will be added to summer session to distribute the load. Faculty are making the necessary CARP changes to courses that either changed the semester it would be offered or for courses that will be split in two courses and offered over winter 2014 and fall 2014. Financial aid has been consulted as
credit hour and contact hours will not be the same for 2013 2014 first year dental hygiene students.

CDA to RDA Program Development
A committee was formed to look at the possibility of offering a program that would provide the practicing Certified Dental Assistant (CDA) with the knowledge and skill needed in advanced function techniques allowable by law in the State of Michigan. In less than one year, students would be prepared to sit for the State of Michigan’s Registered Dental Assisting (RDA) Examination. Eve met with Paula Sullivan to review The GRCC Notice of Intent-New Program Application. It is our hope that Paula Sullivan will present the CDA to RDA- GRCC Notice of Intent-New Program Application to the Deans Council over the summer.
Committee members include, Julie Bera, Colette Smiley (adjunct faculty), Eve Sidney and Deb Kaser (Dental Programs Advisory Board member)

Faculty & Staff

Departmental Professional Development Activities (Contractual Obligations for Departmental Faculty Development/6 hours)
Full time faculty met the first Friday of each month from 11:50-12:50 (excluding March 1, the meeting was held on March 15, 2013 and held a three hour meeting on November 20, 2013. In addition, Julie Bera met with dental assisting faculty numerous times throughout the academic year.

Faculty Professional Development Activities- Year End Summary
[Professional development in which individual faculty and staff participated this year. Identify those that are specifically related to curriculum development or improvement. Please indicate how the professional development activities affected the work within the department, include Perkins funded professional development.]

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Professional Development Activities</th>
<th>How the work affected work within the dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eve Sidney</td>
<td>Work with a dental assistant to update dental assisting skills</td>
<td>New techniques and terminology learned will be used to teach both dental assisting and dental hygiene students.</td>
</tr>
<tr>
<td>Julie Bera</td>
<td>Attend Academy of General Dentistry’s Annual Conference.</td>
<td>The conference is not until June, so not able to report out at this time.</td>
</tr>
<tr>
<td>Jean Verwys</td>
<td>Attend the Organization for Safety, Asepsis and Prevention (OSAP) Annual Session in June 2013</td>
<td>The conference is not until June, so not able to report out at this time.</td>
</tr>
</tbody>
</table>
[Documentation of the work accomplished through EOL/Release time in the department this year. For work associated with Perkins programs, please indicate and describe how the EOL/Release time is associated with the programs and their outcomes within the department. Please indicate how the professional development activities affected the work within the department.]

EOL/Release Time Work

<table>
<thead>
<tr>
<th>EOL Release Activity</th>
<th>Faculty</th>
<th>Activity</th>
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</thead>
</table>
| Dental Assisting Supervisor | Julie Bera | • Release time has allowed coordination of clinic activities, clinic calendars and faculty calibration. Chris works with me to develop full time and adjunct faculty calibration and educational methodology meetings (one in the fall and one in the winter semester)  
• During 2013-2013 Chris and I plan to review the job description for the Dental Assisting Supervisor. |

<table>
<thead>
<tr>
<th>PERKINS</th>
<th>Faculty</th>
<th>Activity</th>
<th>Program Impact of Work</th>
</tr>
</thead>
</table>
| Julie Quillan | Develop 6-10 videos) for each clinical and laboratory course. Develop quizzes to accompany videos. | • The goal set was a bit too high considering the amount of work that goes into developing one script for a video. The main infection control video on how to set up an unit and break it down did get completed.  
• Plans to complete a second video are in the works during May-June.  
• The infection control committee will determine how to use the video as part of the fall Infection Control Update meeting scheduled on 9/13/13.  
• Since the clinic will be remodeled summer of 2014, we don’t think it is a good idea to develop videos in our clinic when the layout and some of the processes will change. |

<table>
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<tr>
<td>Jean Verwys</td>
<td>The major work completed revolved around developing the sterilization area for the new clinic. Numerous meetings and hours of research were completed to arrive at the decisions the department made. One such decision to go with bottled water verses city water was a substantial money savings. Jean will complete additional infection control work during summer 2013.</td>
<td></td>
</tr>
</tbody>
</table>
Faculty Development Plans for Upcoming Year

[Please identify any department specific faculty professional development to which you would like faculty within the department to have access in the upcoming academic year.] I would really like to see an educational methodology course that applies to clinical teaching available for full time and adjunct faculty.

Faculty & Staff Accomplishments/Awards. The first prize recipient for the Grand Rapids Community College's 2013 Armen Awards was the Community Dental Health course and the Salvation Army-Booth Family Services. Nancy Kyser and Kaley Sherwood (second year dental hygiene students) assisted by faculty member Debra Schultz provided oral hygiene education to pregnant teens and teen mothers. The first prize award was $3000.00.

Eve Sidney passed all three components of the Dental Assisting National Board Examination and now holds the credential of a CDA (Certified Dental Assistant), expires 4/24/2014.

Julie Bera continues to serve on the Michigan State Board of Dentistry representing dental assisting. At the April 19, 2013 Michigan Dental Assisting Association, Julie Bera received the MaraLee Albrecht Impact Award. The MaraLee Albrecht award was named in honor of MaraLee MDAA Honorary Member and a very active member of MDAA. It is awarded to the member who has either contributed toward legislative pursuits and/or made educational presentation in the dental field. “Julie has represented all dental assistants in the State by providing her expertise and comments as a Board of Dentistry Member.”

Program Data- Perkins Indicators

5P2: Student Participation in Nontraditional Fields
The composition of dental hygiene graduates continue to be dominated by women. Several years go by between male graduates.

2P1: Credential, Certificate, or Degree Attainment
[Summarize the data trends for all programs in the department]

5P1: Student Completion in Nontraditional Fields
[Summarize the data trends for all programs in the department.]

4P1: Student Placement
Our program does not have employment data, or information regarding military service or apprenticeship for students that graduated in 2012.

3P1: Student Retention and Transfer
Summary
Variation from year to year is experienced in each of the categories that make up the Core Indicators for PERKINS.

Curriculum

Course Improvement Projects
See Goals 1, 2, 3 go together as part of curriculum clean up. At our meeting on 5/2/13, the following decisions were made regarding DXX115

- Offer online section summer 2014
- DA and DH students will be in the same section (currently DA and DH students take separate classes do to time constraints)
- Sidney and Schultz are currently working on revising the CARP for DXX115. CARP revision will be completed by 6/28/13.
- DXX115 can be taken prior to starting the program or the first semester (fall) of dental assisting of dental hygiene.

Plans to move DAA112 to an online course are in process.

Program Improvement Projects
Increase the initial pass rate on the RDA exam. Data collection for this process will begin with the pass rates for the 2013 spring exam series.
A “Mock” RDA exam that focused on two of the three components of the test was added to DAA125 course content winter 2013. Results from the mock exam will be tabulated and review by the two faculty that teach DAA125.

Course Document (CARP) Updates completed this year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>DXX104</td>
<td>Infection Control in Dentistry</td>
<td>Sidney</td>
</tr>
<tr>
<td>DXX115</td>
<td>Introduction to Dentistry</td>
<td>Schultz</td>
</tr>
<tr>
<td>DAA118</td>
<td>Dental Biomaterials</td>
<td>Sidney</td>
</tr>
<tr>
<td>DAA129</td>
<td>Business Management of the Dental Office</td>
<td>Sidney/McGlincy</td>
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</table>
Assessment of Student Learning

Please answer the questions below for each assessment project that you are working on this year. If you have more than one project, simply cut and paste the headers for each section below, in order to create a report for each.

Program Learning Outcome(s) assessed this year
Students will pass the Registered Dental Assistant Examination (2011-2012 Program Outcome)
[Please list the Program Learning Outcome(s) that you assessed this year.]

Measures of Student Learning

[Please list the measures of student learning that were used this year (student work/measurement instrument)]

Initial Data and Findings
The results below are from the spring 2012 State of Michigan Registered Dental Assisting Examination.

GRCC Candidates: Written___ Temporary Crown ___ Amalgam ___
# passed / # took  17/21 (81%)  20/21 (95%)  16/21 (76%)

All State of MI Candidates: Written___ Temporary Crown ___ Amalgam ___
# passed / # took  59/68 (87%)  61/66 (92%)  59/69 (86%)

Curricular or Pedagogical Changes Implemented - what we plan to do
The course instructors implemented a “mock” Registered Dental Assistant Exam (fabrication of a temporary crown and Class II amalgam) in DAA125 winter semester 2013. This mock exam provided the faculty with assessment information. The following recommendations will be implemented during 2013-2014.
Rewrite the student assessment outcomes and include a competency level a student must earn in order to pass the mock RDA or competency for the class 2 amalgam restoration and a temporary crown.

Require students that do not pass the mock RDA and or competency to have tutoring.

During 2013-2014 dental assisting faculty will collect data and modify the mock RDA exam based on the “first time through” this year.

[Briefly describe the curricular or pedagogical changes that are planned or were made as a result of what you learned from the measurement of Program Learning Outcomes.]

Data and Findings (post improvement/change)
Data and findings will be reported out at this time next year.

[Summarize the data and findings from the measurement of student learning after the improvements/changes were made. Add the detailed data to the appendices]